



**GRIFFIN**  
CONTRACTING, INC.

EMPLOYEE HANDBOOK

2019

# Employment-At-Will Notice

IMPORTANT NOTICE TO  
EMPLOYEES

PLEASE READ

THIS HANDBOOK IS A GENERAL GUIDE AND DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT OR A GUARANTEE TO CONTINUED EMPLOYMENT. IT IS NOT AN EMPLOYMENT CONTRACT. GRIFFIN CONTRACTING RESERVES THE RIGHT TO MAKE CHANGES TO THIS HANDBOOK AT ANY TIME WITHOUT NOTICE.

# Table of Contents

## **EMPLOYMENT-AT-WILL NOTICE**

### **INTRODUCTION**

Welcome to Griffin Contracting  
Mission Statement  
Open Door Policy  
Code of Conduct  
Equal Opportunity Statement  
Sexual Harassment

## **GENERAL WORK AND EMPLOYMENT POLICES**

Immigration Law Compliance  
Introductory Evaluation period  
Drug Free Workplace  
Attendance  
Recording Hours Worked  
Breaks  
Work Scheduling and Overtime  
Categories of Employment  
Personal Files

## **PAY POLICIES**

Pay Periods  
Pay Deductions  
Expense Reimbursement  
Overtime

## **LEAVE OF ABSENCE AND TIME OFF**

Personal Leave  
Sick Leave  
Family Leave  
Bereavement Leave  
Holiday  
Jury Duty  
Military Leave  
Worker's Compensation

## **SAFETY AND HEALTH**

Safety Policy  
Workplace Violence  
Weapons  
Domestic Violence  
Smoking

## **USE OF Company PROPERTY**

Equipment and Tools  
Telephone System  
Office Supplies  
Internet and Computer Usage  
Internet/Intranet Security  
Software  
Electronic Mail

## **DISCIPLINE AND TERMINATION OF EMPLOYMENT**

Voluntary Termination  
Final Pay

## **MISCELLANEOUS INFORMATION**

Personal Information Changes

## **RECEIPT OF EMPLOYEE HANDBOOK**

Employee Acknowledgement

# Introduction

## Welcome to Griffin Contracting

Griffin Contracting Inc. has prepared this handbook to provide you with an overview of the Company's policies, benefits, and rules. **PLEASE READ IT CAREFULLY.** It is intended to familiarize you with important information about the Company, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment.

All personnel policies are a condition of employment and will apply in addition to any applicable laws and regulations.

For assistance or questions regarding any of these handbook policies, you may contact the Director of Human Resources at (912) 965-0111 during hours of operation:

Monday through Friday: **8 a.m. to 5 p.m.**

Saturday and Sunday: **Closed**

### Business Contact Information:

Phone: 912-965-0111

Address: 122 PipeMakers Circle  
Pooler, GA 31322

Email: [HR@griffincontracting.com](mailto:HR@griffincontracting.com)

Website: GriffinContracting.com

## **MISSION STATEMENT**

Our mission is to provide quality products and outstanding service to our customers, to treat our customer and employees in a respectful and friendly manner, and to be a positive influence in the community.

We are dedicated to developing our employees personally and professionally . Our goal is to provide a dynamic work environment with an opportunity for training, education, and guidance, whenever possible.

## **OPEN DOOR POLICY**

Griffin Contracting seeks to provide a work environment that encourages direct and open communication between employees and management. For this reason, the Company has adopted a formal open-door policy. We encourage open communication, feedback, and discussion about any matter of importance to an employee. Management at Griffin Contracting maintains this open-door policy and is committed to listening and responding to you.

## **PAPER WORK**

Foremen and other designated employees are required to complete paper work on a daily basis and then deliver it to the office weekly, without exception. Employees who do not submit accurate and complete paper work in a timely manner will be subject to disciplinary action and could receive days off WITHOUT PAY to account for these actions. THERE IS A ZERO TOLERANCE for this negligent action. If employees have any questions on how paperwork should be properly completed, please contact the office immediately and the necessary training will be provided. Now with the issuance of Mobile Net book Computers, paperwork can be submitted via daily mobile sync. Please contact the office for further information regarding this process.

## **CODE OF CONDUCT**

Employees at Griffin Contracting must conduct themselves at all times in an ethical and professional manner. The Company code of conduct requires that employees act with honesty, integrity and good judgment. Each employee should demonstrate respect for the rights of others.

Any Incident of unethical or dishonest behavior should be reported to your immediate supervisor or HR@griffincontracting.com. All reports of unethical behavior will be investigated thoroughly. If the allegation is substantiated, management will determine the appropriate, disciplinary action. Employees who violate ethical standards may be subject to discipline, up to and including termination.

## EQUAL OPPORTUNITY STATEMENT

Griffin Contracting reaffirms its commitment to the principle of Equal Employment Opportunity in its personnel policies and practices. It is the policy of this Company to comply with all applicable regulations of the Civil Rights Act of 1964, Required Contract Provisions-Federal-Aid Construction Contracts - FHWA 1273, Executive Order No. 11246; as amended, Rehabilitation Act of 1973, Vietnam Era Veterans Readjustment Assistance Act, and all other relevant state and local regulations.

It's the policy of Griffin Contracting to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include; employment, updating, demoting, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training. All such decisions are based on (1) individual merit, qualifications and competence as they relate to the particular position, and (2) promotion of the principle of equal employment opportunity. All current employees are encouraged to refer minority and women recruits for employment whenever hiring opportunities are available.

All other personnel programs such as compensation, benefits, transfers, layoff, return from layoff, training, education, and social and recreational programs are administered without regard to race, color, religion, age, sex, national origin, physical or mental disability, or veteran status. All employees are encouraged to request for additional training.

All harassment is strictly prohibited, including sexual, race, color, religion, and any other form of conduct which had the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment, which is intimidating, hostile or offensive to the employee. Any employee who feels that a violation of this policy has occurred should immediately report the matter to their supervisor or HR@griffincontracting.com. If that person is unavailable or the employee believes it would be inappropriate to contact the supervisor, the employee should contact the supervisor's supervisor, Human Resources or the facility head. Each complaint will be investigated, and any violators will be remedied. The complaining employee will not be affected in employment with the Company as a result of bringing the harassment complaints to the attention of the Company.

Director of Human Resources is the Company's EEO Officer and is responsible for administering the Company's EEO Policy. Anyone having questions, comments or complaints regarding the Company's equal employment policy should contact Director of Human Resources Officer, at (912) 965-0111.

If complaints remain unresolved by our Company, please contact any of the following for further assistance:

The Office of Federal Contract Compliance Programs (OFCCP)  
Equal Employment Opportunity Commission (EEOC)  
U.S. Department Of Labor 301 N. Main Street, Suite 1402  
1835 Assembly Street, Room 608 Greenville, South Carolina 29601  
Columbia, South Carolina 29201 864-241-4400  
803-765-5244 800-699-400 –Toll Free  
803-765-5245

SCDOT External Equal Opportunity  
Program Coordinator  
South Carolina Human Affairs Commission  
Office of Business Development & Special Programs  
2611 Forest Drive  
Post Office Box 191 Columbia, South Carolina 29204  
Columbia, SC 29201 803-737-7800  
Phone 803-737-1372 800-521-0725 – Toll Free  
Fax: 803-737-2021

## Griffin Contracting, Inc.

Signature of EEO Officer \_\_\_\_\_

Signature of President \_\_\_\_\_

## **SEXUAL HARASSMENT**

Griffin Contracting is committed to providing a respectful, non-hostile work environment. Sexual harassment is a form of misconduct that undermines the workplace, violates the respect for fellow workers, lowers morale and productivity and causes absenteeism.

Sexual harassment is defined as unwelcome sexual advances; requests for sexual nature when this conduct explicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or creates offensive work environment.

If you or a co-worker has the subject of sexual harassment, immediately report the conduct to your supervisor or to [HR@griffincontracting.com](mailto:HR@griffincontracting.com). Griffin Contracting will immediately have the incident investigated. A worker determined to exhibit behavior contributing to sexual harassment of anyone in the workplace will be subject to disciplinary action, including termination, with or without notice.

# General Work and Employment Policies

## **IMMIGRATION LAW COMPLIANCE**

Federal Law requires all employees to present documentation confirming their identity and eligibility to work in the United States. New employees and rehires must complete the I-9 Employment Eligibility Verification Form within three business days of their start date.

## **INTRODUCTORY EVALUATION PERIOD**

All new employees are subject to a 90-day introductory period. Your performance will be carefully evaluated during this period. At the end of the introductory period, you may be offered a position as a regular full-time or regular part-time employment will be terminated.

This policy in no way alters the at-will employment relationship: Griffin Contracting may end the employment relationship at any time during or after the introductory period.

## **DRUG FREE WORK PLACE**

Griffin Contracting is committed to enforcing a drug-free workplace environment. Possession of alcohol, illegal drugs, or a controlled substance is prohibited on Company property or in any location in which the employee represents the Company for business purposes. Employees are expected to report to work on time in appropriate mental and physical condition. The unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance on Company premises or while conducting Company business is absolutely prohibited. Violation can lead to termination, with or without notice, and incidents can be turned over to the proper authorities.



## **ATTENDANCE**

Griffin Contracting expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled and leaving at the scheduled time as essential functions of their job, i.e., good attendance habits are an integral part of every employee's job description.

Among other things, "good attendance habits" include the following:

- Appearing for work no earlier than 5 minutes prior to the start of the shift and no later than the start of the shift;
- Being at your work station ready for work by the start of the shift;
- Remaining at your work station unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks);
- Taking only the time normally allowed for breaks
- Remaining at work during your entire shift, unless excused by a supervisor or manager
- Not leaving work until the scheduled end of your shift unless excused by a supervisor or manager,
- Leaving promptly at the end of your shift unless you have been given advance permission by your supervisor or manager to work past that point; and
- Calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so.

## **GIVING NOTICE OF ABSENCE OR TARDINESS**

Under some circumstances, an employee's absence or tardiness may be excused, but only if that employee gives proper notice of such a problem before the start of their shift. Griffin Contracting needs advance notice of attendance problems so that other arrangements can be made to cover an employee's absence if necessary. "Proper notice" means that the employee will call Griffin Contracting at a designated telephone number prior to the start of the employee's shift and personally notify their supervisor or another member of management about the problem, unless a verifiable emergency makes it impossible to do so. Office staff has been instructed to route all such calls to supervisory personnel. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.

## **RECORDING HOURS WORKED**

All non-exempt employees are required to clock in and out daily using the ProContractor Mobile App under daily time cards indicating all hours worked. Time cards must be synced daily. This will allow supervisors adequate time to review and make any necessary adjustments, modifications to cost codes, equipment usage or job codes. Supervisors have authority to respectively define and dictate “adequate time”. Vacation days, sick days, holidays, and absences such as jury duty, must be specifically noted on the time cards for days on which they occur.

## **BREAKS**

Meal Periods: an unpaid 1-hour meal period is provided in the middle of an eight-hour workday. All employees are required to take a 30-minute meal break within a 6-hour work period. Meal break schedules must be approved by your supervisor and are generally taken on a staggered schedule so that your absence does not create a problem for co-workers or customers. Meal breaks should be taken near the work site or for drivers along the route that they are hauling.

Rest Breaks: Employees may take two paid 15-minute rest breaks in each complete workday; one in the morning and the other in the afternoon. Employees are not allowed to accumulate rest breaks and/or use them to extend their lunch period or shorten the workday. Rest breaks will be scheduled by your supervisor based on the needs and applicable state regulations.

## **JOB ABANDONMENT**

Failure to report within 12 hours of the beginning of a scheduled shift will be considered job abandonment, and Griffin Contracting will process your work separation as a voluntary resignation on your part.

## **WORK SCHEDULING AND OVERTIME**

Nonexempt employees are not permitted to work more than 40 hours during a workweek unless the additional work is orders and approved in advance by the supervisor. From time to time overtime may be required due to high workload demands or to cover unforeseen absences with or without prior notice. When required, overtime is mandatory and is a condition of your employment when approved.

Hourly employees who perform overtime work will be paid one-and-one half times their regular rate of pay for every hour worked over 40 hours in a seven-day workweek. Overtime pay is based only on hours worked. Holidays, vacation, sick leave, jury duty, and other hours paid but not worked are not considered when calculating overtime.

## **CATEGORIES OF EMPLOYMENT**

- Full-time employment regularly work at least a 40-hour work week.
- Part-time, regular employees customarily work 30 hours or more each week.
- Part-time employees work less than 30 hours each week.
- In addition to the preceding, employees are also categorized as “exempt” or “non-exempt”:
- Exempt employees are all full or part time professional employees who are paid on a salaried basis and who are not entitled to overtime.
- Non-Exempt employees are all full-time, part-time, temporary, supplemental or seasonal employees paid on hourly basis and entitled to overtime compensation under the Fair Labor Standards Act.

## **PERSONNEL FILES**

Employee personnel files are confidential and are the property of Griffin Contracting. Access to the information contained with the files is restricted to qualified personnel who have a legitimate need to view the information. However, with the reasonable advance notice, employers may review their personnel file. Employees who wish to review their own file should contact their supervisor or [HR@griffincontracting.com](mailto:HR@griffincontracting.com)

## **EMPLOYMENT OF RELATIVES**

Griffin Contracting permits the employment of qualified relatives of employees if such employment does not in the opinion of the Company, create actual conflicts of interest. The decision to hire such an individual will be made by the [HR@griffincontracting.com](mailto:HR@griffincontracting.com).

# Pay Policies

## **PAY PERIODS**

Paychecks are issued each Friday. Pay Periods start on Sunday and end on Saturday. If Friday is a Holiday, paychecks will be distributed on the last workday preceding the holiday.

## **PAY DEDUCTIONS**

Griffin Contracting is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. All deductions and their respective amounts are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage, and Tax Statement.

## **EXPENSE REIMBURSEMENT**

Griffin Contracting will reimburse employees for reasonable **PRE-APPROVED** business expenses. All expenses must be submitted on the required expense form and be **approved by your supervisor prior to submitting a request for reimbursement**. Personal expenses will not be reimbursed. Receipts for all business expenses must be included with the respective expense form. Expense Reports will only be honored within 30 days of the transaction date on the receipt.

## **OVERTIME**

Non-exempt employees who perform overtime work will be paid one-and-one-half times their regular rate or pay for every hour worked over 40 hours in a seven-day workweek. Overtime pay is based only on hours worked. Holidays, vacation, sick leave, and other hours paid but not worked are not considered when calculating overtime.

# Leave of Absence and Time off

Griffin Contracting is committed to assisting employees, in response to individual family situations, with the opportunity of leaves of absence. All regular full-time employees are eligible for paid or non-paid leave of absence after completing a minimum of 6 months of continuous employment with Griffin Contracting. Where the need for leave is foreseeable request for leave of absence along with supporting documentation should be submitted in advance for approval on the Employee Portal Page of [GriffinContracting.com](http://GriffinContracting.com).

## **PERSONAL LEAVE**

Personal leave without pay for emergencies or personal needs will be considered for employees on an individual basis. Employees must use all earned unused vacation time before an unpaid personal leave is authorized. If a personal leave of absence is granted it is done so solely at the discretion of management. A personal leave of absence may be granted for up to thirty (30) days unless required otherwise by law, such as in the case of military service.

## **SICK LEAVE**

Paid sick leave is a benefit provided to our employees who may be unable to work due to illness or injury. Hourly paid employees can accrue a total of 5 paid sick days per year after being employed full-time for 6 months. Either full days or half days can be used. Employees will not be compensated for accrued or unused sick leave upon separation from Griffin Contracting.

Employees who are unable to report to work due to illness or injury should notify their immediate supervisor before the scheduled start of their workday whenever possible. If an employee is absent for three or more consecutive days due to illness or injury, a doctor's certificate will be required.

## **FAMILY LEAVE**

The federal Family and Medical Leave Act covers employees at work locations that employ 50 or more employees. According to the terms of the Act, Griffin Contracting provides up to 12 weeks unpaid leave in a 12-month period. Family or medical leave can be taken to care for a seriously-ill child, spouse or parent, for the employee's own serious illness, or for the birth or adoption of a child. To be eligible, an employee must have worked at least 1,250 hours within the 12-months immediately preceding the start of the leave. A maximum of 12 weeks of Family and Medical Leave may be taken per year. Consult [HR@griffincontracting.com](mailto:HR@griffincontracting.com) for further details regarding a family and Medical Leave of Absence.

## **BEREAVEMENT LEAVE**

Griffin Contracting will provide up to 2 days of unpaid bereavement leave for an employee upon the death of an immediate family member. For purpose of this policy, "immediate family" is defined as the employee's or the employee's spouse's parents, siblings, children, grandparents, grandchildren, the employee's spouse, or any other relative who resides in the employee's household. If additional time is requested and approved by the supervisor, the employee may take vacation days or unpaid leave.

All request for Bereavement Leave should be filled out on the Employee Portal Page on GriffinContracting.com.

## **HOLIDAYS**

Griffin Contracting offers six paid holidays each year to eligible employees:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas

Holiday Pay is offered to employees after 6 months of continuous employment. If an employee fails to show up for work the workday, unless approved in advance by supervisor, before or after the holiday, then they forfeit their holiday pay.

Vacation pay is paid after 1 year of continuous employment and must be approved in advance.

## **JURY DUTY**

Employees who are called for jury duty will be granted time off without pay to perform their civic duty. Notify your supervisor as soon as possible if you received a jury duty summons. If chosen to sit on a jury, immediately inform your supervisor how long the trial is expected to last. Thereafter, you are required to regularly check in with your supervisor to keep the Company updated as the expected date of your return to work.

## **MILITARY LEAVE**

Griffin Contracting will grant employees called into military services an unpaid leave of absence and reemployment rights as required by state and federal law. Employees on military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence but there is no requirement to do so.

## **WORKERS' COMPENSATION**

Griffin Contracting provides workers' compensation insurance at no cost to its employees. Subject to applicable legal requirements, worker's compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries. All employees are expected to return to work immediately upon medical release by their treating physician.

If you sustain an accident or injury while on the job, immediately notify your supervisor.

# Safety and Health

## **SAFETY POLICY**

Griffin Contracting takes employees safety very seriously. We will make sure every effort to provide a safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. Employees are expected to take an active part in maintaining this environment by observing all safety rules, and to keep the work place clean and neat. Please report all injuries (no matter how minor) to your supervisor immediately, as well as anything that needs repair or is a safety hazard. Detailed descriptions are included in the Griffin Contracting General Health and Safety Plan and is available at the main office.

## **WORKPLACE VIOLENCE**

Griffin Contracting strictly prohibits use of threats of violence in the workplace and views such action very seriously. Any employees who contributes to any form of violence will be subject to disciplinary action including termination. Violent or threatening behaviors must be reported immediately.

## **WEAPONS**

It is the policy of Griffin Contracting that no guns and/or weapons of any kind are allowed on the Company premises or in any location in which the Company represents the Company for business purposes. Weapons include guns, knives, explosives, or any other object generally considered to be a weapon and whose purpose is to cause harm to another person. Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

## **DOMESTIC VIOLENCE**

Domestic violence is a problem that adversely affects the well-being and productivity of all employees who are victims, as well as their coworkers. Griffin Contracting will assist employees who are victims of domestic violence and will take measures to create a safe working environment for them. All sensitive information will be kept confidential to maintain respect for the privacy of the reporting employee(s).

## **SMOKING**

Griffin Contracting's policy is to provide a safe and healthy work environment for our employees and customers. Accordingly, smoking is not allowed in Company building or within 20 feet of all exterior entranceways. Employees may smoke on scheduled breaks or during meal times as long as they do so outside the building in designated areas. Cigarette butts and other materials related to tobacco use must be disposed of in designated containers.



# Use of Company Property

## EQUIPMENT & TOOLS

### EQUIPMENT

The use of Griffin Contracting equipment is to be used solely for the use of Griffin Contracting's jobs. It is the responsibility of the operator to fill out the equipment checklist prior to operation. If there is not a checklist present, a visual check must be performed. By operating a piece of equipment, an employee acknowledges that the piece of equipment is fit for the safe and prior operation on the job.

Checks are to be performed on each piece of equipment prior to each use. Items needed to be checked include, but are not limited to gas level, oil level and condition, proper inflation of tires, lubricants, grease, belts, and any other basic maintenance items required for each given piece of equipment. It is the responsibility of the operator and foremen to ensure that the piece of equipment is in proper working condition. If a piece of equipment is not properly checked before use, and damage occurs as the result of this negligence, the operator of that piece of equipment will be subject to disciplinary action. A first offense will be issued a verbal warning, followed by written warning, or suspension without pay, in order to help financially replace the damaged equipment, or termination. The foreman will also be held accountable to make sure that all operators are correctly caring for the equipment. Griffin Contracting reserves the right to impose penalties on employees who misuse equipment. Griffin Contracting equipment is strictly for the use of Griffin Contracting Inc. employees. Griffin Contracting will assume no responsibility for any individuals using equipment who are not employees of the Company. Use of any equipment outside of working hours is prohibited. Any misuse or deviation from safe operating procedures will not be covered by Griffin Contracting Inc. or its insurance in the event of an accident.

### TOOLS

All employees must declare what tools belonging to Griffin Contracting they have in their possession. This goes for all of the handheld power tools, generators, saws, etc. Griffin Contracting will not be held responsible for theft or loss of tools. Insurance will not cover theft of tools from employee's homes. If an employee feels they cannot adequately house equipment, it should be stored in the warehouse where it can be picked up and dropped off each workday. With this new system, the individual assignment to that specific piece of equipment will be liable for its safekeeping. In the event that the tool is loaned to another employee it is the responsibility of the loaner to declare its current location with the office. If a tool is lost it is the responsibility of its last known holder. In the event of a tool being loaned, it is imperative that both parties (loaner and borrower) report the status of the tool. Foremen will oversee transitions of these tools as illustrated in the Foreman Duties and Responsibilities Text.

## **TELEPHONE SYSTEM**

Griffin Contracting's telephone system is for business purposes only. Although the occasional use of telephones for personal reason may be necessary, employees are expected to keep them brief. Except for emergency calls, all personal calls are to be made from cellular phones. Griffin Contracting issued cellular devices are to be used strictly for Griffin Contracting activities. No long distant calls are permitted on Company phones unless they are strictly business related. Extensive personal use of Company phones is ground for discipline.

## **OFFICE SUPPLIES**

Postage, shipping and office supplies paid for by the Company are for business purposes only and should not be taken by any employee for personal use. Improper use or theft of Company equipment or supplies is grounds for disciplinary action, up to and including termination.

## **PERSONAL PROPERTY**

Griffin Contracting does not assume responsibility for any personal property located on its premises, in its vehicles, on its job sites or in its parking areas. Employees are to use their own discretion when choosing to bring personal property to the workplace and do so at their own risk.

## **INTERNET AND COMPUTER USAGE**

The use of Griffin Contracting automation systems, including computers, fax machines and all forms of Internet/Intranet access, is for Company business and is to be used for authorized purposes only. Brief and occasional personal use of the electric mail system or the internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks, or before and after regular work hours) and does not result in expense to the Company.

Use is defined as “excessive” if it interfere with normal job duties, responsiveness, or the ability to perform daily job activities. All automation systems are Company resources and are provided as business communications tools. Electronic communication should not be used to solicit or sell products, distract co-workers, or disrupt the workplace.

Use of Griffin Contracting computers, networks and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct including, but not limited to:

- Sending chain letters
- Engaging in private or person business activities
- Misrepresenting oneself or the Company
- Engaging in unlawful or malicious activities
- Using abusive, profane, threatening, racist, sexist, or otherwise objective language in either public or private messages
- Sending, receiving or accessing pornographic materials
- Becoming involved in partisan politics
- Causing congestion, disruption, disablement alteration or impairment of Company networks or systems
- Downloading software
- Using recreational games and/or
- Defeating or attempting to defeat security restrictions on Company systems and applications

Using Company automation systems to create, view, transmit or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. “material” is defined as any visual, textual or auditory entry. Unless specifically granted in this policy, any non-business use of the Company's automation systems is expressly forbidden. Violations of these policies could subject an employee to disciplinary action up to and including termination.

## **INTERNET/INTRANET SECURITY**

Griffin Contracting owns the rights to all data and files in any information system used in the Company. Internet use is not confidential and no rights to privacy exist. We reserve the right to monitor Internet/Intranet usage, both as it occurs and in the form of account histories and their content. We also have the right to inspect any and all files stored in private areas of the network in order to assure compliance with policy and state and federal laws. The Company has taken necessary actions to assure the safety and security of our network. Any employee who attempts to disable, defeat, or circumvent Company securities measures is subject to disciplinary action up to and including dismissal.

## **SOFTWARE**

Griffin Contracting has licensed the use of certain commercial software application programs. Third parties retain the ownership and distribution rights to such software. No employee may create, use or distribute copies of such software that are not in compliance with the license agreements for the software

## **ELECTRONIC MAIL**

The email system is intended for official Company business and is to be used for authorized purposes only. Brief and occasional personal use of the electronic mail system or the internet is acceptable as long as is not excessive or inappropriate and occurs during personal time only. Any employee who abuses this privilege will be subject to disciplinary action. Any electronic Mail Message sent or received will be perceived as if you were told it in person.

### **Email Privacy**

Griffin Contracting owns the rights to all data and files in any computer, network, or other information system used in the Company. We also reserve the right to monitor electronic mail messages and their content. Employees must be aware that the email messages that they send and receive using Company equipment are not private and are subject to viewing, downloading, inspection, release and archiving by Company officials at all times. No employee may access another employee's computer, computer files or electronic mail messages without prior authorization from either the employee or an appropriate Company official.

### **Guidelines for Email Writing**

Employees are expected to communicate with courtesy and restraint with both internal and external recipients. Electronic mail should not include language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening or retaliatory. Always use spell-check or proof-read emails; typographical or grammatical errors and misspelled words are unacceptable. Employees should remember that email is a form of business communication and the language they use should always reflect that fact. It is recommended that using all capital letters, shorthand, idioms, unfamiliar acronyms and slang be avoided when using electronic mail as these types of messages are difficult to read.

### **Electronic Mail Tampering**

Electronic mail messages received should not be altered without the sender's permission, nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

# Discipline and Termination of Employment

All employees are expected to meet Griffin Contracting's standards of work performance and conduct. When an employee deviates from these rules and standards we reserve the right to take corrective action. Infractions that may result in discipline include, but are not limited to, performance-related problems, violations of Griffin Contracting's rules and policies, and behavior that Griffin Contracting deems unacceptable.

Depending upon the facts and circumstances, disciplinary actions may include counseling sessions, verbal warnings, written warnings, fines, suspension or probation, or termination. The disciplinary process will be determined by management considering the facts and circumstances of each case. We reserve the right to alter the order of disciplinary action described above, eliminate disciplinary steps, or to implement new disciplinary measures. We may also immediately terminate employment based on certain policy violations, the seriousness of the employee's misconduct and the employee's past record.

Conduct that may result in immediate termination includes insubordinate behavior, theft, destruction of Company property, untruthfulness about personal background, drug or alcohol use or threats of violence. These are some examples but not a complete list of offenses for which an employee may be subject to immediate dismissal.

## **VOLUNTARY TERMINATION**

As an at-will employee, you have the right to resign at anytime for any reason, However, Griffin Contracting request two week's notice of resignation to minimize disruption of work. On the last day of employment you will be required to surrender all Company property. Prior to departure, you may be asked to participate in an exit interview.

## **FINAL PAY**

Terminated employees will receive all compensation to which they are entitled. Employees who are terminated but involuntarily will receive their final paycheck. If an employee voluntarily quits or resigns, all wages are payable when appropriate.

# Miscellaneous Information

## **PERSONAL INFORMATION CHANGES**

Employees are responsible for promptly notifying the Office of any change in their personal information. This includes address, telephone number, marital status, name change citizenship, tax withholding allowances, emergency contact information insurance beneficiary, or dependent insurance coverage. Changes in person data may affect employee benefits, making it imperative to promptly report any such changes.

# Receipt of Employee Handbook

## EMPLOYEE ACKNOWLEDGEMENT

The employee acknowledges that upon notification and receipt of paycheck they are aware of the Griffin Contracting Inc. Company Handbook. This acceptance means that **all** employees have received and read a copy of the Griffin Contracting Employee Handbook which outlines the policies, benefits and expectation of Griffin Contracting including my responsibilities as an employee. Specific Policies require your individual initials in addition to the overall acknowledgement of your receipt and understanding of this handbook and the polices contained herein.

It is also understood that this handbook is a general guide and does not constitute an employment agreement or a guarantee to continued employment and that **the employer reserves the right to make changes to this handbook at any time without prior notice.**

Employees further acknowledge that my employment is at will. Employees understand that they have the right to terminate the employment relationship at any time and for any reason with or without cause or notice, and that the Company reserves the same right.

I acknowledge I have received a copy and understand the policies of Griffin Contracting, and all affiliated companies and accept employment and in accordance with these policies. I understand and acknowledge that all Company updates, policy changes, and announcements will be posted on the Employee Portal Page at [www.GriffinContracting.com](http://www.GriffinContracting.com) and it is my responsibility to stay informed. I further acknowledge receipt of this handbook does not constitute an offer or contract for employment.

Initial:

\_\_\_\_\_ Drug Free Work Place / Fitness for Duty

\_\_\_\_\_ EEOC Policy & Procedures

\_\_\_\_\_ Company Drive/Vehicle Policies

\_\_\_\_\_ At Will Employment

Employee Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

[www.griffincontracting.com](http://www.griffincontracting.com)

Employee Portal

Password: griffin

Human Resources

[HR@griffincontracting.com](mailto:HR@griffincontracting.com)

ProContractor Mobile App

Authorization Code: PC9ngv

Pin: \_\_\_\_\_

Date: \_\_\_\_\_