



Employee Handbook

Mechworks Mechanical Contractors, Inc.

An Equal Opportunity Employer

A Handbook of Employee Benefits and Personnel Policies

Updated 4/10/2023

Legal disclaimer to users of this form Employee Handbook:

This policy is not intended nor should it be construed as an employment contract. Under current North Carolina law, any coworker can quit or be terminated without notice. Should any section, subsection, or statement contained herein conflict with any Federal, State or Local laws, then the law will be considered policy. It is the intent of Mechworks to set forth policies and procedures that are in complete compliance with the law. The right to change any section, subsection, or statement in this policy without prior notice is retained by Mechworks. It should be noted that the benefit programs described herein are explained in full detail in other documents.

These materials are presented, therefore, with the understanding that we are not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.



Table of Contents

Welcome and Purpose	5
Employment Policies	5
Equal Employment Opportunity	5
Americans with Disabilities Act	6
I-9 Immigration Reform Policy	6
Background Checks	8
Orientation Period	8
Employment Practices	8
Employee Classification	8
Flexible Schedules	9
Attendance Policy	10
Time Cards	10
Pay Periods	11
Overtime Pay	11
Dress Code	11
Confidential Information and Company Property	13
Conflicts of Interest	13
Employment of Relatives	14
Improper Payments and Gifts	14
Inclement Weather	14
Performance Evaluations	15
Personnel Records	15
Phone Calls	15
Monitoring in the Workplace	16
Employment Termination	16
Workplace Conduct	17
Standards of Conduct	17
Violence-Free Workplace	19
Harassment Policy	19
Complaint Policy	21
Drug-Free Workplace Policy	21
Smoke-Free Environment	23
Disciplinary Action Policy	23
Employee Benefits	24
Break Periods	25
Breastfeeding Mothers	25
Personal Time Off / Vacation Policy	25
Holidays	28
Employer-Offered Insurance	28
COBRA Benefits	28
401-K Plan Offered with Employer Match	29
Educational Assistance	29
Federal Family and Medical Leave	30
Military Leave Policy	37



Safety 38
Reporting Injuries & Illnesses 38
Responsibilities & Lines of Authority 38
Expectations, Incentive Programs & Compliance 41
Company Vehicle Policy 42
Driving While on Company Business 43
Workers' Compensation 45
Employee Handbook Appendix 46
Time Off, Vacation, Leave Request 47
Supervisor Accident Report 48
Employee Warning Report 49
Application & Request for Educational Reimbursement 50



Receipt of Company Employee Handbook

The Employee Handbook (sometimes referred to as the “Handbook”) is a compilation of personnel policies, practices and procedures currently in effect at Mechworks Mechanical Contractors, Inc. (hereinafter referred to as “Mechworks, Inc.” or the “Company”).

This Handbook is designed to introduce employees to the organization, familiarize you with Company policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This Handbook and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. You understand that your employment is “at-will” and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the CEO or other authorized representative(s) of Mechworks, Inc. has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This Handbook is intended solely to describe the present policies and working conditions at Mechworks, Inc. This Handbook does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state, and/or local laws will take precedence over Mechworks, Inc. policies, where applicable.

Mechworks, Inc. reserves the right to change, withdraw, apply, or amend any of our policies or benefits, including those covered in this Handbook, at any time. Mechworks, Inc. will notify you of such changes via email, posting on the Company’s Intranet, Portal or Website, or via a printed memo, notice, amendment to or reprinting of this Handbook, but may, in its discretion make such changes at anytime, with or without notice and without a written revision of this Handbook.

By signing below, you acknowledge that you have reviewed a copy of Mechworks, Inc.’s Employee Handbook, and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it. Furthermore, you acknowledge that you are employed “at-will” and that this Handbook is neither a contract of employment nor a legal document.

Signature

Date

Please print your full name

Please sign and date this notice and return it to Human Resources.

Retain this copy for your reference.



Welcome and Purpose

This Handbook is designed to acquaint you with Mechworks, Inc. and provide you with general information about working conditions, benefits, and policies affecting your employment.

The information contained in this Handbook applies to all employees of Mechworks, Inc. Following the policies described in this Handbook is considered a condition of continuous employment. However, nothing in this Handbook alters an employee's "at-will" status. The contents of this Handbook shall not constitute nor be construed as a promise of my employment or as a contract between the Company and any of its employees. The Handbook is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Employment Policies

Equal Employment Opportunity

It is our policy to provide equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law.

We are committed to assuring that:

All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis;

Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law; and

Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

We believe in and practice equal opportunity. The Director of Human Resources serves as our Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our Company in meeting its objectives.

Americans with Disabilities Act

It is the policy of Mechworks, Inc. to comply with the Americans with Disabilities Act and The ADA Amendments Act of 2008.

We will make sure that all individuals with disabilities:

- Have an equal opportunity to apply for jobs and to work in jobs for which they are qualified;
- Have an equal opportunity to be promoted once they are working;
- Have equal access to benefits and privileges of employment that are offered to other employees; and
- Are not harassed because of their disability.

We will not ask questions about disabilities or require medical examinations until after we have made someone a conditional job offer. After making a job offer, we will only ask disability-related questions and conduct medical examinations for everyone in the same job category.

Once a person with a disability has started working, actual job performance, and not the employee's disability, will be used as an indicator of the employee's ability to do the job.

Any medical information about applicants or employees will be kept confidential. Information can be confidential even if it contains no medical diagnosis or treatment course and even if it is not generated by a health care professional.

We will provide reasonable accommodations if a person with a disability needs one in order to apply for a job, perform a job, or enjoy benefits equal to those we offer to other employees. We will not provide an accommodation that poses an undue hardship to Mechworks, Inc.

Once an accommodation is requested, we will discuss the employee's needs and identify the appropriate reasonable accommodation. We may ask for documentation as to why the requested accommodation is needed.

We will ask questions related to disability and may require a medical examination of an employee whose medical condition appears to be causing performance or safety problems.

If you have any questions, please contact Human Resources.

I-9 Immigration Reform Policy

Mechworks, Inc. complies with the Immigration Reform and Control Act, employing only those persons who are legally eligible to work in the United States.

Mechworks, Inc. complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work within three days of hire, Mechworks, Inc. must terminate his/her employment.

E-Verify Statement

The Department of Homeland Security (DHS) and the Social Security Administration (SSA) have established an electronic system called E-Verify to assist employers furtherin verifying the employment eligibility of all newly-hired employees.

Mechworks, Inc. utilizes the E-Verify system to help ensure compliance with Federal immigration laws.

Through E-Verify, employers send information about you from your Form I-9 to SSA and DHS to ensure that you are authorized to work in the United States and that your name, Social Security Number, date of birth, citizenship status, and any other non-citizen information you choose to provide us on the Form I-9 match government records. As an employee, you have certain rights and responsibilities.

Employers must post a notice informing employees of their use of E-Verify.

E-Verify must be used for new hires only. It cannot be used to verify the employment eligibility of current employees.

E-Verify must be used for all new hires regardless of national origin or citizenship status. It may not be used selectively.

E-Verify must be used only after hire and after completion of the Form I-9. Employers may not pre-screen applicants through E-Verify.

If an employee receives an information mismatch from their Form I-9 and SSA and DHS databases, the employer must promptly provide the employee with information about how to challenge the information mismatch, including a written notice generated by E-Verify.

If an employee decides to challenge the information mismatch, the employer must provide the person with a referral letter issued by E-Verify that contains specific instructions and contact information.

Employers may not take any adverse action against an employee because he/she contests the information mismatch. This includes firing, suspending, withholding pay or training, or otherwise infringing upon his/her employment.

The employee must be given eight federal government workdays to contact the appropriate federal agency to contest the information mismatch.

If an employee receives a SSA tentative non-confirmation (TNC), they have the option of visiting an SSA field office to update their record or if the employee is a naturalized citizen, the employee may choose to call USCIS directly to resolve the TNC. The phone number may be found on the SSA referral letter.

Background Checks

Mechworks, Inc. conducts background checks on all job candidates post job offer. Mechworks, Inc. may use a third-party administrator to conduct the background check. The type of information that may be collected is as follows: criminal background check, DMV record, drug screening, employment history, education, credit and professional or personal references.

This information may also be sought out during reassignment or promotional periods.

Mechworks, Inc. will conduct background checks in compliance with the federal and state statutes of the Fair Credit Reporting Act. The employee will receive a copy of the report and a description of his/her rights under the Act upon request.

Orientation Period

For all employees hired by Mechworks, Inc., the first 90 days of employment will be an orientation period. During this time, the employee will undergo training and orientation as directed by the employee's supervisor. The employee's supervisor will also monitor the employee's performance.

During this first 90 days of employment, the employee is encouraged and expected to ask questions concerning his/her job responsibilities and determine if he/she is satisfied with the position. This is also a time for supervisors to assess each employee's suitability for the respective position in which they were hired.

All new employees will receive a confidential performance evaluation from their supervisor at the end of the orientation period.

Employment is "at will" both during and after the orientation period.

Employment Practices

Employee Classification

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA).

The definitions of the worker classification categories can be summarized as follows:

Exempt: Management, supervisory, professional, sales or administrative employees, whose positions meet one of the FLSA exemptions, are exempt from overtime pay requirements.

Non-exempt: Employees whose positions do not meet the FLSA exemption standards must be paid overtime. Employees classified as non-exempt generally work in non-supervisory, non-professional or non-administrative capacities. Overtime work, however, is prohibited without specific supervisor authorization. Repeated violations of this policy will result in disciplinary action.

In addition, each employee's status is defined as one of the following:

Full-time: Employees who work a minimum of 32 hours per week are considered to be full-time. Such full-time employees are eligible for benefits after applicable requirements for length of service have been met.

Mechworks, Inc. supplements its regular work force with temporary or part-time employees to help compensate for workload, employee absences, or other situations. Management will determine which positions are permanent part-time and which are considered temporary or seasonal.

Part-time: Employees who work less than 32 per week are considered to be part-time. Employees who work 32 or less per week, or who work on a temporary project basis, will receive all legally mandated benefits (such as workers compensation and Social Security benefits), but are ineligible for other benefit programs.

Temporary: Temporary employees are those engaged to work either part-time or full-time on Mechworks, Inc.'s payroll, but have been hired with the understanding that their employment will be terminated no later than upon their completion of a specific assignment. This category includes interns and co-op students. Such employees may be either "exempt" or "non-exempt" but are not eligible for Mechworks, Inc. benefits except as mandated by law.

Independent Contractors: Consultants, freelancers or independent contractors are not employees of Mechworks, Inc. The distinction between employees and independent contractors is important because employees may be entitled to participate in the Company's benefits programs, while independent contractors are not. In addition, Mechworks, Inc. is not required to withhold income taxes, withhold and pay Social Security and Medicare taxes, or pay unemployment tax on payments made to an independent contractor.

Flexible Schedules

Standard working hours are from 7:00 to 3:30, Monday through Friday for the field. Where acceptable per project requirements, Mechworks will strive to work 4 – 10hr days making the work hours 7:00am to 5:30pm. In this case hours are changed for the project crew to meet project requirements. Friday work can be required at any time to meet project deadlines. Work on Saturday and Sundays can be required

Attendance Policy

Mechworks, Inc. expects that every employee will be regular and punctual in attendance. This means being in the office or on the project, ready to work, at their starting time each day. Absenteeism and tardiness place a burden on other employees and on Mechworks, Inc.

When you are unable to work owing to illness or an accident, please promptly notify your supervisor and the business office where employed. In the event your immediate supervisor is unavailable, you must speak with a manager. Leaving a message with another staff member or on voicemail does not constitute an accepted notification of absence. If you do not report for work and Mechworks, Inc. is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill at work or must leave the project for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

In the event of inclement weather, we remain open for business during regularly scheduled working hours. You are expected to report for work in inclement weather if it is at all possible to do so safely. In the event we close due to inclement weather, someone in your work group will contact you. Please keep your work group and manager informed on how to reach you on such occasions. See also, Inclement Weather Policy.

Should undue tardiness or absenteeism become apparent, disciplinary action up to and including discharge may be required; written and verbal warnings will be given for both.

Time Cards

Mechworks, Inc. requires that all hourly employees maintain a time card of his/her hours. This will keep a record of hours worked and ensure that paychecks are correct.

Each employee must use his/her own time card only. If an employee punches in or out for another employee, each are subject to disciplinary action.

By signing his/her time card, each employee is approving the number of hours indicated.

Time sheets should be signed by the immediate supervisor on Thursday afternoons or at the end of the work week. The supervisor should submit time sheets into the office at the earliest convenience. They can be faxed or given to superintendent or project managers visiting sites on Monday mornings.

Pay Periods

Employees of Mechworks, Inc. work a standard work week consisting of 40 hours from 7:00 A.M. until 3:30 P.M. Monday thru Friday unless a project dictates different working hours. Employees will be paid on a weekly or monthly basis of each month. If these dates fall on a non-work day or holiday, employees will be paid on the last work day to prior to the 30th.

All employee paychecks are distributed by ACH Debit pay system directly into his/her personal bank account. It is the responsibility of the employee to give the office the appropriate banking information which includes a voided check or banking sheet from the employee's bank. Any changes to banking information must be completed in writing such as changing banks or account numbers. Mechworks, Inc. will not be responsible for items called in to a fellow employee by phone.

Overtime Pay

Mechworks, Inc. shall compensate all hourly, non-exempt employees time and one-half for all hours worked in excess of 40 hours each week. The work week begins on Monday morning (12:01 a.m.) and ends on Sunday at midnight (12:00 p.m.). Any Holiday pay or Personal Time off pay is paid at the regular hourly pay. Holiday & PTO pay does not qualify for overtime pay.

At times, employees will be asked to work overtime to complete necessary work tasks. The employee's supervisor will notify the employee as early as possible regarding his/her scheduling needs.

If an employee would like to work overtime hours, he/she must receive prior authorization from his/her supervisor in writing before working the overtime hours. Repeated violations of this policy will result in disciplinary action.

Dress Code

Your pride in both yourself and as a representative of our organization is reflected in your appearance and image you create. We feel our business image is important and request that our employees maintain standards of dress and appearance appropriate to the organization as a whole and your individual position responsibility. Dress, grooming, personal cleanliness, and professional behavior standards contribute to the professional image we present to our customers and visitors. Therefore, while performing duties for our organization employees are expected to dress in attire appropriate to the business environment and to behave in a professional and business-like manner at all times to best represent our business.

Guidelines:

Due to the nature of our business and our continuous client contact, the employees at Mechworks, Inc. have followed a more traditional business attire

dress policy. Our formal dress guidelines now include a more relaxed dress or “Business Appropriate” dress, which we feel is in the best interest of Mechworks, Inc., our employees and our clients (please see below).

Employees may dress according to the requirements of their position, however our beliefs regarding business appropriate dress is that business is always first. This means that employees should keep their day’s schedule in mind. We recognize that different levels of dress may be appropriate for different occasions. As a general rule, when meeting with clients, prospects, or outside visitors, traditional business attire should always be worn except where it doesn’t make good business sense.

All employees should judge their business attire for meetings and contacts outside of the office by the type of function that will be attended. Also, on occasion there may be a specific business reason to require that all employees dress in traditional business attire. In such instance this will be communicated to employees in advance and they will be required to dress accordingly.

Field employees – All employees will be required to wear a shirt with Mechworks logo on it, long blue jeans or “dickie slacks” are acceptable for pants. Steel toe shoes and hard hats with bill facing forward per OSHA, at ALL times. Safety harness, safety glasses, earplugs and gloves as required per job description. All Military projects require a florescent vest or shirt to be worn at ALL times.

Our business appearance and image are important to us. However, we respect individual preference and choice in dress and appearance. We are confident that employees will use their best judgment in following our dress and attire guidelines. We ask that at all times employees make certain that their appearance is well groomed and clean, and that clothing is appropriate, neat, clean, and well-fitting. While relaxed business attire is acceptable within the stated guidelines, we want to be sure our environment does not jeopardize professionalism and productivity.

If an employee is unclear about our dress and appearance guidelines, they are encouraged to consult with their supervisor and/or our Human Resources staff. Accommodations may be made in the event of a disability or other legally protected reason. If an employee reports to work in questionable attire or appearance, a notification and/or discussion will occur with the employee to advise and counsel them regarding the inappropriateness of the attire. Depending upon the circumstance the employee may also be sent home and directed to return to work in proper attire. Any work time lost will be expected to be made up by the employee. Continued or frequent departures from these guidelines will not be permitted and employees who appear for work inappropriately dressed or groomed may be disciplined up to and including termination.

Confidential Information and Company Property

During your employment by Mechworks, Inc., you may have access to confidential and proprietary data which is not known by competitors or within the HVAC business generally. This information (hereinafter referred to as “Confidential Information”) includes, but is not limited to, data relating to the Company’s marketing and servicing programs, procedures and techniques; the criteria and formula used by the Company in pricing its products and services; the structure and pricing of special packages that the Company has negotiated; lists of customers and prospects; the identity, authority, and responsibilities of key contacts at Company accounts; the composition and organization of accounts’ businesses; the peculiar risks inherent in their operations; sensitive details concerning the structure, conditions, and extent of their existing products and services; contract expiration dates; commission rates; service arrangements; proprietary software, Web applications and analysis tools; and other data showing the particularized requirements and preferences of the accounts. This Confidential Information constitutes a valuable asset of the Company, developed over a long period of time and at substantial expense.

To protect the Company’s interest in this valuable asset, you must (a) not use any such Confidential Information for your personal benefit or for the benefit of any person or entity other than the Company, and (b) use your best efforts to limit access to such Confidential Information to those who have a need to know it for the business purposes of the Company. In addition, you should minimize those occasions on which you take documents, computer disks, or a laptop containing such Confidential Information outside the office. On those occasions where it is necessary, consistent with the best interests of the Company and doing your job effectively, to take documents, a computer disk, or a laptop containing Confidential Information outside the office, all appropriate precautionary and security measures should be taken to protect the confidentiality of the information.

During the course of your employment with the Company, you will be provided and/or will generate correspondence, memoranda, literature, reports, summaries, Handbooks, proposals, contracts, customer lists, prospect lists, and other documents and data concerning the business of the Company. Any and all such records and data, whether maintained in hard copy or on a computer disk, computer hard drive, computer tape, or other medium is the property of the Company, regardless of whether it is or contains Confidential Information. Upon termination of your employment at the Company, you are required to return all such records to the Company and may not retain any copy of any such records or make any notes regarding any such records. We reserve the right to search for such information and property in personal items while on Company premises such as vehicles, purses, briefcases, etc.

Conflicts of Interest

All employees have a duty to further the Company’s aims and goals, and to work on behalf of its best interest. Employees should not place themselves in a position where the employee’s actions or personal interests may be in conflict with those of the Company. Examples include soliciting or profiting from the Company’s client/prospect base or other Company asset for personal gain, acting on behalf of the Company in servicing or obtaining a client and limiting the best solution for the client/prospect for personal financial gain, and acting as director, officer, employee, or otherwise for any business or institution with which the Company has a competitive or significant business relationship without the written approval of the President. This policy does not prohibit legal concerted activity.

Employees should report to their manager any situation or position (including outside employment by the employee or any member of the employee’s immediate household) which may create a conflict of interest with the Company.

Employment of Relatives

Members of your immediate family will be considered for employment on the basis of their qualifications. Your immediate family may not be hired, however, if it would:

- Create a direct supervisor/subordinate relationship with a family member,
- Have the potential for creating an adverse impact on work performance, or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when hiring, assigning, or promoting an employee.

If a circumstance arises that results in a direct supervisory relationship between immediate family or close personal relatives (e.g., marriage, reduction-in-force, reorganization, priority placement), one of the relatives may be reassigned to an appropriate vacancy. During the period that a direct supervisory relationship exists between immediate family or close personal relatives, the supervisory relative will not be involved in any personnel action involving his/her relative. Typical first-level supervisory responsibilities will be referred to the next higher level in the supervisory chain.

For purposes of this policy, your immediate family includes: Mother, Father, Husband, Wife, Son, Daughter, Sister, Brother, Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law, Son-in-law, Daughter-in-law, Stepchild, Stepparent, or Grandparent. This policy also applies to close personal relatives such as Uncle, Aunt, First Cousin, Nephew, Niece or Half-Sibling.

Questions should be directed to your supervisor or Human Resources Department.

Improper Payments and Gifts

We prohibit the solicitation, acceptance, offer or payment to any person or organization of any bribe, kickback or similar consideration of any kind, including money, services or goods or favors (other than goods or favors which are nominal in amount and not prohibited by any federal, state or local law). Do not accept or give gifts, gratuities, entertainment or favors of such value or significance that their receipt might reasonably be expected to interfere with the exercise of independent and objective judgment in making or participating in the business decisions of Mechworks, Inc. or the party with whom Mechworks, Inc. is dealing.

Inclement Weather

Mechworks, Inc. is open for business unless there is a declared State of Emergency. There may be times, however, when we will delay opening. Use common sense and your best judgment, however, when traveling to work in inclement weather.

If you arrive at work after the scheduled opening time, that time is charged to you as either (1) personal/sick time, (2) vacation time, or (3) unpaid time, in that order. You should always use your discretion in getting to work. Mechworks, Inc. attempts to accommodate individual situations by allowing the use of personal/sick time and vacation time in these situations.

Performance Evaluations

Mechworks, Inc. is committed to providing you with feedback both formal and informal, about your performance on the job. Managers are responsible for ongoing performance feedback. In addition, your manager may formally discuss and document your performance on a regular basis (generally on an annual basis). In some business units, an initial performance review may be conducted within three to six months after an employee begins a new job. Please contact Human Resources if you feel that an evaluation is due to you or would be helpful to you.

Your performance appraisal discussion will include a review of your strengths, identify any areas needing improvement, and goals and objectives that need to be achieved. Specific performance problems may be addressed outside the performance appraisal cycle through either informal discussions or formal disciplinary action.

Formal performance feedback becomes a permanent part of your personnel file.

Personnel Records

Employee personnel files may include the following: (job application, job description, background check, resume, records of participation in training events, salary history, records of disciplinary action, and documents related to employee performance reviews, coaching, and mentoring). Personnel records are maintained on a current basis. Please notify us immediately of any change of name, address, telephone number, marital, dependent or tax status. Change in tax status should be issued in writing. Call the office and the forms will be placed in your pay stub envelope. Personnel records are kept highly confidential and are not available to anyone outside of the Company unless you have authorized the release, or release is to an authorized governmental agency, or is required by law. To obtain access to your records, contact Human Resources.

Company Phone Policy

Phone Calls

Business Phone Calls:

A great majority of our business is conducted over the phone making our telephone techniques extremely important. A friendly but businesslike telephone manner should always be projected. When you are away from your work area, make a habit of forwarding your phone to the appropriate extension.

Personal Phone Calls:

We recognize that periodically; personal phone calls must be made or be received during the business hours. Such calls should be held at a minimum so that they do not interfere with the workflow.

Personal Cellular Phone Calls:

In order to provide an optimum work environment, employees are expected to have cell phones turned off during work hours. Ringing cell phones are a distraction to other co-workers and can interfere with productivity. Cell phones should only be used during breaks/lunches and outside of the office. Flexibility will be provided in circumstances demanding immediate/emergency attention.

Voicemail:

Voicemail was installed to help maintain our high quality of service for clients and to increase efficiency throughout the office. Voicemail will only be an option to the caller; the call will not be put directly into voicemail. It is recommended that employee greetings be changed daily. They should be brief and communicate your availability to clients.

Monitoring in the Workplace

Employees should not have the expectation of privacy in anything that they create, store, send or receive on the computer system, telephone system, Company provided cell phones, Company provided PDA's or other communication devices. These systems should only be used for business purposes. Mechworks, Inc. may monitor any aspect of communications for training purposes, to ensure that contacts with customers and potential customers are professional and respectful and that employees are not using the Company's computers or telephones inappropriately.

The Company may also perform video surveillance as it deems necessary for safety, to prevent theft, harassment and other inappropriate behavior in the workplace.

Any evidence of illicit acts on the part of employees may be reported to the appropriate authorities and employees may be subject to discipline up to and including termination for the violation of Company policies as evidenced by monitoring of employee communication and work areas.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

Resignation – voluntary employment termination initiated by an employee.

Termination – involuntary employment termination initiated by Mechworks, Inc.

Layoff – involuntary employment termination initiated by Mechworks, Inc. for non-disciplinary reasons.

Absences – Unexcused absences without notice or excuse that extend for three consecutive days without notification to the business office.

Extended family or medical leave over 90 or 180 days, dependent upon the type of leave taken – termination will occur to allow employee access to COBRA benefits of continuing insurance coverage.

If you wish to resign, you are requested to notify your manager of your anticipated departure date in writing at least two weeks in advance. Of course, as much notice as possible is appreciated by Mechworks, Inc. and your coworkers. Failure to provide a notice will reflect in your eligibility for re-hire.

In the case of termination due to resignation, retirement, or permanent reduction in the work force, your accrued vacation pay will be paid on a pro-rata basis. Vacation pay is not paid in cases of involuntary employment termination.

Upon issuance of your final check, deductions will be made for any outstanding financial obligations owed to Mechworks, Inc. which were authorized to be paycheck deducted.

Exit Interview

A meeting between you and your immediate manager will take place prior to your last day of work. A health insurance extension of benefits under COBRA regulations is available and is offered via mail to eligible employees. Office and truck keys, storage keys, Company equipment and tools, and building passes must be returned at this time. Final paychecks will be held by the Beaufort office until all items are returned.

Workplace Conduct

Standards of Conduct

The work rules and standards of conduct for Mechworks, Inc. are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting Mechworks, Inc.'s business. Please note that any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including immediate termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are **examples** of rule infractions or misconduct that may result in disciplinary action, up to and including immediate termination of employment. These examples are in no way a limitation on or intended to change the Company's at-will policy.

Theft or inappropriate removal or possession of property

Falsification of timekeeping records

Working under the influence of alcohol or illegal drugs

Possession, manufacture, distribution, sale, transfer, dispensation or use of alcohol or illegal drugs in the workplace

Fighting or threatening violence in the workplace

Immoral actions or intimidating others

Boisterous or disruptive activity in the workplace

Negligence or improper conduct leading to damage of Company-owned or customer-owned property

Insubordination or other disrespectful conduct

Violation of safety or health rules

Smoking in the workplace

Sexual or other unlawful or unwelcome harassment and touching

Excessive absenteeism or any absence without notice

Unauthorized use of telephones, or other Company-owned equipment

Using Company equipment for purposes other than business (e.g., playing games on computers or personal Internet usage or company tools for work not project related)

Unauthorized disclosure of business "secrets" or confidential information

Violation of personnel policies

Unsatisfactory performance or conduct

These rules apply to any and all interactions with customers, fellow employees or anyone else associated with the workplace.

Violence-Free Workplace

It is Mechworks, Inc.'s policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, Mechworks, Inc. will not tolerate violence or threats of violence of any form in the workplace, or at work-related functions. This policy applies to Mechworks, Inc. employees and any other person under the control of Mechworks, Inc.

It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers, or creates the perception of intent to harm persons or property. Examples include but are not limited to:

Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, or e-mail).

Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.

Possession of firearms or any other lethal weapon on Company property, in a vehicle being used on Company business, in any Company owned or leased parking facility, or at a work-related function.

Any other conduct or acts which management believes represents an imminent or potential danger to work place safety/security.

Anyone with questions or complaints about workplace behaviors which fall under this policy may discuss them with a supervisor or a Human Resources representative. Mechworks, Inc. will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination of employees.

Where such actions involve non-employees, Mechworks, Inc. will take action appropriate for the circumstances. Where appropriate and/or necessary, Mechworks, Inc. will also take whatever legal actions are available and necessary to stop the conduct and protect Mechworks, Inc. employees and property.

Harassment Policy

Mechworks, Inc.'s policy is to provide a work environment that is free from harassment. Therefore, Mechworks, Inc. will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, or at work-related functions. This policy applies to all Mechworks, Inc. employees and anyone under the control of Mechworks, Inc.

Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment has been defined according to Mechworks, Inc. guidelines as:

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

Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;

Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment;
or

Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct prohibited by this policy include, but are not limited to:

Unwelcome sexual flirtation, advances, or propositions;

Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;

Explicit or degrading verbal comments about another individual or his/her appearance;

The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;

Any sexually offensive or abusive physical conduct;

The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures;
and

Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

Tell the harasser that his or her actions are not welcome, and they must stop, if you feel comfortable enough to do so.

Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Human Resources Department.

Report any additional incidents or retaliation that may occur to one of the above resources.

Any reported incident will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Mechworks, Inc.'s obligation to investigate and act upon reports of such harassment. Appropriate actions will be taken by Mechworks, Inc. to stop and

remedy any and all such conduct, including interim measures during a period of investigation.

Retaliation of any kind or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including immediate termination.

Complaint Policy

Mechworks, Inc. expects all employees to create an atmosphere free of discrimination and respect the rights of their co-workers.

In the event an employee experiences any job-related discrimination or harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, veteran-status, or other protected activity or status, or believe they have been treated in an unlawful, discriminatory manner or have been unlawfully harassed, promptly report the incident to a supervisor. If an employee believes it inappropriate to discuss the matter with their supervisor, it should be directly reported to Human Resources. Once made aware of your complaint, Mechworks, Inc. is committed to commence an immediate, thorough investigation of the allegations. Complaints will be kept confidential to the maximum extent as possible.

If, at the completion of an investigation, Mechworks, Inc. determines that an employee is guilty of discriminatory or harassing behavior, appropriate disciplinary action will be taken against the offending employee.

Mechworks, Inc. prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy, or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful discrimination, Mechworks, Inc. determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

Drug-Free Workplace Policy

We recognize alcohol and drug abuse as potential health, safety and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment.

Employees are prohibited from the following when reporting for work, while on the job, on Company or customer premises or surrounding areas, or in any vehicle used for Company business:

The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia

The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol

Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine (“controlled substance” means a drug or other substance as defined in applicable federal laws on drug abuse prevention).

Any employee violating these prohibitions will be subject to disciplinary action up to and including termination.

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on Company or customer premises, or in any vehicle used for Company business must notify the Company no later than 5 days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence, or other penalty.

We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage any employee to seek professional care and counseling prior to any violation of this policy.

Drug Testing Procedure

Employees may be asked to submit to medical examination and/or submit to urine, saliva, breath, sweat, and/or hair testing for drugs or alcohol. Any information obtained through such examination may be retained by Mechworks, Inc. and is the property of Mechworks, Inc.

In particular, Mechworks, Inc. reserves the right, in its discretion and within the limits of federal and state laws, to examine and test for the presence of drugs and alcohol (as stated above) in situation such as, but not limited to, the following:

Post Job Offer: All offers of employment will be made subject to the results of a drug test. Applicants will be required to voluntarily submit to a urinalysis test and sign an acknowledgement form which will release Mechworks, Inc. from liability. Mechworks, Inc. will not discriminate against applicants for past drug abuse. It is the current abuse of drugs which prevents employees from properly performing their jobs.

Post-Accident: A drug and/or alcohol test will be conducted on all employees involved in accidents occurring during work time or while on Mechworks, Inc. property. Covered accidents include, but are not limited to, accidents that the employee caused or contributed to that involve:

Personal injury to employees or others which necessitates medical attention (beyond first aid) or results in lost work time; and/or

Damage to Mechworks, Inc. property.

Employees are expected to be available for post-Accident testing. If circumstances require an employee to leave the scene of an accident, the employee must make a good-faith attempt to be tested and notify and company of his/her location.

Failure to report any accident which meets the Post Accident testing criteria is in violation of Mechworks, Inc. policy and subject to disciplinary action. Employees testing positive, under certain state laws, may be ineligible for workers' compensation benefits.

Reasonable Suspicion: Any employee may be asked to submit to a drug and/or alcohol test if reasonable cause exists to suggest that the employee's health or ability to perform expected job duties is currently impaired.

Random: At various times throughout the year, names will be randomly selected to submit to a drug and/or alcohol test.

For more information on our drug testing procedures, please refer to the Human Resources Department.

Smoke-Free Environment

Our goal is to have a smoke-free environment. Smoking is not permitted at any time in Mechworks, Inc. work areas, including company vehicles or customer or client areas.

If smoking is allowed outside of the building, smokers should be considerate of coworkers, customers, and members of the public. Help to maintain a clean entryway by depositing cigarettes in appropriate containers and staying far enough away from doors so that smoke does not blow into the building.

Employees who smoke must observe the same guidelines as non-smokers for the frequency and length of break periods.

Disciplinary Action Policy

Mechworks, Inc. reserves the right to terminate an employee at any time for any lawful reason with or without prior disciplinary counseling or notice. Nothing in this Handbook or any other Mechworks, Inc. document is intended to:

Modify this "at-will" employment,

Promise progressive discipline or disciplinary counseling,

Promise notice in circumstances where Mechworks, Inc. considers immediate termination or discipline to be appropriate.

Disciplinary actions may entail verbal, written, final warnings, suspension, or termination. All of these actions may not be followed in some instances. Mechworks, Inc. reserves the right to exercise discretion in discipline. If you are disciplined in writing, copies of your warnings are placed in your personnel file.

In addition to those situations discussed elsewhere in this Handbook, listed below are some other examples where immediate termination could result. This list is general in nature and is not all-inclusive:

Discourtesy to a customer, provider, or the general public resulting in a complaint or loss of good will.

Refusal or failure to follow directives from a supervisor, manager, or Mechworks, Inc. Officer.

Breach of confidentiality relating to employer, employee, and customer, or provider information.

Altering, damaging, or destroying Company property or records, or another employee's property.

Dishonesty.

Providing false or misleading information to any Mechworks, Inc. representative or on any Mechworks, Inc. records including the employment application, benefit forms, time cards, expense reimbursement forms, etc.

Fighting or engaging in disorderly conduct on Mechworks, Inc.'s or customer's premises.

Violations of any of Mechworks, Inc.'s employment policies including, but not limited to, confidentiality, security, solicitation, insider trading, conflict of interest, and code of conduct.

Conduct or performance issues of a serious nature.

Failure of a drug or alcohol test or refusal of a random drug screen as required by our Drug-Free Workplace Policy.

Employee Benefits

Break Periods

Lunch Periods

Employees are allowed an unpaid [30 minute] lunch break. Lunch breaks generally are taken between the hours of 11:30 and 12:30. The schedule for meal periods will be established on the basis of work requirements in each office. Staggered meal periods may be necessary in customer service locations. Supervisors should be sure that each location is adequately staffed and that someone with authority to resolve minor problems is available at all times.

Employees cannot work through their lunch period to make up time unless supervisor approval is obtained. (Such occurrences should be infrequent.)

Employees cannot work through their lunch in order to leave jobsite earlier at the end of the day. Continued violations of this policy will result in disciplinary action.

Rest Periods

Two paid rest periods of 15 minutes each should be permitted each day. The schedule for these breaks should depend completely on the needs of each office.

Rest periods are considered time worked, and employees will receive compensation for such periods.

Breastfeeding Mothers

It is the policy of Mechworks, Inc. to support the health and well-being of working mothers and their children. As part of this policy, in compliance with the Patient Protection and Affordable Care Act of 2010, Mechworks, Inc. will provide eligible employees with:

Reasonable break periods to express milk during the first year following the birth of a child.

A private area, other than a restroom, where the employee may express milk and be shielded from view and free from intrusion.

Appropriate storage areas for pumps and other equipment as well as expressed milk.

Employee Responsibilities:

Notify your supervisor before taking your break.

Clock out when taking a break period as this is not compensable time.

Label your expressed milk. The label should identify it as expressed milk and include your name and the date it was expressed.

Keep the breastfeeding area clean and tidy.

Personal Time Off/ Vacation Policy

Mechworks, Inc. believes that employees should have opportunities to enjoy time away from work to help balance their lives. For this reason, we provide a program of Paid Time Off (PTO) to all full-time employees.

PTO is a time-off-with-pay program to provide employees with the freedom to decide how to use their personal time off. Mechworks, Inc. believes this program offers more liberal time off with pay, than traditional vacation, sick, and personal time packages. Employees can use their flexible days in a number of different ways, for example:

- As vacation
- For personal business
- For periods of illness
- For doctor or dental appointments
- For personal emergencies
- For family emergencies
- In the event of inclement weather/driving conditions.

PTO does not replace the company holiday schedule; we will continue to have compensated holidays each year.

Eligibility for PTO:

All full-time employees are eligible to earn PTO. Full-time employees begin to earn PTO after completing one full year of employment.

Employee PTO Accrual Table:

0-5 Years of service: 40 hours per year (3.33 hours per month).

New employees will begin accruing PTO during the first full year of employment. Should your 1yr anniversary fall between the calendar year, PTO will be issued at 3.33 hours per month that remains in that calendar year. For example: If you started work on June 1st, the following June 1st you would be issued 20 hours of PTO (6 months x 3.33hrs per month = 20 hrs.). On the January 1 after your 1 yr. anniversary, you would begin the year with 40 hours PTO.

More than 5 years of service: 80 hours per year (6.67 hours per month). During your 5th year anniversary, PTO will be issued on the same prorated bases as during your 1st year.

More than 10 years of service: 120 hours per year (10.0 hours per month). During your 10th year anniversary, PTO will be issued on the same prorated bases as during your 1st year.

PTO is accrued monthly and is issued at the beginning of the calendar year(January 1st).

If you have PTO left, it can be paid out in the last quarter (September 1) of the year.

The maximum amount of PTO paid out at any time is 40 hours.



If you have more than 40 hours left at the end of the year, these hours are forfeited.

If you leave the company for any reason after your 1st full year of employment, you are entitled to any vacation you have accrued for that year at a rate of 3.33 hrs. per month. For example: If you leave the company on June 1st, you would be entitled to any of the remaining 40 hours of PTO you began the year with, plus the 20hrs accrued during that year (6 months x 3.33hrs. per month = 20 hrs.) The maximum amount of PTO paid out is 40 hrs.

Salary employees are not able to receive pay outs of any unused PTO.

Office Personnel are allotted 40 hours at the end of 1 full year of employment and accrues at the same rate between 1 and 2 years employment as stated above.

Use and Management of PTO:

Mechworks, Inc. encourages employees to use their PTO responsibly and, whenever possible, to schedule time off in advance for vacations or personal leave appointments. The time off request will be evaluated and subject to approval depending upon staffing needs at the time. Mechworks, Inc. understands there may be occasions, such as a sudden illness, when you may not be able to give sufficient advance notice. In those situations, however, be sure to inform your supervisor as soon as possible.

PTO time also includes time off for unexpected emergencies or illnesses but is not to be used to cover time missed from work due to tardiness, except in the case of inclement weather.

Procedure

All employees are required to submit a written request for PTO at least 2 weeks prior to the date they wish their time off to begin. This form should be submitted to the department supervisor/manager, who will forward it to the Human Resources department for approval. Supervisors/managers will resolve conflicting leave requests within a department by considering factors such as:

Departmental staffing needs

Seniority

Length of desired time off

Holidays

The following is a list of paid Holidays for Full Time Employees of Mechworks, Inc.:

New Year's Day

Memorial Day

July 4th

Labor Day

Thanksgiving Day

Christmas Day

Employer-Offered Insurance

Mechworks, Inc. provides group carrier health, dental and vision insurance plans to all full-time employees. Coverage is offered on an individual or family plan, in which Mechworks, Inc. pays for 70 percent of the monthly employee premium, but the additional premium that is charged for dependent medical coverage is the responsibility of the employee. Thus, the employee pays 30 percent of the monthly individual premium and 100 percent of any additional chosen dependent coverage through payroll deductions.

Elective insurance coverage begins on the first day of the first month following 90 days of full-time employment. Employees who wish to enroll after 90 calendar days of full-time employment may do so at that time. Current part-time employees who become full-time employees will be notified by Human Resources when they are eligible to enroll.

As a result of termination, reduction in work hours, injury or illness or in the event that an employee is on a military, jury duty or other leave of absence, an employee may be eligible to continue Mechworks, Inc.'s group coverage by paying a monthly premium. If the employee satisfies eligibility requirements for coverage continuation and is terminated, has his/her work hours reduced, is on a leave of absence for a work-related injury or illness, is on an approved military leave, COBRA Continuation coverage is available. See our plan documents for any questions.

Group insurance is an employee benefit in which an employee is not required to enroll. There will be no increase in wages if an employee waives coverage. For inquiries, contact the Human Resources department.

COBRA Benefits

Mechworks, Inc. complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. Covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue their coverage through COBRA: termination, reduction in working hours, divorce or legal separation, death of the employee, eligibility for Medicare or loss of dependent child status under the insurance plan. All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

In the event of divorce or legal separation, or the loss of dependent child status under the plan, a covered employee or dependent must notify Human Resources within 60 days to maintain the right to continue coverage. At that time, Human Resources will provide enrollment materials to the employee or covered dependent within 14 days of that notification.

The covered employee or dependent has 60 days to elect continuation of coverage from either the date that coverage would ordinarily have ended under the plan by reason of a qualifying event or the date of notification, whichever comes later.

Election of continuation of coverage is established by completing and returning enrollment materials to Human Resources.

COBRA premiums will be billed by the applicable insurance provider, and the first premium will be due within 45 days of the date of election. Subsequent premiums must be received within the terms set forth by the provider. Failure to make timely payments will result in termination of coverage without notice.

Continuation of COBRA coverage will end for any of the following reasons: Mechworks, Inc. discontinues its insurance plan, the premium payment is not made in a timely fashion, and the person who elected continuation of coverage becomes covered under another insurance plan or Medicare. Continuation coverage will end after 18 months if the qualifying event was termination or reduction in hours, unless the qualified beneficiary is disabled at the time of termination or reduction in hours, in which case coverage may extend to 29 months. Continuation coverage will otherwise end after 36 months.

401-K Plan offered with Employer Match

Mechworks, Inc. offers a 401-K Retirement Plan with Edward Jones Company and Mass Mutual Financial Group. Employees can choose to participate after one full year of full-time employment, the open period is held twice a year, January and July. Mechworks, Inc. does match the contribution up to 4% of the employee's gross salary. Deductions are made weekly and the match is paid weekly to Mass Mutual Financial Group within 7 days of the payroll date. All choices for investment are made by the employee and the matching funds are invested with the same percentage allocation.

Educational Assistance

Mechworks, Inc. is committed to developing and maintaining a high-performance workforce and encourages its employees to continue to develop the knowledge and skills necessary to succeed in their jobs and provide optimum service to customers.

Purpose: The program provides financial assistance for approved courses, continuing education credits, certifications and licensing to support employees' development of skills and knowledge that will be of mutual benefit to both the employee and the Company. Scholarships are available and must be requested and approved in advance.

Qualifications: Must be an active full time or part-time regular employee. All educational opportunities must be approved in advance by the employee's manager.

Technical Licensing/Continuing Education Credits: A HVAC license is required for several positions within Mechworks, Inc. Employees are responsible for maintaining their licensing requirements. We assist as follows: With advance approval, expenses or reimbursement for expenses may also be covered at 100% for initial licensing if the license is required for the individual's current position or where the Company agrees it is part of an individual's planned career path within the organization. Any education expenses must be approved in advance by the President and/or division manager. Mechworks, Inc. offers continuing education courses on-site throughout the year for the convenience of employees to maintain their certifications. However, in some instances, with advance approval, continued educational credits might also be obtained through outside vendors, clients, colleges, or universities. Approval will be determined based upon the value to the employee of the course content and whether the employee is taking advantage of the self-study and in-house training methods.

Approval Procedure: The application for participation in this program is to be made in writing using the "Application & Request for Educational Scholarship" form and submitted to the department manager and Human Resources for approval prior to commencement of the course. Upon approval, Human Resources sends the approved form to the employee.

Reimbursement Procedure: Following completion of the approved coursework, the employee submits the "Application & Request for Educational Reimbursement" form with evidence of satisfactory completion and receipts for expenses incurred for tuition. The documentation should be forwarded to Human Resources who will process reimbursement.

Termination: If an employee voluntarily terminates employment at any time within 18 months from receiving reimbursement under this program, (except for the costs related to C.E. credits), the employee is obligated to remit to the Company all or part of those education assistance monies received as reimbursement for expenses incurred. Remittance is required in the amount of one-eighteenth for each of the eighteen or fewer months remaining after termination. For example, an employee who terminates six months after receiving tuition assistance is forgiven six eighteenths or one-third of all expenses reimbursed but is required to remit the balance. The employee agrees that any balance owed to the Company can be withheld from their final pay given their prior written permission or will be paid immediately upon termination by the employee. Repayment is not required if the employee is terminated by a project manager.

Additional Guidelines: Courses or training received under this program should normally be held outside of working hours. The Company reserves the right to be selective in approving educational assistance, closely linking employees' jobs, Company/department budget and the specific training they pursue. Initial approval of education continuance, does not obligate the Company to continued approval of future courses. This program does not include costs associated with seminars/courses where attendance is required. Employee reimbursement upon satisfactory completion of the approved course/training will be the method of assistance. However, in the case of certification programs, where the full certification cost is required up front, Mechworks, Inc. may consider direct payment of some or all portions prior to the start of the training. The Company has the discretion to deny approval due to business needs, including the need to work flexible or longer hours, or where employee performance has been or could become unsatisfactory.

Federal Family and Medical Leave

As an employee of Mechworks, Inc., you may be eligible to take unpaid Family and/or Medical Leave under federal law, the Family and Medical Leave Act (FMLA).

Definitions

“Spouse” - A husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides.

“Parent” - A biological parent or an individual who provides or provided day-to-day care and financial support to the employee when the employee was a child. This includes foster parent, adoptive parent, step-parent, and legal guardian. Parent does not mean a parent-in-law.

“Child” - A biological, adopted or foster child, stepchild, legal ward, or under the federal FMLA, the child of a person having day-to-day care and financial responsibility for the child. Child includes a person 18 years of age or older who is incapable of self-care because of a mental or physical disability.

“Incapable of self-care”

The child requires active assistance or supervision to provide daily self-care in three or more “activities of daily living,” or “instrumental activities of daily living,” including adaptive activities such as caring appropriately for one’s grooming and hygiene, bathing, dressing, eating, or instrumental activities such as shopping, taking public transportation, maintaining a residence, etc.

“Physical or mental disability”

A physical or mental impairment that substantially limits one or more major life activities of the individual.

“Serious Health Condition” - Illness, injury, impairment or physical or mental condition that involves:

Inpatient care in a hospital, hospice or residential medical care facility

A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves: 1) treatment two or more times by or under the orders of a health care provider; or 2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider

Any incapacity due to pregnancy or for prenatal care

Chronic conditions requiring periodic treatment by or under the supervision of a health care provider which continue over an extended period of time and may cause an episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.)

Permanent/long-term conditions requiring supervision for which treatment may not be effective (e.g., Alzheimer’s, a severe stroke, or the terminal stages of a disease)

Multiple treatments by or under the supervision of a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy), severe arthritis (physical therapy) or kidney disease (dialysis).

Eligibility

To be eligible for leave, you must be employed by the Company for at least 12 months. In addition, in the 12 months immediately preceding the beginning of the leave, you must have worked at least 1,250 hours to qualify for federal FMLA. In addition, you must work in an office or work site where 50 or more employees are employed within 75 miles of that office or work site.

Amount of Leave Available

As stated above, eligible employees are generally eligible for *up to* a total of 12 weeks (or 26 weeks under certain circumstances) of protected leave within a **rolling twelve-month period**, measured backward from the date an employee uses any Federal leave for any combination of reasons.

Under the federal FMLA, spouses employed by the Company are jointly entitled to a combined total of 12 weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent who has a serious health condition. (The federal FMLA does not cover care for a parent-in-law.)

Types of Leave Available

Birth or Placement for Adoption or Foster Care: Family leave is available to eligible male and female employees for the birth of a child or for placement of a child with the employee for purposes of adoption or foster care. Federal leave must be completed within 12 months of the birth or placement.

Non-continuous leave. Federal leave may not be taken intermittently. See below for more details on intermittent leave.

Certification process. The need for leave must be documented by your treating healthcare provider through our medical certification process (see below) or documented proof of

placement of a child.

Serious Health Condition of Employee: If, as an eligible employee, you experience a *serious health condition* as defined by federal law, you may take medical leave under this policy (see “Definitions” for the definition of serious health condition). A serious health condition generally occurs when you:

Receive inpatient care in a hospital, hospice or nursing home; Suffer a period of disability accompanied by continuing outpatient treatment/care by a healthcare provider; or have a history of a chronic condition that may cause episodes of disability.

Non-continuous leave. Medical leave may be taken all at once or, when medically necessary, intermittently (see below).

Certification process. The need for leave must be documented by your treating healthcare provider through our medical certification process (see below).

Fitness-for-duty statement. A fitness-for-duty statement will be required in order for you to return from a medical leave. Failure to provide the statement will result in a delay in the return to work.

Serious Health Condition of Immediate Family Member: If, as an eligible employee, you need family leave in order to care for your son, daughter, spouse or parent who experiences a serious health condition as defined by federal law (see “Definitions” for definitions of child, spouse, parent and serious health condition), you may take medical leave under this policy.

Non-continuous leave. Medical leave may be taken all at once or, when medically necessary, intermittently (see below).

Certification process. The need for leave must be documented by the family member’s treating healthcare provider through our medical certification process(see below).

Qualifying Exigency: If, as an eligible employee, you need family leave in order to care for your spouse, son, daughter, or parent who is a covered military member on active duty in support of a contingency operation, you may take family leave under this policy. (This may qualify you to take up to 26 weeks of leave).

Non-continuous leave. Medical leave may be taken all at once or, when medically necessary, intermittently (see below).

Certification process. The need for leave must be documented by the family member’s treating healthcare provider through our medical certification process(see below).

Covered Service member: If, as an eligible employee, you need family leave to care for your son, daughter, spouse or parent who is a service member and who experiences a serious health condition as defined by federal law (see “Definitions” for definitions of child, spouse, parent and serious health condition), you may take medical leave under this policy. (This may qualify you to take up to 26 weeks of leave).

Notifying the Company of the Need for Family or Medical Leave

Generally, an application for leave must be completed for all leave taken under this policy. The need to take non-emergency leave should generally be requested from the Human Resources department at least 30 days, or as soon as practicable, in advance of the need. In cases of emergency, verbal notice should be given as soon as possible (or by your representative if you are incapacitated), and the application form should be completed as soon as practicable. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay or denial of the leave. It is your responsibility to notify your manager and Human Resources of absences that may be covered by FMLA.

You must provide sufficient information regarding the reason for an absence for the Company to know that protection may exist under this policy. Failure to provide this information within two working days of your return to work will result in forfeiture of rights under this policy. This means the absence may then be counted against your record for purposes of discipline for attendance, etc.

Medical Certification Process

In addition to an application for leave, you will be required to complete a medical certification form where leave is for a family member's or your own serious health condition. The certification form needs to be signed by the health care provider. The short-term disability certification may be sufficient where the information required is duplicative. These forms are available from Human Resources. Second or third certifications from health care providers and periodic re-certification at the Company's and/or your expense may be required under certain circumstances.

We may also require periodic reports during federal FMLA leave regarding your status and intent to return to work.

Substituting Paid Leave for Unpaid Leave

Federal FMLA leave is unpaid. The Company requires you to substitute vacation days according to the schedule below. You may also choose to substitute additional paid or unpaid leave that you have accrued.

<u>Eligible Vacation Remaining</u>	<u>Required Substitution</u>
Less than 5 days	None
5-8 days	3 days
9-12 days	5 days
13-16 days	7 days
17-20 days	9 days

When an employee is absent due to a work-related illness or injury that meets the definition of a serious health condition, the absence will be counted against the employee's entitlement under this policy. In other words, the employee is using FMLA leave concurrently with the workers' compensation absence. An employee is not required to substitute paid time off for an absence covered under workers' compensation.

You may be paid for all or part of a medical leave to the extent you are eligible for benefits such as short-term disability.

Non-Continuous Leave

Intermittent and/or reduced leave will be permitted only when it is medically necessary and permitted as explained above. In all cases, the total amount of leave taken in a calendar year should not exceed your total allotment as defined earlier in this policy.

Intermittent and reduced schedule leave must be scheduled with minimal disruption to an employee's job. To the extent an employee or immediate family member has control, medical appointments and treatments related to an employee's or immediate family member's serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

If you request non-continuous federal FMLA leave which is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition or for your own serious health condition, you may be required to transfer temporarily to an available alternative position offered by the Company for which you are qualified and which better accommodates recurring periods of leave than your regular employment position. You will be entitled to equivalent pay and benefits but will not necessarily be assigned the same duties in the alternative position.

Benefit Continuation During Leave

The Company will maintain group health insurance coverage and other employment benefits (such as group life insurance, AD&D, health and dependent flexible spending accounts, etc.) for you while on FMLA leave whenever such insurance was provided to you before the leave was taken and on the same terms as if you had continued to work. You will be required to pay your regular portion of insurance premiums – contact Human Resources for an explanation of your options.

Benefits that are accumulated based upon hours worked shall not accumulate during the period of FMLA leave.

In some instances, the Company may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from FMLA leave.

Returning to Work

If the reason for FMLA leave is for your own serious health condition, you will be required to present a Fitness-For-Duty certification immediately upon return to work.

If you wish to return to work before the scheduled expiration of an FMLA leave, you must notify the Company of the changing circumstances as soon as possible but no later than two working days prior to your desired return date.

An employee who fails to return to work immediately after the expiration of the leave period will be considered to have voluntarily terminated his/her employment.

Rights Upon Return from Leave

Upon return from Family or Medical Leave, you will be returned to the position you held immediately prior to the leave if the position is vacant. Certain exceptions exist for Key Employees as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits, and other terms and conditions of employment. If you exhaust all leave under this policy and are still unable to return to work, your situation will be reviewed to determine what rights and protections might exist under other Company policies.

The law provides that an employee has no greater rights upon a return from leave than the employee would have if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

If you do not qualify for the types of leave described in this policy, we may approve a personal leave of absence, depending on your circumstances. Except where mandated by law, we cannot guarantee that benefits will continue or that your position will remain open in your absence.

This policy provides an introduction to the rights and provisions of the federal FMLA. Questions you may have about this law should be directed to Human Resources.

Military Leave Policy

Leave for Annual Training

Employees who are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard reserves or the National Guard may be granted leaves of absence for the purpose of participating in reserve or National Guard training programs.

Employees shall be granted the minimum amount of leave needed to meet the minimum training requirements of their units. No employee will be required to use vacation time for military duty, but employees who do elect to schedule their vacations to coincide with military duty will receive their full regular vacation pay in addition to any pay from the military.

Leave for Active Reserve or National Guard Duty

Permanent employees who are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard reserves or the National Guard may be granted leaves of absence for the purpose of participating in active-duty tours.

Employees will be granted leave as required to complete the tour of duty, for up to five (5) years of cumulative uniformed service-related absences. There are some exceptions that may apply that are exempt from counting towards this five-year accumulation.

Employees with leaves of less than 31 days must report back to work by the beginning of the first regularly scheduled work period after the end of the last calendar day of duty, plus the time required to return home safely and have an eight-hour rest period.

Employees with leaves between 31 and 180 days must apply for re-employment no later than fourteen (14) days after completion of uniformed service. Employees with leaves longer than 180 days must apply for re-employment no later than ninety (90) days after completion of uniformed service.

Safety

It is the intent of Mechworks Mechanical Contractors, Inc. to provide and maintain a place of employment free of general workplace hazards, and to be in compliance with the law, OSHA standards, and US Army Corps of Engineers Handbook EM 385-1-1(Current Edition). It will be our goal to select and hire personnel that are physically, medically and emotionally qualified for performing the duties to which they are assigned. Mechworks is committed to making available and providing allequipment, tools, personnel protective gear, supervision management and training necessary to ensure the safety and health of all our employees. No employee shall be required or instructed to work in surroundings or under conditions that are unsafe or dangerous to his or her health. Each employee shall be held responsible for complying with all company and OSHA safety requirements, and preventing avoidable accidents. We also charge our employees with the task of making sound judgments and decisions based on experience and available instructional material regarding safety and health matters for themselves and their fellow employees. All aspects of safety and health, as they affect the employees and customers of Mechworks shall be considered our number one priority.

Reporting Injuries & Illnesses

We often take safety for granted in an office environment. Though we may not be exposed to the same degree of risk as a typical manufacturing firm or healthcare facility, we should still recognize that safety risks are present and take steps to reducethe risk for injury or illness. Safety is everyone’s responsibility at Mechworks, Inc.

Procedures

All work-related injuries and illnesses should be reported immediately to your manager or the Human Resources department, even if you are not sure whether it is truly work-related. Even small, insignificant injuries left untreated can result in more serious conditions.

Your manager (or a designated alternate) will complete an Accident Report. When injuries are reported immediately, accidents can quickly be investigated, and corrective action taken to prevent another injury.

Have a competent person transport employee to primary or secondary care giver as required if an ambulance is not required and ensure that an Alcohol & Drug test is performed.

If you see any potential hazards that need attention, notify the Human Resources department immediately.

Responsibilities and Lines of Authority

The Superintendent/QC Manager/SSHO will:

Establish policies and procedures for the Company Safety Program, while evaluating current policies and procedures for effectiveness.

Stay current on governmental regulations concerning occupational safety and health and keep Project Managers and Superintendents up-to-date.

Is present at all times work is in progress to conduct safety inspections, communicate with employees, and provide training and technical assistance as needed.

Represent Mechworks, Inc. at conferences as required by customers, Government agencies and other organizations.

Review all accident reports and personally investigate serious accidents. Follow-up on a regular basis all lost time accidents until injured returns to work. Maintain close liaison with Workers' Compensation Insurance carrier.

Review periodic Workers' Compensation loss reports and keep Management apprised of trends. Compile periodic safety statistical reports and distribute to all interested parties.

Serve as Corporate consultant for all employees on safety and health related issues.

An AHA will be developed, approved and reviewed with all involved employees & Sub-Contractors prior to commencement of work at each site for all hazardous type work. AHA's will be provided for each definable feature of the work, showing the basic contract information required. All hazards and actions along with inspection, equipment and personnel will be completed by the QC Manager on the jobsite, prior to the preparatory inspection for each DFOW. This will allow each AHA to be jobsite and date specific.

The Project Manager will:

Initiate, in conjunction with the Safety Officer, an Accident Prevention Plan for each project under his/her control.

Ensure that all aspects of the Corporate Safety Program and applicable regulations are in effect on the jobsite.

Promote hazard awareness and accident prevention during all phases of work, especially at job start-up.

Ensure that Superintendents are knowledgeable in applicable safety rules and regulations.

Ensure that Superintendents are available for required safety and health training.

The Quality Control/Safety Manager will:

Enforce the elements of the Safety Program, Accident Prevention Program, and all other applicable safety and health regulations during all phases of construction.

Orientate each new employee with the Company Safety Program by utilizing the New Employee Orientation Program and present site conditions.

Orientate each Subcontractor and make the approved APP available for review.

Ensure that each subcontractor review all hazardous phases of work and participate in the discussion of each AHA for phases of subcontracted work.

Conduct a group safety meeting on a weekly basis. Topics discussed should include distributed safety talks, jobsite hazards, recent or near accidents, and Material Safety Data Sheets.

Conduct a daily safety inspection of the jobsite and record any safety violation by employees or subcontractors. When a violation is found, a time shall be set for compliance, and a follow-up inspection will be made to ensure compliance.

Give a prompt response to all complaints, recommendations, or suggestions made by employees or subcontractors concerning job safety and health.

Communicate to employees and Subcontractors all new standards and procedures established by the Department of Labor and the Company as they are received from the Safety Officer.

Investigate all accidents in accordance with the established Accident Reporting Procedure Policy and be responsible for completing CSIR-1.

Ensure that all personal protective equipment and safety devices are used as directed.

Inform the Safety Officer immediately once notified of a safety and health inspection by the Occupational Safety and Health Administration.

The Employee will:

Practice safe work habits and adhere to all safety policies and procedures established by the Company.

Report all accidents to Superintendent immediately, no matter the severity of the injury.

Attend and participate in weekly safety meetings.

Maintain a clean and safe work area.

Wear and use all assigned protective equipment and devices as instructed by the Superintendent.

Report all unsafe work conditions that may exist in the work areas, and not work in any unsafe work situation.

Expectations, Incentive Programs & Compliance

Safety Program Goals:

Mechworks, Inc. is committed to employee safety and loss control. It is our intention:

That all employees work under the safest conditions possible; and

That we provide information, training and supervision to enable employees to perform their jobs safely.

Under the Occupational Safety and Health Act, construction industry employers must furnish each employee with a place of employment that is free from recognized hazards that are likely to cause death or serious injury. In addition, employers must comply with, and require all employees to comply with, specific standards and rules that apply to their operations. To accomplish this, employers must educate and train employees in the rules and regulations that apply to them.

The information in this General Health and Safety Plan for Construction states basic safety rules and procedures that are to be followed by all company employees. While this plan will help employees recognize and avoid obvious hazards, it is merely intended to highlight some of the fundamentals of safety. Additional plans may be required for particular areas, such as asbestos control, assured equipment grounding, confined space entry. Fire protection and prevention, hazard communication, hearing conservation, lock-out/tag-out, and respiratory protection, among others. When in doubt, employees are encouraged to contact their supervisor or the safety officer. This General Health and Safety Plan for Construction is designed to reflect company policy, but it is not intended to be a binding legal contract. Thus, this plan does not alter any employee's at-will status or grant any other legal rights to any employee.

Policy & OSHA Form 300

Mechworks Mechanical's incentive program is simple:

"CONTINUED EMPLOYMENT MEANS SAFETY FIRST"

Employees who demonstrate a lack of concern for their own safety as well as the safety of others will be terminated. Supervisors and Foremen who do not enforce compliance with the safety program will be replaced, demoted and/or receive a reduction in pay and retraining.

The lines of authority for safety compliance are listed in Section 4 of this plan, but the on-site Superintendent/Safety Manager is ultimately held responsible and accountable for the safety of their employees on site. The Project Manager is held accountable for the actions of all Superintendents.

Company Vehicle Policy

Mechworks, Inc. provides vehicles for business use to allow employees to drive on company-designated business or may reimburse employees for business use of personal vehicles according to the following guidelines. Mechworks, Inc. retains the right to amend or terminate this policy at any time.

Mechworks, Inc. employees may not drive any business vehicles without prior approval. Before being approved to operate a company vehicle, an employee's driving records will be reviewed, with consent of employee, and the existence of a valid driver's license will be verified. Employees approved to drive on company business are required to inform Mechworks, Inc. of any changes that may affect either their legal or physical ability to drive or their continued insurability.

Employees holding jobs requiring regular driving for business as an essential jobfunction must, as a condition of employment, be able to meet the driver approval standards of this policy at all times. For all other jobs, driving is considered only an incidental function of the position.

If possible, company vehicles will be permanently assigned to departments that have demonstrated a continued need for them. Additional vehicles are maintained in a motor pool for use by individual employees, as needed.

Employees who need transportation in the course of their normal work may be assigned a company vehicle for their use. All other employees needing transportation for company business may use vehicles assigned to their department or drawn from the motor pool. As a last alternative, when no company vehicles are available, employees may use their own vehicles for business purposes with prior approval.

Employees who drive a vehicle on company business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees are also responsible for any driving infractions or fines as a result of their driving.

Non-employees and non-business passengers (i.e., family members and friends) are prohibited from riding in company vehicles.

Employees must report any theft, or malicious damage involving a company vehicle, regardless of the extent of the damage. Such reports must be made as soon as possible, but no later than 48 hours after the incident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.

Employees are not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at anytime or operate any personal vehicle while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

Driving While on Company Business

Purpose

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a Mechworks, Inc. employee, but also the welfare of others who could be put in harm's way by inattentive driving. As a driver, your first responsibility is to pay attention to the road. When driving on Mechworks, Inc. business, or driving while conducting business on behalf of the Company in any other manner, the following applies:

ALL NC State Laws including wearing seat belts must be followed at all times for all drivers and other employees.

Cellular Phone Use

Cell phone use while driving is a common, often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cell phones while driving is prohibited unless using a hands-free device. Do not accept or place calls unless it is an emergency, meaning the call cannot wait until you safely pull off the road or arrive at your destination. Also note that in the state of North Carolina, it is against the law to text while driving. Please refrain from sending or reading text messages when you are behind the wheel.

Obey the Law

Mechworks, Inc. is not responsible for any moving traffic violations, parking tickets, or any other city ordinances or state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for Mechworks, Inc.

Other Safe Driving Precautions:

Use better judgment when road conditions are poor. Limit or avoid driving when rain or snow threatens your safety.

Make an effort to avoid distractions such as eating, applying makeup, paying too much attention to your radio/CD player, or other distracting behavior.

Do not drive if your ability to drive safely is impaired by the influence of medications.

Laptop computers should never be used at any time while driving.

If using a vehicle not your own (rental or otherwise), be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.

Be concerned for your coworkers' safety. Ask them to call you back at a safer time if they call you while driving.

Employees who drive for company business must have a current, valid driver's license.

Employees who have company vehicles must drive the company vehicle to all paid work-related events.

Workers' Compensation

Mechworks, Inc. will provide workers compensation, a type of accident and injury insurance, for those who suffer a job-related injury or illness. Both income and medical benefits will be provided as well as insurance premiums.

Employees returning to work must provide proof of rehabilitation or treatment from a licensed physician and verification that they are able to complete all job-related tasks. In the event that the employee cannot complete some of the tasks as ordered by the physician, Mechworks, Inc. may modify his/her job load. Once a physician has verified that the employee can resume all job-related tasks, he/she will no longer receive workers compensation benefits.

[THIS PAGE INTENTIONALLY LEFT BLANK]



Employee Handbook

Appendix



TIME OFF, VACATION, LEAVE REQUEST

Employee Name: _____ Date Submitted: _____ Position: _____ Dept: _____ Supervisor: _____

Dates of requested time-off, vacation or leave:

Beginning _____/_____/_____ Ending: _____/_____/_____

Total No. # of Days of this Request: _____ Total No. # of Days Used Prior to this Request: _____

Total No. # of Days Remaining: _____

Note: If you are requesting FMLA reduced schedule or intermittent leave, you should indicate the date you propose such arrangement to begin and end.

Type of time off, vacation, or leave:

Vacation/PTO

Holiday

Military

Bereavement

Jury Duty

Other Court Appearance

Juvenile order/parental school activities

Personal

NOTE: Time off for the following reasons is conditionally designated and charged against eligible employee’s FMLA allotment pending final determination of FMLA qualification.

Own health condition that renders employee unable to perform job

Care for employee’s parent, spouse, or child with a health condition

Birth of employee’s child or to care for employee’s newborn child

Placement with employee of a child for adoption or foster care

Qualifying Exigency or Care for military parent, spouse, or child with a health condition

Note: Approval of any requested leave may be subject to the submission of applicable certifications verifying reason for absence.

Employee signature: _____ Date: _____

Approved by: _____ Date: _____



SUPERVISOR ACCIDENT REPORT

Injured Employee's Name: _____

Date of Incident: _____ Time of Incident: _____

Date/Time Reported: _____

Description of the incident: _____

Witness names: _____

Cause of accident: _____

Was a safety procedure violated? YES or NO

Describe: _____

Accident site inspection and comments: _____

Recommendations/comments: _____

Supervisor signature: _____ **Date:** _____



EMPLOYEE WARNING

EMPLOYEE NAME: _____ DATE: _____

This is your written WARNING. You have been warned several times regarding the following:

Further behavior will result in immediate termination.

We value you as an employee therefore we are giving you this opportunity to rethink your work behavior and priorities. Your superintendent will review with you and we ask that you both sign.

Thank you,

Mechworks Mechanical Contractors, Inc.

Foreman Signature _____

Employee Signature _____



APPLICATION & REQUEST FOR EDUCATIONAL REIMBURSEMENT

Name:		Company/ Department:	
Position Title:			Phone
Street Address:			
City:	State:	Zip Code:	

School:			
Program Sought:		Approximate Completion Date:	

Educational Goals:

Describe how training/program will benefit you in your current position as well as the Company (use the back of this form if necessary):

Course Name/Number:	Course Cost:	Book/Fee Cost:	Misc. Costs	Start Date:	End Date:	CE Credits

This application is submitted in accordance with and subject to the Company's Educational Assistance policy. I hereby certify that I am not receiving financial assistance for this course from any other source. I have read the conditions explained in the policy and agree to abide by them. I also agree to the payback provisions set forth in the Educational Assistance Guidelines, including authorization for the Company to deduct from my payroll any monies due the Company. The following items are attached:

Tuition Receipt
 Book/Fee Receipts
 Grade Report
 Continuing Education Certificate of Completion

Applicant's Signature:	Date:
------------------------	-------

Upon completion of this Application, forward to your manager for approval.
TO BE COMPLETED BY A MANAGER AUTHORIZED TO APPROVE APPLICATION/EXPENDITURES

I support this educational reimbursement.	
Manager's Signature:	Date Approved:

Upon approval of this Application, forward to HR for review, tracking and processing. Additionally, schedule a career discussion with your employee on the following topics:

- Educational Assistance policy (how it works, service commitment expectations, etc.)
- How the courses relate to the employee's current position
- Career goals and interests (short-term and long-term)
- Expectations concerning work/school conflicts

TO BE COMPLETED BY HUMAN RESOURCES			
APPLICATION APPROVED		APPLICATION NOT APPROVED	REIMBURSEMENT:
COMMENTS			

Your application will be reviewed within 2 weeks of receiving it and a copy will be returned to you. Upon successful completion of the course(s), submit the following to HR for reimbursement:

- Your copy of the approved *Application and Request for Educational Reimbursement*
- Copy of grade report or Continuing Education certificate of completion
- Tuition statement, book receipt