



GT Building Corporation.

Employee Handbook
2018



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COMPANY POLICY

OPEN DOOR POLICY

At GT Building Corp (GTBC), we work as a team and communicate clearly to achieve our goals, but this process can be slowed by conflict. Our goal is to quickly resolve issues, while keeping our work relationships and line of communication. If you have a problem, suggestion, or question regarding your job or working conditions, we encourage you to voice your concerns openly and directly to your supervisor.

If you feel it is not appropriate to contact your supervisor, or you feel that the situation has not been resolved, you may wish to bring the issue to Greg Tatnall (President). This procedure cannot result in every problem being resolved to your satisfaction, but GTBC values your input, and you should feel free to raise issues of concern, in good faith, without fear of retaliation.

EMPLOYMENT-AT-WILL

We are aware that personnel changes can be initiated by both employees and management. In this regard, it is expressly understood that employment at GTBC shall continue only so long as it is mutually agreeable to each employee and GTBC. Your employment with GTBC is at-will. This means that neither you nor GTBC has entered into a contract regarding the duration of your employment. Either an employee or GTBC may terminate employment for any reason whatsoever, with or without cause and/or notice, at any time.

No section of this handbook is meant to be construed, nor should be construed as establishing anything other than an employment-at-will relationship, nor does it limit management's discretion to make personnel decisions. This employment-at-will relationship cannot be changed by your Supervisor, and can only be changed in writing, signed by both the President of the Company and the employee in question. GTBC will consider you to have voluntarily terminated your employment if you:

- Resign from GTBC
- Fail to or are unable to return with a reasonable accommodation from an approved leave of absence on the date specified
- Fail to report to work or call in for three (3) or more consecutive workdays

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of GTBC to provide equal employment opportunity for all applicants and employees. GTBC will not allow discrimination on the basis of race, color, creed, sex, gender identity, national origin or ancestry, age, religion, marital status, sexual orientation, mental or physical disability, medical condition, or any other factor rendered unlawful by federal, state or local law. GTBC also prohibits discrimination based on the perception that an individual possesses any of these characteristics, or is associated with a person who possesses or is perceived as possessing any of these characteristics. All such discrimination is unlawful.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and transfers. Further, it is our policy that employees not discriminate against each other or non-employees based upon these factors. In addition, GTBC prohibits the harassment of any individual (see non-harassment policy).

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, GTBC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result. Any applicant or employee who requires an accommodation to perform the essential functions of their position should



contact the President and request such an accommodation. GTBC will then investigate and identify possible accommodations, if any. If the accommodation is reasonable and will not impose an undue hardship, GTBC will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, provide a verbal or written complaint to the President. GTBC will undertake a thorough investigation and attempt to resolve the situation. If GTBC determines that unlawful discrimination has occurred, appropriate action will be taken. GTBC will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management or your co-workers.

REFERRAL BONUS

If you refer someone to GT Building Corp for potential employment and they work as an employee for the company for more than 6 months, you will receive a \$500.00 bonus from the company.

REHIRES

GTBC will consider former employees for re-employment. Former employees are subject to the same hiring procedures as other applicants. To be considered, an applicant must have been in good standing at the time of termination from their previous employment with the Company. Any bridging of benefits will be determined on a case-by-case basis.

EMPLOYMENT ELIGIBILITY

It is the policy of GTBC to hire only those persons legally eligible to work in the United States. Accordingly, before any employee begins work, the INS-required I-9 form must be completed and the appropriate documentation provided.

REFERENCE CHECKS

To make sure that individuals who join GTBC are well qualified and have a strong potential to be productive and successful, it is the policy of GTBC to check the employment references of all applicants. GTBC will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, and position(s) held, unless the requesting employee completes and signs a release form. All reference checks are managed by the President.

BACKGROUND CHECKS

Employees of GTBC must be able to pass a background/security clearance. If the background check conducted on behalf of GTBC indicates the employee has been convicted of a crime, other than minor traffic violations, the employee may be found ineligible for employment with GTBC.

INTRODUCTORY PERIOD

The first 90 days of employment are your introductory period. This gives both your supervisor and you the opportunity to determine your suitability for continued employment. Your supervisor will also conduct an informal review of your performance. During or after the completion of the introductory period, you may be eligible for some of the benefits described in this handbook. Should you or your supervisor decide you are not suited for this position, your employment may be discontinued before the end of the introductory period. The Company also reserves the right to extend the introductory period in certain cases where the individual circumstances justify an extension. Successful completion of the introductory period does not alter the nature of your employment relationship, which remains at will.



JOB DUTIES

GTBC reserves the right to alter or change job responsibilities, reassign or transfer positions, and/or assign additional responsibilities. For example, you may be asked to work on special projects or to assist with other work. Your cooperation and assistance in performing such work is expected and appreciated.

WORK SCHEDULES AND HOURS

Our business office is open from 8:00 AM to 4:30 PM, Monday through Friday. Individual work schedules and hours vary, depending upon the employee's job. Your supervisor will inform you of your work schedule. You are expected to meet the expectations of your supervisor regarding arrival and departure times from the job, unless given explicit permission from your supervisor or the President.

REQUIRED WORK

During a normal week, it is the employee's responsibility to do everything in their power to reach the expected 40 hours. If they have permission to miss a day or part of a day, they are expected to work additional hours to reach 40 hours. This may mean starting early, working late, or working Saturday.

If the President asks an employee to work on Saturday, that day is mandatory work. The attendance expectation on required Saturdays is the same as any normal work day.

PERFORMANCE EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals. A positive performance evaluation does not guarantee an increase in salary or a promotion. Pay increases and promotions are based on many factors in addition to performance and are solely within the discretion of the Company. Formal performance evaluations are conducted, and documented, on an ongoing 12-month cycle, ending January 31.

EMPLOYEE RECORDS

To keep complete and current records, it is mandatory that you provide our office with the following information and notify our office immediately whenever there is a change in your address, telephone number, name, or emergency contact information

ACCESS TO PERSONNEL FILES

GTBC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, and salary increases, payroll records, and other employment records. Personnel files are the property of GTBC and access to the information they contain is strictly restricted. Employees who wish to review their own file should contact their supervisor or the President. With reasonable notice, employees may review the contents of their own personnel files in GTBC's offices and in the presence of an individual appointed by GTBC to maintain the files.

EMPLOYEE MEDICAL RECORDS

Any medical records of the employees will be held in confidence to avoid unauthorized disclosure. In compliance with state and federal laws, GTBC shall keep the employees' medical records separate from their personnel files. Access to employees' medical records shall be limited to those in management, on a need-to-know basis.



RELIGIOUS ACCOMMODATION

GTBC will make reasonable accommodations for employees' observance of religious holidays and practices. Because GTBC strives for its best business performance, accommodations for an employee's religious practices will not be made if an undue hardship will result. An employee who desires a religious accommodation is required to make the request in writing to his or her supervisor as far in advance as possible and is expected to cooperate with the employer in seeking and evaluating alternatives.

GARNISHMENT OF WAGES

Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from the company. Although GTBC does not wish to become involved in an employee's private matters, we are compelled by law to administer the court's orders. When this situation arises, the payroll administrator will contact the employee to explain the details of garnishment and how it affects the employee's wages.

POLITICAL NEUTRALITY

GTBC will not discriminate against any employee because of identification with and support of any lawful political activity. An employee engaging in political activity should always make it clear that his or her actions and opinions are his or her own and not necessarily those of GTBC, and that he or she is not representing the GTBC.

CONFIDENTIAL INFORMATION

Employees may be privy to or have access to confidential information during the course of work. None of this information should be discussed, revealed, or provided to any person, employee or non-employee, unless specifically authorized or required during daily business. Confidential information includes, but is not limited to, personnel records of others, payroll and financial information of others, property locations, business plans and strategies, and policy and personnel manuals. Additionally, confidential information includes, but is not limited to: bid information, overhead and other administrative burdens, bond rates, productivity, labor usage, costs, constructability, feasibility, alternative methods of construction, customers and vendors (especially contact persons), special terms and/or discounts offered by vendors, means and methods of estimating and bidding, terms and conditions of prime contracts and subcontracts, quality control, construction claims, lawsuits and other legal actions, accounting systems and controls, financial reports and formats, and computer programs. An employee who discloses confidential information, except as provided above, is subject to disciplinary action, up to and including termination, and to other civil and equitable remedies that GTBC may have.

CONFLICT OF INTEREST

GTBC policy requires that you do not engage in any outside activities that might result in a conflict of interest. GTBC expects you to observe the highest standards of ethics and good judgment in all transactions relating to your duties as representatives of GTBC and to review with your immediate supervisor any situation that may conflict with GTBC interests or have the appearance of impropriety. If you are unsure whether your actions may constitute a conflict of interest or lead to a conflict of interest, you must immediately discuss the matter with the President. Violation of this policy may result in disciplinary action up to and including possible discharge.

While it is not possible to list all possible conflicts of interest that could develop, some of the more common conflicts are listed below.

Competitive Relationship



GTBC may not collaborate with competitors or their representatives for the purposes of establishing or maintaining prices at any particular level or to collaborate with them in any way in the restraint of trade. GTBC prohibits discussion of prices with competitors or disclosing prices to any outside source at any time except for legitimate sales or purchase purposes. The privacy of the methods used to establish prices, terms, and conditions of sale should be constantly maintained without exception.

Accepting Outside Work

All employees are prohibited from being employed by, or performing services for, competitors of GTBC or any businesses that have business dealings with GTBC. In addition, accepting outside jobs with unrelated companies may take your time, skills, or energy away from your normal work duties, and thus may interfere with your carrying out your work responsibilities at GTBC. The nature of GTBC's business requires the complete commitment of full-time employees. Accordingly, GTBC discourages full-time employees from holding an outside job of any sort. All employees must discuss the appropriateness of any outside job with their supervisors and obtain approval in writing from the President before accepting outside employment or positions.

Financial or Other Interest

Being financially involved or interested in a company that has business dealings with, or competes with GTBC, may result in a conflict of interest. Therefore, all employees shall not, directly or indirectly, become interested in any other Corporation, or other entity which directly competes with GTBC in any line of business engaged in (or planned to be engaged in) by GTBC or its affiliates, or that has business dealings with GTBC. This policy shall not be construed to restrict investment or require disclosure of any investment by an employee in stock or any other security of any Corporation listed on a national or local securities exchange or regularly traded by registered national or local securities dealers provided that such investment does not exceed one (1) percent of the market value of the outstanding securities of such Corporation.

Gifts

Every customer is entitled to courteous and outstanding service. Since such service is given impartially to all, gratuities are not expected. Therefore, employees are not allowed to accept gifts of any kind from customers or vendors, except for any gifts valued at less than \$100.00. If some individual presses an employee to accept such a gift, the employee should thank him, but explain that GTBC policy makes it impossible to accept any gift. Any offers to GTBC personnel, or solicitation of offers from GTBC personnel, which appear to be attempts at commercial bribery, shall be reported immediately to the President.

Family Members

If an employee's family member engages in any of the conduct prohibited in this policy, it may create a conflict of interest for the employee. Therefore, as soon as an employee learns that any of his/her family members are engaging or planning to engage in any conduct prohibited in this policy she or he must immediately inform the President. Family members include spouses, any blood relations, or relations by marriage.

NO SOLICITATION/DISTRIBUTION RULE

Our objective as an organization is to focus on our clients' needs. Therefore, certain types of solicitation and distribution of literature are prohibited.

The following rules apply to non-employees:

- No solicitation on GTBC property at any time.
- No distribution of literature on GTBC property at any time.



The following rules apply to employees:

- No distribution, or solicitation of other employees for any purpose, within working areas.
- No solicitation or distribution of literature to other employees when the employee who is soliciting/distributing or the employee being solicited is on working time.
- These rules do not apply during break times and meal times or other periods during the workday when employees are not engaging in performing work tasks and are not in work areas.

NON-HARASSMENT

GTBC is committed to providing a work environment free of unlawful harassment. This includes sexual harassment, as well as harassment based on such factors as race, color, creed, religion, national origin or ancestry, age, gender identity, medical condition, marital status, physical or mental disability, sexual orientation, or any other basis protected by federal, state or local law. All such harassment is unlawful. This includes harassment based on the perception that a person possesses any of these characteristics, or is associated with a person who possesses, or is perceived as possessing, any of these characteristics. GTBC will not tolerate harassment of our employees by anyone, including any supervisor, co-worker, vendor, associate, or customer of ours.

Harassment Defined

Harassment refers to behavior that is unwelcome, is personally offensive, debilitates morale, and interferes with the work performance and effectiveness of an employee. It includes inappropriate and disrespectful conduct and communication. Prohibited harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually-oriented posters, photography, e-mails, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and/or demands to submit to sexual requests in order for an employee to keep their job, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- Retaliation for having reported or threatened to report harassment.

Violations

Violations of this policy will not be tolerated. Anyone engaging in such activity is acting beyond the scope of any authority they may have from the Company. Any supervisor who is made aware of a complaint of harassment and fails to take action will be subject to corrective action, which may include termination.

Complaint Procedure

If you feel that you have experienced or witnessed harassment, you are encouraged to first confront the individual (if you are comfortable doing so), and ask him or her to stop. The next step is to notify the President, verbally or in writing. GTBC encourages all employees to report any incidents of harassment immediately so that complaints can be quickly resolved.

No employee should feel they must tolerate an inappropriate or uncomfortable situation. We will take your concerns seriously. Every complaint of harassment that is reported will be investigated thoroughly, promptly, and in as confidential a manner as possible. If a harassment investigation determines that inappropriate and/or unlawful harassment has occurred, GTBC will take specific action that is in line with the severity of the offense.



Any employee determined by GTBC to be responsible for harassment will be subject to appropriate corrective action, up to and including termination of employment. In addition, appropriate action will be taken to prevent any future harassment.

GTBC will not retaliate against any employee for filing a complaint, and will not knowingly permit retaliation by any representative of the organization. If we become aware of any retaliatory activity, appropriate corrective action will be taken.

WORKPLACE VIOLENCE POLICY

GT Building Corporation has adopted a Zero Tolerance Policy to workplace violence because the safety and security of our employees are of vital importance. The costs of workplace violence are great, both in human and financial terms, and has been recognized as a growing problem nationwide.

Workplace violence is considered any act of physical violence, attempts to act or threats of physical violence, acts with the intent to cause a harmful or offensive contact, harassment, intimidation, or other threatening, disruptive behavior that occurs at the job site. Workplace violence can affect or involve employees, clients, and other individuals including but not limited to the public.

A number of different actions in the work environment can trigger or cause workplace violence. Non-work-related situations such as domestic violence or “road rage” that lead to violence occurring on the job, or acts by an employee or to an employee because of their employment relationship (even if off the job) are covered under our policy. Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, client, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not accepted or tolerated at GTBC.

General examples of prohibited conduct include, but are not limited to, the following:

- All threats or acts of violence occurring on GTBC property or job sites, regardless of the relationship between the parties involved in the incident.
- All threats or acts of violence not occurring on GTBC property or job site, but that involves an individual who is acting in the capacity of a representative of GTBC.
- All threats or acts of violence not occurring on GTBC property or job site, but that involves an individual whose threats or acts of violence affect the legitimate interests of GTBC.
- Any threats or acts resulting in the conviction of an employee or agent of GTBC, or of an individual performing services on GTBC’s behalf on a contract or temporary basis, under a criminal code provision related to threats or acts of violence that adversely affect the legitimate interests and goals of GTBC.

Specific examples of prohibited conduct include, but are not limited to:

- Hitting, shoving or any offensive or harmful contact with an individual (any physical assault)
- Threatening to harm an individual or his/her family, friends, associates, or their property
- Making harassing or threatening telephone calls, letters or other forms of written or electronic communications
- Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of GTBC
- Harassing surveillance, also known as “stalking”: the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety
- Possession or inappropriate use of firearms, weapons, or any other dangerous devices on GTBC property or job site



Violations

Violation by an employee or agent of GTBC of this policy will lead to appropriate disciplinary action (up to and including termination). Non-employees engaged in violent acts on GTBC property or job sites will be reported to the proper authorities and GTBC will cooperate with prosecution to the fullest extent possible by law.

To make deliberate false accusations of workplace violence will also be considered a violation of the GTBC Workplace Violence Policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation.

Any individual that is aware, or a victim, of workplace violence is encouraged to report the incident immediately to Senior Management. Part of your job duties as an employee is to participate in making GTBC free of workplace violence. Your failure to timely report known instances of workplace violence is a violation of our policy and may have serious consequences to the victim and to other employees later.

Employees who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation. Any employee who believes he/she has been the victim of retaliation for reporting workplace violence or cooperating in an investigation should immediately contact Senior Management.

USE OF ELECTRONIC MEDIA

GTBC's computers, phones (including cell phones), fax machines, and electronic and voice mail systems are company property, and are generally to be used for conducting company business only. The use of this equipment for private purposes should be limited as described below.

Employees may not access a computer file, or retrieve or store communication, other than where authorized, unless there has been prior clearance by an authorized GTBC representative. To protect the integrity of the system, employees wishing to download programs or files, and/or to load personal or other external software onto GTBC equipment should first check with the President.

Our phone system should generally be used for job-related purposes only. To maintain the efficiency of our operation, please limit personal calls to as few occasions and as short a conversation as possible. In addition, whenever possible, please make personal calls during your meal and rest periods. Long-distance calls should generally be limited to emergency situations, and should be made on your cellular phone, or charged to your home phone or credit card. You are expected to reimburse GTBC for any personal calls that may be inadvertently charged to the Company. Please report any such calls to your supervisor.

Personal use of electronic mail and other computer systems should be limited, and should generally occur only during break and meal periods. Excessive personal use will not be tolerated. The use of the internet, whether for business or personal use, should not include the accessing of offensive or otherwise inappropriate sites (see below). Electronic media (including the internet) may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose which is illegal, against Company policy or not in the best interest of GTBC. Voice or e-mail messages may not contain content that may reasonably be considered offensive or disruptive to any employee. Offensive content would include, but would not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comment that would offend someone on the basis of their age, sexual orientation, religious or political beliefs, national origin, disability, or any other basis protected by law. GTBC reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the Company's e-mail system at any time, with or without employee notice. This access may occur during or after working hours. The use of a Company-provided password or code does not restrict GTBC's right to access electronic communications.



Violations of this policy may lead to disciplinary action, up to and including termination. Employees needing additional information regarding this policy should speak to Senior Management.

SMOKING POLICY

Employees who choose to are allowed one smoke break in the morning and one in the afternoon, both with the permission of their supervisor. Smoking cannot occur near the job site, and smoke breaks should be taken at least 100 feet from the property, ideally at the road. Violations of this policy may lead to disciplinary action, up to and including termination.

SUBSTANCE ABUSE POLICY

GTBC is committed to providing a safe work environment and promoting the well-being and health of its employees. That commitment is jeopardized when any GTBC employee illegally uses drugs on the job, comes to work under the influence, or possesses, distributes, or sells drugs in the workplace. These activities may adversely affect an employee's work performance, efficiency, safety, and health, and therefore seriously impairs his/her value as an employee. In addition, these activities constitute a potential danger to the welfare and safety of other employees and the public, and exposes GTBC to risks of property loss or damage.

Drug Testing

Drug and alcohol testing, including testing for marijuana, will be performed under the following circumstances:

- New Hire Testing (Post-Offer/Pre-Employment)
- Reasonable Suspicion Testing
- Random (per legal restrictions) and Post Accident Testing Employment with GTBC is contingent on passing the drug/alcohol test.

If a proposed candidate for employment tests positive, any job offer made will be considered rescinded.

If an existing employee's test results are positive, the employee shall be removed from duty and be subject to immediate disciplinary action, up to discharge.

GTBC encourages any employee with an alcohol or drug problem to ask for help. Employees are eligible for assistance in obtaining a leave of absence and entering a rehabilitation program. Matters of this nature are treated in a confidential manner.

Only designated individuals of GTBC will receive testing results. He or she will notify other managers of GTBC strictly on a need-to-know basis.

Substance Abuse Guidelines

GTBC has established the following guidelines:

- The company will not tolerate or condone substance abuse. It is the policy of GTBC to maintain a workplace free from alcohol and other forms of drug abuse and its effects.
- It is a violation of company policy for any employee to possess, use, buy, trade, or offer for sale illegal drugs, marijuana, or alcohol, or otherwise engage in the illegal use of drugs, marijuana, or alcohol on the job.
- It is a violation of company policy for anyone to report to work under the influence of illegal drugs, marijuana, or alcohol.
- It is a violation of company policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications, unless doing so hinders the



performance of essential job functions and/or creates identified safety hazards. Employees who believe, or have been informed, that their use of any prescription drug may present a safety risk are to report such drug use to their supervisor or management to insure the safety of themselves, other employees, the public, and employer property. It is a violation of this policy to utilize prescribed medication, during the course of employment, which impairs performance.

- Violations of this policy are subject to disciplinary action up to and including immediate termination. Employees found to be engaged in the sale or purchase of illegal drugs during working hours shall be reported to the appropriate law enforcement agency, and be subject to immediate termination and shall not be eligible for rehire.

GTBC expects the full support of this policy by all employees and all persons doing business with the company.

Employer/Company Responsibility

To provide a drug and alcohol-free working environment, GTBC will:

- Establish definitive rules and regulations
- Recognize that there may be employees who have an alcohol or other drug problem and stand willing to assist in the solution of that problem by encouraging employees to seek help through employee assistance programs provided by their respective health care providers.
- Administer a program that takes into consideration an employee's rights and is within legal boundaries.
- Inspect persons and their property in our employ or doing business with the Company, within legal boundaries.
- Maintain consistent enforcement of the company Substance Abuse Policy. Any supervisor who knowingly permits a violation of this policy by employees under his/her direct supervision shall be subject to disciplinary action.
- Cooperate with outside law enforcement agencies.
- Conduct post-accident, and post-injury, drug and alcohol testing (within legal restrictions) immediately following any at-fault accident that results in bodily injury or property damage, whether a citation is issued or not. Post-accident testing includes any accident that occurs during the course of work. This includes accidents in personal vehicles while performing job tasks.

Employee Responsibility

GTBC believes that each employee has the responsibility to:

- Report to work at all times free of alcohol or other drugs and their effects.
- Not possess or use, or have the odor of alcohol or drugs on his/her breath.
- Seek and accept assistance for alcohol and drug abuse.
- Support efforts to eliminate alcohol and other drug abuse among employees where it exists.
- Not engage in any work-related activity when taking medications or drugs (prescription or nonprescription), and/or alcohol that may create an unsafe or dangerous situation for the employee, the public, or the employee's co-workers.
- Immediately report any incident involving property damage or bodily injury that would require post-accident/post-injury drug testing to the supervisor or management.
- Testing must be performed by a designated facility immediately after occurrence of an incident where the employee appears to be the cause of, or contributed to, an accident involving bodily injury or property damage. For on-site testing, the employee must remain at the work site location. If circumstances require off-site testing, the employee must be accompanied to a designated testing facility by a company-representative immediately, but not to exceed 4-hours, after occurrence.

Confidentiality



Every effort will be made to ensure that all employees' substance abuse problems will be discussed in private and actions taken will not be made known to anyone other than those directly involved in coordinating the testing and obtaining the results, or who are required to be involved in the disciplinary procedures.

Only designated company individuals will receive testing results. He/she will notify other GTBC managers strictly on a need-to-know basis.

No laboratory or medical reports or test results shall appear in an employee's personnel folder. All necessary measures shall be taken to keep the results of the test confidential.

Responsibility for interpretation of the Company's Substance Abuse policy falls to the human resources department staff.



EMPLOYEE COMPENSATION

PAYDAYS

GT Building Corporation utilizes a Direct Deposit system for issuing payroll earnings. An Automatic Direct Deposit form is provided at hire for your completion. The funds will be automatically deposited into your account(s) on Friday morning and you will receive a pay stub. Note: An actual check will be issued to you the first week. After the bank verifies your account and bank information, the automatic direct deposit will be initiated.

TIMEKEEPING

Federal and state laws require an employer to keep accurate records of the time worked by all nonexempt employees. Exempt employees do not complete a daily time sheet, but do submit requests and notice for days off. Non-exempt employees should accurately record the time they begin and end their workday, as well as the beginning and ending time of each meal period, or departure from work for personal reasons. A time sheet will be utilized for this purpose and must be approved by your supervisor. Overtime work must always be approved by your supervisor before it is performed.

ATTENDANCE POLICY

Employees are responsible for being at their job site 5 to 15 minutes prior to the beginning of their scheduled shift. If an employee cannot report for work, or cannot be there at the starting time, he/she must notify their supervisor twelve (12) hours before the beginning of his/her shift. Failure to notify the supervisor for 3 consecutive days will be considered as resignation of employment. GTBC reserves the right to require a verification of illness and medical release to return to work from any employee absent for three (3) or more work days. Failure to follow these procedures may result in disciplinary action. Excessive absenteeism or tardiness will result in disciplinary action, up to and including discharge.

OVERTIME

All overtime for non-exempt personnel must be authorized in advance by your supervisor. Overtime for non-exempt personnel will be paid at the rate established by state or federal law, whichever is applicable. Overtime will be paid the week following the week worked. The work week is considered Sunday through Saturday. Only actual hours worked are counted toward overtime eligibility.

PAY ADJUSTMENT

Salary increases or decreases are based on merit, business conditions or other appropriate factors determined by management in its sole discretion. Any pay increase given would be determined by the President.

PAY ADVANCES

GTBC does not provide pay advances on unearned wages to employees.

ADMINISTRATIVE PAY CORRECTIONS

GTBC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the President.



RESIGNATION

As an at-will employee you can resign at any time. However, should you decide to leave GTBC, we request that you notify us, in writing, at least two (2) weeks in advance. Your consideration in this regard will enable us to arrange for a replacement. You will also be asked at this time to give us an evaluation of your employment with us. This information will be helpful to us in our continuing program of seeking to improve our Company.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense, if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

FINAL PAY

If the Company terminates an individual's employment, all wages and accrued vacation earned but unpaid will be paid on the termination date. An employee who resigns and provides at least 72 hours notice to the Company will be paid all wages and accrued vacation on the last date of employment. An employee who resigns with less than 72 hours notice will receive their final and vacation pay no later than 72 hours after notice is given.

EMPLOYEE BENEFITS

BENEFIT PLANS

GTBC is pleased to offer employees a variety of benefits. Our policy is to provide meaningful benefits for the protection and well being of eligible employees. However, because business conditions and affordability change over time, we reserve the right to modify or discontinue any benefits currently provided. Information on available benefits will be provided at the time of hire.

WORKERS' COMPENSATION

Massachusetts employers are required by law to provide workers' compensation insurance coverage at no cost to employees. This insurance covers injury or illness that requires medical, surgical, or hospital treatment, sustained because of, and during the course of, employment. Injured employees are eligible for applicable benefits as defined/determined under Massachusetts law.

You are required to report all injuries, no matter how slight, to your supervisor immediately. You will be directed to a designated occupational medical facility for treatment.

After seeing a physician for a work-related injury, you are required to report directly back to your supervisor. If your shift has ended and/or the physician sends you home, contact your supervisor as soon as possible. Employees will be permitted to return to work following an injury only upon presenting appropriate medical clearance.

It is mandatory that you follow these procedures. Failure to report an on-the-job injury immediately may lead to disciplinary action and, could lead to the denial of Workers' Compensation benefits.

Refer to the Workers' Compensation pamphlet provided with the new-hire package for additional information.

Workers Compensation fraud will not be tolerated under any circumstances. Workers Compensation fraud is a felony; and any employee found guilty of such conduct may be subject to fines, imprisonment, and termination of employment. GTBC may grant rewards to those employees who provide information leading to the arrest and conviction of a perpetrator. Any such information should be reported in confidence to Greg Tatnall. Because fraudulent claims substantially damage GTBC's financial health (thereby threatening the employees' jobs), it is in the employees' best interests to help eradicate all fraud.

GTBC and/or the insurance carrier is not liable for the payment of benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic event, even when sponsored by GTBC.

HOLIDAYS

GTBC provides the following paid holidays each year:

Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day

When a holiday falls on a Saturday, it will be observed the preceding Friday. When it falls on a Sunday, it will be observed the following Monday. Holidays that fall during a scheduled vacation do not count as vacation used. This schedule may be subject to change based on field operations. Some full-time employees, such as supervisors, are eligible upon hire for paid holidays. Employees are paid based on the hours they would have regularly been scheduled. Not all employees are eligible for paid holidays.



SICK TIME

All regular, full-time employees are eligible to accrue up to 40 hours of paid sick leave per calendar year, with accrual beginning at the time of hire at a rate of 1 hour of sick time for every 30 hours of work. Sick leave may be used as accrued starting 90 days into employment. Sick leave may be taken only for personal illness, emergency, disability, medical/dental appointments, and illness/appointments for immediate family members. Employees must send an email to greg@gtbuildingcorp.com with 12 hours of notice to use paid sick time. To use three consecutive days in a row of sick time, employees may be asked to provide a doctor's note. Employees who attend work, but need to leave sick without prior notice can use a maximum of 4 hours of their paid sick time.

Employees may be required to provide a release from the treating physician, with or without reasonable accommodation, before being allowed to return to work. If there is concern as to whether the employee can perform his/her usual and customary duties, GTBC may request that the employee undergo a physical examination (physical capacity testing) to determine fitness for duty, at GTBC's expense.

Use of more than eight (8) sick days in a calendar year, paid or unpaid, is considered abuse of GTBC's sick leave policy and may be grounds for disciplinary action up to and including termination of employment. No employee will receive pay in lieu of unused sick leave upon termination of employment.

TIME OFF

Employees who wish to take one to three (1-3) days off must request this from the President at least one (1) week prior. Employees who wish to take four (4) or more days off must request this from the President at least one (1) month prior. Requests must be emailed to greg@gtbuildingcorp.com. No one shall take more than a total of 15 days off, including both requested time and sick time. Missing time beyond what is explained in the handbook may result in written warnings and potential job loss.

PAID TIME OFF

Employees may be granted Paid Time Off (PTO) in place of paid sick time at the discretion of the President. These employees will be eligible to accrue PTO throughout the calendar year that grants at least as much paid time as the typical paid sick time policy, also at the President's discretion. This PTO can be used for sick time or vacation time. PTO can be used after 90 days of employment. It accumulates throughout the year 1 hour for every 30 days worked, up to 40 hours per year. If you are employed by GTBC for part of a year, your maximum PTO is prorated based on your time at the company. If you plan to use PTO ahead of its accumulation (for example, taking a vacation at the start of the calendar year), please speak to the President for permission. Always give as much notice as possible when taking PTO and notify both the President and the office. If you do not use your accumulated PTO by the end of the year, you will be paid out for that time at the end of the year.

OTHER LEGALLY MANDATED TIME OFF

GTBC will comply with all other laws requiring employee time away from work. This includes time off, as appropriate, for serving as a volunteer firefighter, for leave necessary due to a domestic violence or sexual assault situation, and for time off for victims (or family members of victims) of violent or serious felonies to attend related judicial proceedings.

WORK RULES

PERFORMANCE/PROFESSIONAL CONDUCT

All employees are expected to exhibit professional conduct based on respect, honesty, teamwork, and a commitment to achieving the mission of GTBC. We will strive to keep you informed in the event that we feel your work performance is below standard, or your conduct does not meet our policies or rules. Unacceptable employee conduct or performance may result in disciplinary action being taken.

The following conduct is prohibited, and will not be tolerated by GTBC. This list of prohibited conducts is illustrative only. Other types of conduct injurious to security, personal safety, employee welfare and the Company's operations may also be prohibited. The inclusion of this list does not change the at-will nature of your employment relations with GTBC.

- Failure to comply with Company work, safety, health, and/or security policies, rules and procedures.
- Failure to comply with the Company's non-harassment policy.
- Insubordination, including but not limited to failure or refusal to follow the orders or instructions of any supervisor, or the use of abusive or threatening language toward any supervisor.
- Failing to properly notify the immediate manager or supervisor or other person in charge, before the scheduled start time, when the employee will be late or absent.
- Being absent from work for three (3) consecutive workdays without notifying the immediate manager.
- Failure to observe working schedules, including rest and meal periods.
- Unsatisfactory job performance and/or continued failure to properly carry out assigned tasks.
- Working overtime without authorization, or refusing to work assigned overtime.
- Having excessive tardiness or absenteeism.
- Falsification of employment records (including employment application, employment information, or other GTBC employee records)
- Altering, falsifying, or tampering with time sheets/records. This includes recording the work time of another employee, or allowing another employee to record your work time.
- Negligent or careless actions which endanger the life or safety of another person.
- Fighting, threatening of another employee, or engaging in horseplay on Company premises.
- Using language at work that is abusive, threatening or demeaning toward co-workers and clients
- Theft, deliberate or careless damage or destruction of any Company property or the property of any employee or customer
- Removing or transferring property without authorization from the responsible supervisor.
- Failure to comply with the Company Substance Abuse policy.
- Possessing, using, or offering for sale firearms, or explosive materials, while on Company time.
- Engaging in criminal conduct, whether or not related to job performance.
- Causing, creating or participating in disruption of any kind during working hours on company or customer property.
- Sleeping on the job.
- Unauthorized absence from assigned work location, walking off the job or interference with another employee's work.
- Performing any unsafe act on Company or customer premises including parking lots.
- Smoking is not permitted while working. Smoking is permitted only during a break and is allowed only in designated "smoking areas."
- Soliciting employees for any purpose on Company property at any time by persons not employed by the Company is strictly prohibited. Likewise, persons not employed by the Company may not distribute



materials of any kind to employees while on Company property without the express permission of the Company.

- Bringing unauthorized persons onto company premises, without management approval.

Discipline may be administered for poor work performance, violations of standards of conduct, or for other reasons. Depending upon the nature, frequency and severity of conduct, the likelihood of remediation, and other factors GTBC believes relevant, GTBC may use one or a combination of the following types of action: Counseling, Verbal Warning, Written Warning, Suspension Without Pay, Decreases in Pay, Reassignment, Termination of Employment, or any other action deemed appropriate. Some or any of these actions may be taken. To correct unacceptable conduct or avoid its repetition, GTBC tries to use progressive disciplinary steps where appropriate. However, no order or progression of discipline is required. This policy does not limit GTBC's discretion to take the action it believes appropriate, including the right to terminate employees, at will, with or without notice and with or without prior disciplinary action.

CELL PHONE POLICY

Employees should not be using their cell phones during work time for unrelated matters. Those found to be abusing this policy will be asked to keep their phones in their vehicles.

MEDIA CONTACT

All media contacts are to be referred to Senior Management. No other employee is authorized to provide information to the media.

CUSTOMER RELATIONS

We are a service business, and must all remember that the customer always comes first. Employees are expected to be polite, courteous, prompt and attentive to every customer. If a situation arises where you do not feel comfortable or capable of handling a situation with a customer, your supervisor should be contacted immediately.

COMPANY PROPERTY

Desks, computers and related equipment, vehicles, and all other work-related equipment are Company property and must be maintained according to Company rules and regulations. They must be kept clean, and are generally to be used only for work-related purposes. The Company reserves the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence. Please get authorization from GTBC before any personal use of Company property, or before any Company property is removed from the premises. Any loaned property must be kept in good working order.

VISITORS

Visitors to our facilities are generally discouraged. If you want to bring a visitor to our premises, please check in with your supervisor. In addition, visitors must be escorted at all times. This will ensure maximum safety, security, productivity, and confidentiality.

PERSONAL APPEARANCE POLICY

GT Building Corporation has established guidelines for office employees regarding appropriate dress, grooming and personal hygiene. Employees are expected to maintain an appearance that is appropriate to the work situation.



The personal appearance of office employees is to be governed by the following:

- Clean, properly fitting casual attire is appropriate
- Good personal hygiene must be maintained
- Hemlines should be conservative
- Use of perfume, cologne, and other scented products, should not be used. Strong odors that may seem natural to you may be offensive to others, causing allergic/respiratory conditions and headaches/migraines.

The following are some examples of inappropriate dress:

- Tattered clothing
- Items containing obscene, profane, discriminatory, provocative or inflammatory words or pictures
- Items advertising alcoholic beverages, drugs, drug paraphernalia
- Clothing revealing bare backs or midriffs; and any revealing or provocative clothing (see-through garments)
- Pool/beach attire

Senior Management responsible for evaluating the dress and appearance of employees under his or her supervision. If deemed necessary, the employee may be sent home to change into appropriate clothing (time spent in transit will not be considered working time). Further violations may result in disciplinary action, up to and including discharge.

A dress code will be enforced to include a minimum of rugged work pants without holes, tears, and writing, reinforced boots, and weather appropriate clothing. This holds particularly true when working around neighborhoods.

GT BUILDING CORP APPAREL

Employees in the field are expected to wear GT Building Corp apparel to work every day to best represent the company.

ACCIDENT PREVENTION

Each employee has a personal responsibility in accident prevention. He or she has a responsibility to his family, to his fellow workers, and to his employer.

Some of the employee's responsibilities are:

- To report all injuries immediately, no matter how slight the injury may be.
- To know and obey safety rules.
- To understand the consequences for violating established company safety rules.
- To caution fellow workers when they perform unsafe acts.
- To discuss questions or concerns with your supervisor when there is any doubt concerning safety.
- To refrain from tampering with anything which you do not understand.
- To report all unsafe conditions or equipment to your supervisor or management immediately.

JOBSITE GUIDELINES

Jobsites should be kept orderly throughout the day and should be clean and organized after every workday. Wrapping up will commence twenty minutes prior to the end of the day unless told otherwise by the supervisor.



Employees are expected to stay busy and should straighten up the work area and clean the job site between tasks. Extra cleanup at the end of the day due to failure to keep a clean jobsite is the responsibility of the employee.

Radios may be listened to at a reasonable level and not so loud as to disturb neighbors.

SAFETY RULES

Your safety, and that of those who work with you, is one of our greatest concerns. GTBC will endeavor to provide a clean, healthy, and safe place to work. With an alert safety attitude, you can help eliminate painful and costly accidents. It is an employee's responsibility at a jobsite to wear Personal Protective Equipment (PPE) at all times to include but not be limited to: eye, ear, and fall protection, when relevant. Safety glasses and respirators should be worn at the jobsite whenever appropriate. Refer to Osha Quick Card. No nails are to be left exposed at any time. When removing nails, embedded lumber nails are always pulled immediately.

Safety Tips

- Report any injuries immediately to your supervisor or management.
- Report to work rested, and mentally and physically fit to perform your work.
- All employees shall drive safely and obey all traffic laws.
- Report any unsafe conditions to your supervisor or management.
- Keep "horseplay" and roughhousing away from the work place.
- Keep your mind on your job – and temper under control always!
- Never perform a task that you feel is unsafe. Report to your supervisor immediately.
- Give your wholehearted support to safety activities.

ADDENDUMS

Required Work (added February 6, 2017)

Referral Bonus (added May 11, 2018)

GT Building Corp Apparel (added May 11, 2018)

Changes to Paid Time Off (changed November 28, 2018)



ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the GT BUILDING CORP. EMPLOYEE HANDBOOK. I further acknowledge that it is my responsibility to read this information, to ask questions of my immediate supervisor if I do not understand any of the information in this handbook, and to abide by and observe all the information and rules, policies and procedures explained therein, including future changes or additions to the Employee Handbook. I further understand that the company may change, rescind, or add to any policies, benefits, or practices described in the Handbook from time to time in its sole and absolute discretion, but that I will be notified in writing in advance of any such changes. I also understand that this handbook supersedes all previous handbooks and all other rules or policy statements on subjects contained herein.

I further understand that GT BUILDING CORP. maintains a drug free workplace under the meaning of the Federal Drug Free Workplace Act of 1988. I agree to abide by and observe all of the information and rules, policies and procedures set forth herein. I also give the Company the right to inspect all Company areas.

It is expressly understood that employment at the Company shall continue only so long as it is mutually agreeable to an employee and the Company. Either an employee or the Company may terminate employment for any reason whatsoever, with or without cause, and at any time. No section of this handbook is meant to be construed, nor should be construed as establishing anything other than an employment-at-will relationship, nor does it limit management's discretion to make personnel decisions. This employment-at-will relationship can only be changed in a writing signed by both the President of the Company and the employee in question.

Employee signature _____

Print Name _____

Date _____

(Sign and return to Payroll Administrator)