

Western Sheet Metal, Inc.



And

Western Spiral Pipe & Fittings, Inc.



Employee Handbook

Welcome Letter

On behalf of everyone at Western Sheet Metal, Inc. and Western Spiral Pipe, Inc. I would like to welcome you to the company. Your suggestions for improvements in the organization or operation of our business are always welcome. If you have questions about anything discussed in this manual, please feel free to ask your supervisor for clarification. This manual is designed for Union employees as well as office personnel.

We're glad you're here.
Bruce Montrone, President/Owner

Company Information

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Table of Contents

Company History..... 4

Company Employee Objectives 5

Recruitment and Hiring Policies..... 5

 Compliance with the Immigration Reform Act 6

 Equal Employment and Affirmative Action Policy 7

 Hiring Procedures..... 7

 Physical Examination 7

 New Employee Orientation..... 7

Company Rules and Regulations..... 8

 General Policies..... 8

 Attendance, Tardiness and Leaves of Absence..... 8

 Acceptable Reason for Absence..... 8

 Military Service 9

 Maternity or Paternity Leave 9

 Personnel records 9

 Work Regulations - Workday 9

 Work Week 9

Wage and Salary Policy 10

 General Policies..... 10

Paydays	10
Company Holidays	10
Vacation	10
Unpaid Personal Days	10
Scheduling of Vacation.....	10
Group Insurance, Retirement Plan, and Statutory Benefits Eligibility.....	11
Social Security (FICA).....	11
Workers Compensation Insurance.....	11
Unemployment Insurance	11
Problems	11
Personal Problems	11
Sexual Harassment.....	11
Employee Concerns.....	12
Personal Cell Phone and Internet Usage Policies	13
The Company’s Level of Disciplinary Action	13
Specific Grounds for the Issuance of Verbal Warning	13
Specific Grounds for the Issuance of Written Warnings.....	14
Specific Grounds for Immediate Suspension	14
Specific Grounds for Immediate Dismissal	14
Separation from Employment.....	15
General Policies.....	15
Voluntary Termination.....	15
Layoff.....	15
Discharge.....	15
Disability.....	15
Safety	15
General Safe Practices	16
Shop Machinery and Vehicles.....	16
Injuries	16
Miscellaneous Information	17
Confidentiality.....	17
Personal Appearance	17
Smoking.....	17

Tools and Equipment	17
Personal Use of Company Tools and Equipment.....	18
Use of Company Vehicles.....	18
Employee Purchases	19
Community Involvement	19
Solicitations/Distribution of Literature	19
Employee Suggestions	19
Company Events.....	19
Video Surveillance.....	20
Notes.....	20

Company History

Western Sheet Metal has been a licensed sheet metal contractor since 1968 when it was established as a family-held company. Ralph T. Montrone opened a shop in a chicken coop behind his childhood home in Granger, Utah. The building was roughly 1,000 sq. ft. It had a stomp shear, one ten-foot hand brake, and one small Pittsburg machine. He worked the first year by himself and then grew enough to hire three employees. Ralph built Western Sheet Metal from the ground up and then left his legacy to his son Bruce Montrone who is now the owner and operator of Western Sheet Metal.

Bruce started working at Western Sheet Metal at the age of 16 as a shop hand. Over four decades later, Bruce has gone on to manage major projects, become president of the company, and eventually acquired Western Sheet Metal Inc. and its sister company Western Spiral Pipe & Fittings.

Western Sheet Metal has grown into one of the largest shops in the state of Utah. Our focus is commercial heating and air conditioning. Our companies currently have two major buildings with approximately 72,000 sq. ft. of shop space, housing automated equipment which can manufacture almost any type of product that is made of metal. This includes but is not limited to:

- Ductwork
- Chassis
- Brackets
- Architectural design work

Our company is also proficient in working with stainless steel products as well as copper and aluminum. Western Sheet Metal has the capability of producing over 200,000 lbs. of ductwork and fittings in a 30-day period, along with the capacity to be able to install almost the same amount in the field.

Western Spiral Pipe was established in 1999, with the same ownership, to enhance the work of Western Sheet Metal. The company is located south of Western Sheet Metal’s building. It specializes in HVAC spiral pipe and fittings for HVAC systems.

The Customer

The customer is the single most important person in the business life of this company. The customer is the purpose of our work. The customer is not dependent on us, rather we are dependent on the customer!

Because of this mantra, any interruptions that come from the customer are welcome. We should always remember that the customer has provided us with the opportunity to serve. The customer is not a cold statistic. The customer is a human being with feelings and ideas. The customer is a person who brings us a set of wants and needs and it is our job to respond in a satisfactory and profitable way.

Company Employee Objectives

Our company seeks to provide job satisfaction, recognition of achievement, and opportunities for personal and professional advancement. Accordingly, company management promises the following:

- Demonstrates leadership deserving of its employees' confidence and loyalty
- Pays fair wages in keeping with requirements of the job and individual performance in that job
- Promotes on the primary basis of proven ability, initiative, and whenever possible, promote from within
- Encourages all employees to develop their capacities to maximum potential through the provision of all appropriate training opportunities
- Advances the economic security of all employees by prudent administration of a balanced program of company-sponsored employee benefits
- Maintains facilities and working conditions conducive to employees' health and safety
- Cultivates free and open channels of communication, informing employees of developments in the company's business which affect them, and seeking their opinions on matters concerning them
- Guarantees recourse to higher levels of management in the event of an employee does not feel a complaint has been handled equitably by an immediate supervisor
- Provides equal opportunities without regard to race, color, religion, sex, national origin, age, or any other categories protected by law

When an employee believes that these general principals have not been fulfilled, he or she should feel free to speak with their immediate supervisor, or upper management to resolve the issue.

The company expects all employees to demonstrate genuine interest in the proper performance of their job duties and responsibilities. For over five decades our employees have shared in the responsibility of making Western Sheet Metal stand for exceptional service and quality in the HVAC & Sheet Metal industry. As an employee, you now share in that responsibility, as well as benefit from the rewards that come from our successes.

Recruitment and Hiring Policies

The company makes every effort to inform all current employees, the Local 312 Utah Sheet Metal Workers Union, and the community at large about vacant positions, including the following:

- Accept personal referrals and applications
- Use employment or placement agencies, as needed.

Compliance with the Immigration Reform Act

In compliance with the Immigration Reform Act, employees hired after November 6, 1986 must attest to their legal status and show employers documents establishing their eligibility for employment. All employees are required to complete a I-9 Form within three (3) business days of hire, unless the individual is hired for less than three (3) days, in which case the I-9 must be completed on the first day of employment.

Some of the more common documents that may be used to establish identity and/or eligibility are:

- A U.S. Passport
- A certificate of United States citizenship
- A certificate of naturalization
- Unexpired foreign passport with attached employment authorization and an alien registration card with photograph.

In the absence of these documents, employees may prove their identity through:

- A state-issued driver's license or a state-issued I.D. card with a photograph, or information including name, sex, date of birth, height, weight, and color of eyes

Applicants may document their eligibility for employment by providing:

- An original Social Security number card (other than a card stating that it is not valid for employment)
- A birth certificate issued by a state, country, or municipal authority bearing a seal or other certification
- An unexpired INS Employment Authorization

Equal Employment and Affirmative Action Policy

The company will observe all applicable federal, state, and local laws regarding equal opportunity and affirmative action employment.

Hiring Procedures

The company requires the completion of a written application from all potential employees. This document, upon hiring, will become part of the employee's record on file. An interview is also an integral part of the hiring process.

The company reserves the right to verify the applicant's record with respect to criminal convictions and driving violations, when such matters are relevant to the applicant's suitability for a job position.

Physical Examination

Individuals seeking employment for certain positions may be required to submit to a physical examination once they have been made a condition of employment. The examination will be conducted by a physician selected by the employer. The employer bears the cost of such physical examination.

Records pertinent to these medical examinations and to any other investigations related to prospective employment are private and confidential. Access to these documents are controlled. Their contents are divulged to no one lacking a legal or operational right to know.

New Employee Orientation

Personnel policies and benefits are explained and discussed in detail on the first day of employment by the personnel manager or supervisor, including information about:

- The normal working schedule
- The procedure for breaks, lunch, wash-up periods, etc.
- All the job's requirements, responsibilities, and procedures
- The reading and understanding of the company's rules and regulations

Company Rules and Regulations

General Policies

It is expected that employees conduct themselves in such a manner that contributes to the growth of the company and the well-being of everyone.

A few specific rules and regulations ensure that everyone understands in precise terms the obligations of professional conduct. The following regulations have their roots in common sense, the demands of safety, good morale, and the general needs of the company in meeting its responsibilities to customers.

Attendance, Tardiness and Leaves of Absence

Persons accepting a position with the company assume an obligation to report for work on time as specified by management. It is important that attendance be punctual and regular.

Absenteeism and tardiness are closely monitored. Either may become cause for disciplinary action in accordance with the policies described elsewhere in this manual. It should be understood the overall circumstances in which discipline may be imposed for absenteeism or tardiness. The company reserves the right to determine the appropriate level of discipline, including discharge, in case of absenteeism or tardiness.

When employees need to be absent, they shall notify both their supervisor and personnel office as soon as possible. In case of illness, employees should notify supervisors as soon as possible. If, for any reason, an employee is unable at the last moment to report to work, the supervisor must be notified within thirty (30) minutes of the designated starting time. Failure to inform the supervisor of either absenteeism or tardiness will result in disciplinary action, up to and including, discharge.

Acceptable Reason for Absence

After obtaining prior authorization from management, employees may be absent for:

- The use of a paid time off day
- A leave of absence without pay
- Injury
- Jury Duty
- Military service
- Maternity/ Paternity Leave
- The death of a relative, including an appropriate time of bereavement surrounding the funeral

Military Service

For active duty, the company allows time off without pay with re-employment rights in accordance with federal regulations. For Reserve and National Guard duty, the employee may either take time off without pay or may voluntarily elect to use earned vacation during these training or call-up periods.

The conditions of all military leaves of absence, and all employee reinstatement rights following military service, shall be according to applicable law.

Maternity or Paternity Leave

The company adheres to the requirements of the Federal Anti-Discrimination law pertaining to pregnancy which shall be explained, in detail, to all female employees before their maternity leave.

However, maternity leave for employees will be handled by the owners on a case-by-case basis. When an agreement has been made on the amount of time and pay an employee will receive for maternity leave, the employee is required to sign a written contract for the agreement.

Male employees who wish to be absent from work during and immediately following the birth of a child, may request a temporary leave of absence without pay.

Personnel records

Personnel records regarding individual employees are kept in files to which only authorized persons have access.

Employees' names, addresses, home telephone numbers, salary, etc. are all confidential. They are not revealed without the expressed consent of the employee. Employees are responsible for immediately notifying the company of any change in their status, such as address, telephone number, number of dependents, marital status, and so forth. The company is not responsible for any legal or financial problems resulting from the employee's failure to notify the company of any changes.

Work Regulations - Workday

The normal workday is dependent upon work location and job site hours.

Work Week

A standard work week consists of seven consecutive days, from 12:00 a.m. on Wednesday to midnight on the following Tuesday. All time keeping records must be submitted by 9:00 a.m. on Wednesday including a detailed explanation of all overtime or unusual circumstances.

Overtime*

Paid per Union Agreement

*Must be approved beforehand by supervisor.

Wage and Salary Policy

General Policies

Wages and salaries are an integral part of the company's strategy for attracting and retaining skilled and motivated people. Wages and salaries are based on the needs of the company, the availability of qualified personnel in the local labor market, and prevailing wage and salary structures among competitors.

Adjustments to the wage and salary rates are made whenever dictated by labor market conditions, increase in cost of living or other factors deemed appropriate by management.

Paydays

Pay periods run from Wednesday to Tuesday. All employees are paid by ACH Deposit on Thursdays. Employees must provide the company with a valid checking account number and routing number upon being hired for proper payroll payments. Please rest assured that banking information will be kept confidential.

Company Holidays

The company observes the following unpaid holidays each year for eligible non-contract employees:

- New Year's Day (January 1)
- Memorial Day (typically, the fourth Monday in May)
- Independence Day (July 4)
- Pioneer Day (July 24)
- Labor Day (typically, the first Monday in September)
- Thanksgiving Day (always the fourth Thursday in November)
- The Friday after Thanksgiving
- Christmas Eve Day (December 24)
- Christmas Day (December 25)
- New Year's Eve Day (December 31)

Holidays falling on a weekend are scheduled by the company to be observed on either the Friday preceding the holiday or the Monday following.

Vacation

Per Union Agreement

Unpaid Personal Days

With prior approval, employees may take time off without pay, rather than using their paid time off days.

Scheduling of Vacation

To ensure that the company has the necessary personnel available to cover its jobs, vacations are coordinated by the appropriate Manager, taking into consideration the needs of the company, the needs of the department, and the wishes of individual employees.

Group Insurance, Retirement Plan, and Statutory Benefits Eligibility Per Union Agreement

Social Security (FICA)

Social Security was initially established to provide a degree of financial security for workers in their retirement years. Over the years, benefits under this federal program have been expanded to include such areas as disability, death, survivor benefits, and medical care for older persons. The program is funded through special payroll tax levied against the employer and employee on a matching basis. From time to time, the government increases this levy. The company observes the federal regulations concerning social security (FICA) deductions and remittance of levies.

Workers Compensation Insurance

The company is required by law to provide insurance coverage for all employees (i.e. full-time, part-time, and temporary) to cover any injuries sustained on the job. Employees are covered upon reporting to work. The entire cost of this coverage is paid by the company.

Unemployment Insurance

The state and federal governments collect funds from employers to pay unemployment compensation. Full-time, part-time, and temporary personnel are covered by this employment plan so that, in the event of a layoff, the employer's money is returned by the state in weekly payments to the worker as unemployment compensation.

Problems

Personal Problems

It is not the practice of the company, its managers, or supervisors to become involved in the personal lives of employees. Such involvement, however, can hardly be avoided when the matter directly affects the employee's job performance, the company, or its customers.

While the company does not seek to interfere in the personal lives of employees, managers and supervisors will extend concern, and all available help to any employee who requests assistance with a personal problem. The door is always open.

Sexual Harassment

The company does not tolerate sexual harassment in the workplace. Unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made a condition of employment
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee
- The harassment substantially interferes with the employee's work performance, or creates an intimidating, hostile, or offensive working environment

Employees who have complaints of sexual harassment should immediately report such incidents to their supervisor, or, if they prefer, to a corporate officer. The nature of the complaint shall be submitted in writing and signed by employee. The company will investigate and make a final determination regarding the appropriate disciplinary action for the complaint.

Employees shall not be subject to any form of retaliation for making good faith complaints regarding sexual harassment. However, employees who willfully make false claims regarding complaints of sexual harassment are subject to disciplinary action, up to and including discharge. Employees committing acts of sexual harassment are subject to disciplinary action, up to and including discharge.

Employee Concerns

Wherever possible, an employee's concern should be handled directly by the immediate supervisor. Employees who feel that they have a legitimate complaint that cannot be resolved through informal discussions with the supervisor, may seek recourse through the following steps:

Step 1: The employee should discuss the matter with the immediate supervisor, and agree on a satisfactory settlement.

Step 2: If a satisfactory settlement is not reached in Step 1 within three (3) working days after the initial discussion, the employee may submit a written grievance to the supervisor's manager and/or within seven (7) days after receiving the supervisor's response in Step 1. The supervisor must submit a written report, detailing clearly the grievance or complaint, the position of the company, and the unresolved issues. The supervisor's manager reviews the reports, conduct interviews, and attempt to find a mutually acceptable solution to the problem within five (5) working days.

Step 3: If a satisfactory settlement is not reached (as outlined in Step 2) within five (5) working days, the employee may submit a written appeal to a corporate officer of the company within seven (7) days the supervisor's response in Step 2. The manager conducting Step 2 must submit an updated report to the corporate officer.

Step 4: The corporate officer reviews the case. The corporate officer's decision is final and binding for all parties involved in the complaint.

Note the following special guidelines:

- Any complaint or grievance must be filed with the employee's supervisor within ten (10) days of its origin.
- Action at each step shall be taken as rapidly as possible, and no later than the prescribed time limits. The time limit at any step may be extended by mutual agreement of the employee and management.
- Failure of the employee to submit a written appeal to the next higher step in the process within the prescribed time period will lead to the automatic assumption that the solution prescribed in the previous step was acceptable.
- If the company determines to conduct a hearing on the employee's concerns, the hearing shall be conducted at such time as determined by the company. Hearings conducted during normal working hours are considered compensable time worked except in cases where the employee has been placed on suspension or terminated. When agreed-upon times for hearings occur outside regular working hours, the employee is not eligible for compensation for the hearing time.

- An employee may seek and receive assistance from other employees at any step in the process.
- Information or testimony gathered at the hearing must be treated discreetly and confidentially by all parties involved.

Personal Cell Phone and Internet Usage Policies

Personal cell phones are not allowed to be carried by employees during established working hours and should remain in the employee's lunch bucket, purse, or other property. Personal cell phones, as well as internet usage, are appropriate to use at morning break and lunch break (excluding e-mails).

Personal cell phones may also be used by an employee when entering their work hours through the FieldEase application. The allotted time frame for submitting hours is five (5) minutes before the end of each work day.

The use of personal cell phones during any other time of work day, not specified above, is subject to disciplinary action.

The Company's Level of Disciplinary Action

The company has adopted the following system for disciplinary action. However, the following levels are only some examples of the types of conduct that may result in disciplinary action. The company reserves the right to impose disciplinary action, up to and including discharge, for other forms of misconduct that are not set forth in this section.

It should also be understood that these four levels of disciplinary action are only a guide. The company reserves the right to impose the level of discipline, including discharge, which it believes is appropriate, based upon the particular facts. The company may skip steps in this disciplinary guide and immediately discharge the employee, if it believes that it is appropriate to do so.

- Level 1: Verbal warning
- Level 2: Written warning
- Level 3: Immediate suspension
- Level 4: Immediate termination

Specific Grounds for the Issuance of Verbal Warning

The following actions can generally lead to the issuance of a verbal warning to the employees:

- Being absent from work (without informing the supervisor)
- Tardiness
- Sleeping during work hours
- Bringing alcoholic beverages on company property or jobsites at any time
- Damage to company property through indifference, neglect, or carelessness
- Failure to report an accident occurring on the job to the immediate supervisor
- Failure to dress in a manner consistent with the professional requirements of the position
- Creating dissatisfaction among fellow employees
- Failure to adhere to allotted time for lunch and breaks
- Performing personal work during regular working hours without permission

- Removing company property without authorization
- Engaging in solicitation during working time (i.e., employees are prohibited from distributing literature during working hours or in work areas of the company's property)

Specific Grounds for the Issuance of Written Warnings

If a second occurrence of any of the above violations occur after initially receiving a verbal warning, the repeated action can generally lead to the issuance of a written warning to the employee.

The following actions will result in the immediate issuance of a written warning to the employee and become part of the employee's permanent record:

- Drinking of alcoholic beverages on company property or jobsites, at any time
- Gross discourtesy to a fellow employee
- Use of offensive profanity in the presence of a client or fellow employee
- Bringing weapons onto company property
- Gambling on company property or during work hours
- Flagrant and willful violation of company policy

Specific Grounds for Immediate Suspension

If a third occurrence of any violation occurs after initially receiving a verbal warning or a second violation occurs after receiving initially a written warning, the repeated action can generally lead to the imposition of a disciplinary suspension upon the employee.

The following actions shall be grounds for the immediate suspension of the employee:

- Reporting to work under the influence of alcohol, narcotics, or non-medically required drugs
- An act of dishonesty, or failure to report an act of dishonesty toward the company or its customers
- Fighting on company premises or jobsite
- Deliberate destruction or damage to company property
- Gross dishonesty to a client or customer

Suspensions shall be for a period of no less than two (2) days and not more than five (5) days, depending upon the nature of the infraction.

Specific Grounds for Immediate Dismissal

If a fourth occurrence of any violation occurs after initially receiving a verbal warning or a third violation occurs after initially receiving a written warning, and a second violation occurs after any violation initially receiving an immediate suspension will normally be grounds for immediate dismissal from employment.

The following actions shall be grounds for immediate dismissal, that is, the individual may be dismissed with no prior warnings or suspensions:

- Possessing or using narcotics or non-medically required drugs at any time while on the job or company property
- Theft of any kind (theft is a violation of the law and the company will cooperate with the proper law enforcement officials in its active prosecution)
- Performance of any sexual or immoral act or activity on company property or jobsite

- Intentionally falsifying time record sheets or other official company records
- Intentionally giving false or misleading information to obtain employment with the company
- Gross insubordination

Separation from Employment

General Policies

The company recognizes that, from time to time, employees may voluntarily leave the company. In such cases, the employee should notify the immediate supervisor at least two weeks before the intended date of separation. If the reason for leaving involves job dissatisfaction, employees are urged to discuss their decision with the supervisor to attempt a resolution of the problem.

Voluntary Termination

Employees voluntarily leaving the company are entitled to pay for work performed through the last hour worked and pay for remaining vacation days for the current calendar year, provided they give two (2) weeks' notice of the intent to terminate. Terminal pay is reduced by any of the following that apply:

- Required legal deductions
- Authorized payroll deductions (such as pension plan, credit union, payroll savings, acct receivables, etc.)
- Any medical or life insurance premiums due that payroll period

Layoff

Whenever a layoff of personnel becomes necessary, affected employees will be notified as far in advance as possible.

Employees are protected from layoffs based on their abilities and qualifications, the personnel need of the company and their seniority (in descending order of importance). Laid-off employees are entitled to the same terminal benefits as employees who resign in good standing.

Discharge

Employees may be terminated from employment for misconduct or other reasons. Employees that have been terminated shall be paid for work performed up to the time of termination.

Disability

Treatment of disabled employees is covered under Americans with Disabilities Act and state law. Please refer to both guidelines.

Safety

The company places the highest emphasis on employees' safety and strives to ensure that working areas are safe and healthful. Each employee's responsibility is to work safely and to do everything possible to prevent accidents or injuries. Every employee is expected to report unsafe conditions, to think before acting, and conscientiously avoid unnecessary risks.

Supervisory personnel help familiarize employees with the hazards of all assigned jobs, instruct employees in the safe performance of all jobs, and enforce the rules of safety among employees under their supervision.

The company complies with all provisions of the Occupational Safety and Health Act (OSHA).

General Safe Practices

Generally accepted practices for accident prevention on construction job sites include the following guidelines for employees:

- Pay strict attention to your work
- Observe all warning signs and signals posted, that designate dangerous conditions
- Avoid jumping from truck beds, platforms, fences, or elevated places, unless unavoidable to the performance of duty
- Avoid running, unless unavoidable to the performance of duty
- Wear a hard hat in all job site conditions
- Wear safety glasses, safety shoes, eye protection, a respirator, and other protective equipment, as directed by a supervisor or whenever the job at hand calls for such protection
- Keep hand tools well dressed to prevent injury from flying particles
- Ensure that ladders are in good condition and firmly placed
- Report any damage to scaffolds or other supporting structures to a supervisor
- Use compressed air for nothing other than specifically prescribed applications
- Avoid directing compressed air at yourself or another
- Ensure that all electrical devices and power tools are properly grounded
- Fasten all grinders securely with guards adjusted to within an eighth of an inch of the grinding wheel
- Keep oxygen and gas cylinders secured in an upright position with caps in place on tanks not in use

Shop Machinery and Vehicles

Generally accepted practices for accident prevention include the following guidelines for shop machinery and vehicles. Employees must never:

- Attempt to operate machinery without thorough knowledge of equipment and permission from a supervisor to do so
- Wear loose clothing or jewelry while operating or working near equipment or machines
- Start any machinery without a prior determination of its safety
- Adjust machinery in operation
- Lubricate moving parts, except on equipment specifically fitted with safeguards for this purpose
- Allow anyone to hang from moving equipment

Additionally, employees must:

- Shut off all gasoline motors before refueling them
- Bleed air hoses or compressors prior to disconnecting them
- Wear seat belts whenever operating or riding in a vehicle

Injuries

The company recognizes that safety rules and thoughtful working procedures are crucial to avoid injury. However, injuries on the job can occur.

Employees who sustain on the job injuries are required to seek prompt medical attention and must immediately report all injuries, including seemingly minor ones, to their supervisor and to the **Personnel Manager** within twenty-four (24) hours. The report must include the location and circumstance of the accident, the nature of the injury, and any anticipated time lost from work because of the injury.

The employee should make certain that the appropriate form for filing of worker's compensation insurance is submitted to the **Personnel Manager**.

Per drug policy, a post-accident drug test is mandatory.

Miscellaneous Information

Confidentiality

Information regarding the company's customers and suppliers must be kept confidential. All records of the company's business, including correspondence, policies and procedures, computer input and output, must remain on company property or in a secure location on the jobsite.

All computer programs and disks are company property; they may not be copied or duplicated in any way, nor may they be removed from company offices.

It is the policy of Western Sheet Metal to conceal confidential information about the company and its employees from anyone outside the company. Unless you have permission from an employee, do not share their cell phone numbers, job locations, personal information, etc. Refer requests for information about employees or the company to the front office.

Personal Appearance

All employees are expected to wear clothing and observe personal hygiene habits appropriate to their position and the nature of work performed. These standards are especially important for those employees in direct contact with clients and other members of the business community.

It is important that a person's appearance should project a positive and appropriate image for the company.

Any employee who appears for work in a manner unacceptable to company standards may be required to return home to correct the situation. The period of absence is treated as unpaid leave. All questions about personal appearance should be directed to a supervisor.

Smoking

ABSOLUTLEY no smoking is allowed in the shop or office in accordance with **Rule R329-510 in the Utah Clean Air Act**.

Tools and Equipment

Tools and equipment owned or leased by the company are to be used for company work only. Except under the conditions specified below, they are not to be taken for personal use, nor to loan to another company or person. The company's tools and equipment are central to employees' ability to perform their jobs. Accordingly, tools and equipment deserve proper maintenance and careful use.

All tools not assigned to a specific employee or to a specific job or jobsite are stored in the warehouse. From there, they are assigned to a specific shop or field job as required. A sign-out sheet is maintained at the warehouse that include the person responsible for the item, the destination of the item and the anticipated date of return. Each month employees must turn in a complete list of all equipment checked out to them. Employees must immediately report any damage or loss of tools to their supervisor.

Personal Use of Company Tools and Equipment

The company may permit employees to borrow equipment and tools for use in personal projects. All such usage must conform to the following procedures:

- The supervisor or manager of the department involved determines if the item involved is loanable and if the borrower is qualified to use it.
- All equipment and tools borrowed are verified in writing by the supervisor. The written record shall be retained and presented to the borrower when the item is returned.
- All borrowed items must be used expressly by the employee requesting them. Equipment must not be loaned to friends or relatives.
- The rate charged for the use of any tools or piece or equipment shall be established in advance.

As condition of being permitted to use the equipment for personal use, the employee agrees to bear full responsibility for any loss or damage to the equipment.

Use of Company Vehicles

1. Employees who are allowed the use of company vehicles must have acceptable driving records and must be fully insurable.
2. At the beginning of the workday, travel is restricted to start from the employee's residence directly to the job site or company facilities.
3. As reported on the employee's time record sheet, travel is restricted during working hours to assigned jobs for the day.
4. At the end of the workday, travel is restricted to start from the company facilities or job site directly to the employee's residence.
5. Emergency service is duly authorized when relevant to company needs.
6. All Western Sheet Metal employees driving a company vehicle may be asked to fill out a DLD60 form to request his/her driving record.
7. If a truck is available, an employee, who has been promoted to foreman over a job, may be entitled to use a company truck.
8. All employees driving company trucks need to carry a current and valid Utah driver's license while operating the vehicle.
9. All employees who have traffic warrants or DUI arrests against them cannot drive company trucks.
10. All Western Sheet Metal employees driving company trucks should abide by all Utah's (or any other state) traffic laws and regulations.
11. Company trucks are for company use only (unless given written permission from company management).
12. It is the foreman's responsibility to keep Western Sheet Metal's trucks clean and in good repair, including lube and oil changes, as necessary.
13. A company credit card is issued to the foreman, for use on company trucks, or authorized items only. All purchases on the credit card must be gas, oil, window washer fluid, other truck related

items, unless authorized prior to purchase. Personal purchases are prohibited. (NOTE: A receipt of purchase is required for all transactions).

14. The company truck is returned to the shop along with the company credit card at the completion of the foreman's assigned job (unless there is another assigned job), until reassigned to another job.
15. All employees using company-owned or company-leased vehicles keep all necessary records pertinent to the vehicles' use. Further, since vehicles are part of the company's image, vehicles are to be kept clean and presentable at all times.
16. If an employee is involved in an accident while driving a company-owned or company-leased vehicle, the following procedures apply:
 - Call the proper authorities (police, sheriff, or highway patrol)
 - Exchange name, company phone number and address, license plate numbers, driver's license numbers, and insurance company's policies with all persons involved in the accident
 - Notify the office immediately and arrangements for moving the vehicle will be made by the office.

Employee Purchases

Employees may purchase materials from warehouse stock or order materials that the company normally carries. When the materials are purchased for personal use, they pay for the actual cost, which is the selling price of the material, plus freight costs and a ten percent (10%) handling charge. All purchases must be approved by management.

Payment for all purchases must occur immediately or payroll deductions are taken to cover purchases. Upon termination of an employee, any balance owed on purchases from the company are deducted from the final paycheck.

Community Involvement

Involvement in community activities benefits the employee, the community, and the image of the company. Employees are urged to take part in community affairs that enhance the quality of life of the community. Wherever possible, the company may lend support to such activities.

Solicitations/Distribution of Literature

Employees are prohibited from engaging in solicitation during work time, including:

- Distributing literature during working time, or in working areas.
- Posting materials on company bulletin boards without prior approval of management

Employee Suggestions

The company welcomes suggestions from employees--especially those resulting in cost savings, higher efficiency, and enhanced productivity.

Company Events

The company sponsors social and recreational events throughout the year. All employees are encouraged to participate in these functions.

Video Surveillance

The company reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information.

The company may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. The company will do so only after first ensuring that such action is in compliance with state and federal laws.

Employees should not have any expectation of privacy in work-related areas.

Employee privacy in nonwork areas will be respected to the extent possible. The company's reasonable suspicion of onsite drug use, physical abuse, theft or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where nonwork-area privacy must be compromised.

Employees should contact their direct supervisor or office personnel if they have questions about this policy.

Nothing in this policy is intended to, nor should be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act, and including Section 7 and 8(a)(1) rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.

Notes

*This handbook is provided for informational purposes only and is not intended to create an employment contract or any express or implied covenant of good faith dealing, and the existence of such a covenant is disclaimed. Unless the employee is covered by a collective bargaining agreement containing a contrary provision, the company and its employees have an employment relationship which is known as **Employment-At-Will**. This means that you are not required to work for the company for any set time and this handbook does not limit or modify the **Employment-At-Will** relationship. The policies and procedures described herein are implemented at the discretion of the company and may be changed from time to time. Any changes will be in writing and will be posted on the bulletin board until such time as they can be permanently incorporated into the handbook. No officer, employee, or agent of the company is authorized to waive, modify, or add to any of the provisions in this handbook except in written document signed by an officer of the company. Any decisions by the company as to the interpretation or application of these policies and procedures will be final and binding on all employees concerned. The policies and procedures, and such prior policies and procedures, are hereby revoked. In the event of any conflict between the provisions of this manual and the collective bargaining agreement, the collective bargaining agreement shall prevail.*

