

EMPLOYEE HANDBOOK



CONTENTS

WELCOME TO TRUE BEARING BUILT	5
A MESSAGE TO NEW EMPLOYEES	5
THE COMPANY	5
FUNCTION OF THIS HANDBOOK	6
MISSION, VISION, VALUES, AND PROCESS	7
MISSION	7
VISION	7
VALUES	7
SUMMARY OF BUSINESS	7
PROCESS	8
KEY CONTACTS	9
EMPLOYMENT POLICIES	10
OPERATING PRINCIPLES	10
AT-WILL EMPLOYMENT	11
CUSTOMER RELATIONS	11
CONFIDENTIALITY	11
EQUAL EMPLOYMENT OPPORTUNITY	12
DISCRIMINATION AND HARASSMENT	12
ANTI-RETALIATION POLICY	13
PAY PRACTICES	14
COMPENSATION: RATES AND RANGES	14
POSITION AGREEMENTS	14
PERFORMANCE REVIEWS AND RAISES	14
BONUS POLICY	15
PAYROLL	15
GUSTO: TBB'S PAYROLL AND HR PLATFORM	15
TIMECARD SUBMITTAL AND GENERAL GUIDELINES	16
TIMECARD SUBMITTAL DEADLINE	17
TIMECARD NOTES FOR WORK ABSENCES	17
LOCATION SHARING FOR TIME ENTRIES	18
WORK HOURS	21
OVERTIME	21
EMPLOYEE TIME OFF: PTO, SICK TIME, AND HOLIDAYS	21
PAID TIME OFF (PTO)	22
PTO GUIDELINES	23

SICK TIME	23
HOLIDAYS	23
EXTENDED LEAVE	24
EXPENSE REIMBURSEMENT	25
REIMBURSEMENT PROCESS AND FREQUENCY	25
DOCUMENTATION REQUIREMENTS	25
TRAINING, CONFERENCES OR SEMINARS	25
USING PERSONAL VEHICLES FOR COMPANY BUSINESS	25
MILEAGE AND FUEL REIMBURSEMENT	27
REMOTE JOBS WITH WEEKLY COMMUTES	28
DRIVING ACCOUNTABILITY AND INSURANCE	28
TRAVEL TIME AND COSTS	28
EMPLOYEE DEVELOPMENT	29
POSITION AGREEMENTS	29
PERFORMANCE REVIEWS	29
FIELD EMPLOYEE REVIEWS	30
MANAGEMENT EMPLOYEE REVIEWS	30
ANNUAL PERFORMANCE REVIEWS	30
EDUCATION AND TRAINING	31
EMPLOYEE DEVELOPMENT	32
SUMMARY OF BENEFITS	32
PERKS	32
BENEFITS AVAILABLE AT START DATE	32
BENEFITS AVAILABLE AFTER 30-DAY PROBATIONARY PERIOD	32
GENERAL POLICIES	33
WORKPLACE RULES	33
GENERAL RULES	33
JOBSITE RULES	33
ATTENDANCE AND PUNCTUALITY	34
WORKPLACE SAFETY	35
JOBSITE SAFETY	35
PPE (PERSONAL PROTECTION EQUIPMENT) REQUIREMENTS	36
EMERGENCY PROCEDURES	38
ATTIRE	38
INCLEMENT WEATHER	39
TOOL POLICY	40

PURPOSE	40
DEFINITIONS	40
TOOL OWNERSHIP AND RESPONSIBILITY	41
TOOL USE AND SAFETY	42
MAINTENANCE AND INSPECTION	42
ACCOUNTABILITY	43
TBB PROVIDED TOOLS LIST	43
POSITIONAL REQUIRED TOOL LIST	43
COMPANY CREDIT CARDS	46
COMPANY CREDIT CARD POLICY	46
VEHICLE AND EQUIPMENT USE	48
SUBSTANCE ABUSE	52
DRUG AND ALCOHOL PROHIBITIONS	52
VIOLATION OF COMPANY RULES	54
PROHIBITED CONDUCT	54
CORRECTIVE ACTION	55
LEAVING THE COMPANY	56
TECHNOLOGY	57
TECHNOLOGY USAGE	57
COMPUTERS	57
SOFTWARE POLICY	58
EMAIL/PHONE COMMUNICATION ETIQUETTE	59
SOCIAL MEDIA POLICY	61
INFORMATION PROTECTION GUIDELINES	61
CONFIDENTIALITY	63
PERSONNEL RECORDS	63
CONFLICT OF INTEREST/SIDE WORK	64
NON-DISCLOSURE POLICY	65
CONFIDENTIALITY	65
NON-SOLICITATION	66
HANBOOK ACKNOWLEDGEMENT	67

WELCOME TO TRUE BEARING BUILT

A MESSAGE TO NEW EMPLOYEES

We hope you find working here enjoyable, challenging, and rewarding. The jobs and work environments throughout the Company are varied and diverse, and we believe that the success of our Company depends on the achievements of each employee in every one of our areas of operations.

Although your first few days here will undoubtedly be filled with a wealth of new information, it is important that you take the time to familiarize yourself with this Employee Handbook. It describes company policies, benefits and procedures that are important for all employees to understand. If you have any questions, please bring them to me directly.

THE COMPANY

The motivations behind starting True Bearing Built in 2020 were simple: After 15 years of experience working on some of the region's finest homes, I started the company with the singular goal of providing the best experience and value for my clients in the realization of their custom project. That's it. I worked for companies that did this well, and ultimately, I knew that we could do it better.

Although we are a new company, the roots in this region are deep. We partner with the best vendors and subcontractors in the area, making it a point to treat them extremely well. Experience has taught us that sharing a common goal with imaginative clients, innovative architects and talented craftspeople not only leads to personal reward and professional satisfaction, but also to lasting relationships.

I strive to bring on the most diverse partners and employees around, drawing from varied backgrounds in design, architecture, design build, construction project management, digital fabrication, carpentry, blacksmithing and finish carpentry.

I am excited to share my vision for the company with you – and I am even more excited to see what ideas you will have to elevate our company to the next level!

A handwritten signature in blue ink, appearing to read 'Josh Williamson', with a stylized, flowing script.

Josh Williamson
Owner / General Manager

FUNCTION OF THIS HANDBOOK

This Employee Handbook is a source of general information about payroll, expectations, procedures, rules, practices, and policies. This general guide cannot anticipate every situation about your employment; it only aims to capture most questions that may arise and to provide a guide to familiarize employees with the company. To have the necessary flexibility in the administration of policies and procedures, the management team retains complete discretion to act in response to circumstances as they occur and to act in a manner that may be different than the general information stated in this Handbook. Nonetheless, employees are expected to be familiar with and follow the general policies set forth in this Handbook unless expressly directed otherwise by their supervisor or management.

This Handbook only highlights Company policies and benefits. It is not a contract or legal document. Please reference this Handbook as needed. Hard copies are available by request. Updates to Company policies can be expected, and we will notify employees of any changes as they occur. Periodically, we will incorporate all changes into a new Handbook and re-post.

Guidelines are applicable whether an individual employee has received them or not. True Bearing Built also reserves the right to make new guidelines or change existing guidelines before notice is given, if necessary. The Employee Handbook is the property of True Bearing Built. It is an example of proprietary Company information and should not be distributed or copied to outside parties. Please carefully read this Handbook and refer to it when appropriate. It is important that you review any questions you have now or in the future with your direct report or manager.

Please note: True Bearing Built is referred to as “the Company” in the remainder of the Employee Handbook and is a registered trade name of True Bearing Built, LLC and Josh Williamson.

MISSION, VISION, VALUES, AND PROCESS

MISSION

To raise the bar for residential construction in NW Washington by offering a thoughtful approach that emphasizes local relationships, dedication to craft, sustainable practices, and a rewarding culture.

VISION

Set course on your TRUE BEARING. All built projects start out with an intended destination and course. As plans change, the variables introduced can influence and alter the destination, as well as our route getting there. At True Bearing Built, we are committed to guiding our clients through the sometimes-turbulent waters of construction to ultimately arrive at their intended destination. We also realize that as important the destination is, the journey getting there takes a huge investment of time, energy, and money. We provide an unparalleled experience that puts our clients' goals at the center of every workday.

VALUES

AT TBB, WHAT DO WE DO? WE WILL...

1. ...have positivity all the way, every day.
2. ...use and produce only the highest quality product.
3. ...constantly strive to expand our knowledge.
4. ...treat each other and our partners well.
5. ...use high ethical standards.
6. ...honor our commitments, and "show up" every day.
7. ...we will think outside of the box.
8. ...enjoy what we do!

SUMMARY OF BUSINESS

Custom high-end residential construction, serving Skagit, Whatcom, and San Juan Island counties. Specializing in well-crafted construction, managed with the rigor of a commercial project. Trustworthy and knowledgeable staff treat every project like the most important job.

PROCESS

By utilizing a custom approach for every project, we provide a tailored experience for each of the project phases: PLAN. CREATE. MANAGE. DELIVER.

1. **PLAN.** The idea stage can be an exciting yet intimidating one. Cost expectations, schedule realities... With our experience in the design and construction industry, we can guide our clients through the schematic design phase by partnering with a quality architect or designer.
2. **CREATE.** The prior planning stage sets the framework for the construction phase. Teaming with the best local partners, True Bearing Built will get the project rolling in the right way.
3. **MANAGE.** Coinciding with the built phase of construction, True Bearing Built puts in place a rigorous system for every project that tracks and reports costs and puts the owner in the driver's seat and their priorities at the center of the discussion. The management experience is custom-tailored, but can include weekly meetings, monthly financial reviews, as-needed site meetings at critical milestones and detailed billing packages with all necessary substantiation.
4. **DELIVER.** Our goal is to provide the best value and experience possible. Upon project delivery, we aim to have checked off all these marks:
 - a. Provided excellent value
 - b. Provided an exceptional product
 - c. Understood and respected the needs and values of the client
 - d. Communicated uncompromisingly and effectively
 - e. Delivered what expected
 - f. Met and exceeded expectations
 - g. Would recommend to others

KEY CONTACTS

Josh Williamson – Owner and General Manager. (206) 390-6267

Primary contact for questions or concerns regarding employee development, policy, labor resourcing, benefits, compensation, assignments, apparel, project management, systems, and operations.

Emily Worthey – Operations Manager / Project Principal. (360) 701-1535

Primary contact for infrastructure and systems, hiring and employee development, policies and procedures, internal project support, field-based questions, field quality control, scheduling for the Logistics Coordinator, finish carpentry training, office training, core tools, TBB budget.

Nick Cote – Administrative Manager. (307) 413-5390

Primary contact for onboarding, time-off requests, sick day notifications, and reimbursements.

Office Direct Line – (360) 399-3111

EMPLOYMENT POLICIES

OPERATING PRINCIPLES

It is the policy of the Company to implement fair and effective personnel policies and to require all employees to conduct themselves in accordance with the Vision, Mission, and Values of True Bearing Built.

The Company's goals for employees include the following:

- To provide equal employment opportunity and treatment regardless of race, religion, color, sex, marital status, sexual orientation, political ideology, age, national origin, disability, or military or veteran status.
- To provide compensation and benefits commensurate with the work performed.
- To establish reasonable hours of work based on the Company's production and service needs.
- To monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety.
- To offer training opportunities for those whose needs and capabilities warrant such training.
- To be receptive to constructive suggestions relating to the job, working conditions, or personnel policies.
- To establish appropriate means for employees to discuss matters of interest or concern with their immediate supervisor or department head.

The Company expects the following of all employees:

- To work with clients, subcontractors, and vendors professionally and confidentially.
- To perform assigned tasks efficiently.
- To be punctual every day.
- To demonstrate a considerate, respectful, and constructive attitude toward fellow employees.
- To adhere to the policies adopted by the Company.

The Company retains the sole right to exercise all managerial functions including, but not limited to the following:

- Dismiss, assign, supervise, and hold employees accountable.
- Determine and change starting and quitting times.
- Transfer employees within departments or into other departments and other classifications.
- Determine and change the size and qualifications of the workforce.
- Determine and change methods by which operations are to be carried out.
- Determine and change the nature, location, services rendered, quantity, and continued operation of the business.
- Assign duties to employees according to the Company's needs and requirements and to carry out all ordinary administrative and management functions.

Nothing in this Handbook should be considered as altering the employment-at-will relationship or as creating an express or implied contract or promise concerning the policies or practices that the Company has implemented or will implement in the future. Accordingly, the Company retains the right to establish, change, and abolish its policies, practices, rules, and regulations at will, and as the Managers sees fit.

AT-WILL EMPLOYMENT

Employees at True Bearing Built are hired for indefinite terms of employment. Employment at True Bearing Built is “at will”, which means that True Bearing Built, or any employee of the Company may terminate the employment relationship at any time, with or without cause, and with or without advance notice. No agent or representative of True Bearing Built, other than Management, and then only in writing, has the authority to enter into any agreement for employment for any specified period, or to enter into any employment agreement that in any way modifies the “at will” nature of employment at True Bearing Built.

CUSTOMER RELATIONS

It is the policy of the Company to be service-oriented and to require employees to treat clients with courtesy and respect. Employees must understand that our customers come first. They are the primary source of the organization’s income and are therefore the ultimate source of each employee’s job security and income. All employees have an obligation to represent True Bearing Built in a manner consistent with the Company’s Vision, Mission, and Values and to make clients feel as comfortable as possible in dealing with our organization.

CONFIDENTIALITY

All members of True Bearing Built are to respect the confidences placed in them by the Company’s clients and by Management. The professional relationship between each client and True Bearing Built demands that there be no disclosure of any information about projects without proper authorization. Under no circumstances are you to discuss our client’s project publicly or with another client. This includes responses to inquiries about projects or potential projects from the press, contractors, other professionals, or the public. Similar respect should be given to relationships with the Company’s consultants, relationships with fellow staff members, and the confidential business practices of True Bearing Built.

All general inquiries of prospective clients should be referred to the General Manager. In addition, the General Manager must approve all social media posts, press releases, publications, speeches, or other declarations in advance in relation to True Bearing Built.

Employees are encouraged to report customer-related problems to their supervisor and to make suggestions for changes to solve problems. If there are any questions with respect to this matter, please feel free to discuss it with the General Manager.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of True Bearing Built to provide equal employment opportunities for all applicants and employees. The Company does not unlawfully discriminate based on race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, disability veteran or military status. True Bearing Built gives equal opportunity to all applicants and employees in personnel actions, which include but are not limited to assignment, promotion, compensation, transfer, layoff, and termination of employment.

It is also the policy of True Bearing Built that no employee shall harass any other employee on any of the basis listed above. You are required to immediately report any incident of potential harassment or discrimination to Management. If an employee is found to have violated this policy, it may result in discipline, up to termination of employment.

True Bearing Built complies with applicable laws requiring reasonable accommodation of employees with qualifying disabilities and/or religious beliefs and practices. Any employee who may need to change their work duties or hours because of a disability or religious belief or practice is required to discuss the situation with Management. Employees requesting accommodation due to a disability may be required to submit a statement from their treating physician. True Bearing Built will determine what changes are reasonable under the circumstances.

DISCRIMINATION AND HARASSMENT

Discrimination or harassment will not be tolerated by True Bearing Built. We believe all employees must be allowed to work in an environment free of discrimination or harassment. This includes protection against discrimination based on race, color, sex, national origin, religion, age, marital status, sexual orientation, political ideology, military status, or disability. To accomplish this, we must have the cooperation of our employees.

If you believe that you or another employee has been subjected to harassment or discrimination, you must report it immediately to your supervisor or to the General Manager. Your report will be taken seriously and investigated. You will not be retaliated against for good faith efforts to comply with this policy. We will protect the confidentiality of those involved to the extent that it is consistent with our need to investigate and resolve the problems.

Examples of prohibited conduct include but are not limited to the following:

- Epithets, slurs, name-calling, negative stereotyping or threatening, intimidating or hostile acts that relate to sex, sexual orientation, race, color, religion, national origin, age, disability, or political ideology.
- Any threats or suggestions of physical harm. Any actions of physical harm are grounds for immediate termination.

- Written or graphic material displayed or circulated in our workplace, including electronic posting or circulation, that denigrates or shows hostility or aversion toward an individual or group because of sex, sexual orientation, race, color, religion, national origin, age, disability, or political ideology.

ANTI-RETALIATION POLICY

True Bearing Built is opposed to any form of retaliation. Retaliation is defined as a form of unlawful discrimination that occurs when an employer, employment agency or labor organization takes adverse action against an employee based upon his or her opposition to job discrimination, harassment, or participation in discrimination complaint proceedings.

The Company welcomes and encourages open dialogue and wants employees to speak up if presented with situations that are uncomfortable. Like discrimination and harassment, retaliation is prohibited by both law and Company policy and retaliatory acts will lead to disciplinary action and termination of employment. Retaliatory conduct or complaints should be reported to the General Manager and will be maintained as confidential as possible.

PAY PRACTICES

COMPENSATION: RATES AND RANGES

The process of determining compensation is based primarily on the following factors: external market value, internal value, individual performance, industry experience, and tenure with the Company. In other words, compensation is based on how the market views and compensates for a position, the value of the position inside the company, as well as the value, skills, experience, and aptitude an individual brings to their position.

TBB has several tiers of pay that directly correspond to the above mentioned criteria. The TBB PayScale is subject to change as the Company sees fit, and/or as cost-of-living increases. As follows:

Logistics Coordinator: \$23-28/hr

Laborer: \$20-24/hr

Apprentice Carpenter – 1st year (0-1000 hrs): \$25/hr

Apprentice Carpenter – 2nd year (1000-2000 hrs): \$26/hr

Apprentice Carpenter – 3rd year (2000-3000 hrs) \$27/hr

Apprentice Carpenter – 4th year (3000-4000 hrs) \$28/hr

Journey Level General Carpenter: \$29-35/hr

Journey Level Finish Carpenter: \$36-40/hr

Site Lead: \$41-44/hr

Project Manager: \$41-50/hr

Interiors Coordinator: \$32-40/hr

Administrative Manager: \$26-31/hr

Bookkeeper: \$25-35/hr

POSITION AGREEMENTS

Every position at TBB is accompanied by a comprehensive position agreement that each employee must review and sign. This document details the job description and the associated responsibilities. Acceptance of a position at TBB requires the employee to sign the position agreement and be held accountable to its contents. Compliance with the agreement will be assessed during performance reviews, which will inform decisions regarding wage increases and promotions. More on Position Agreements in the “Employee Development” section of this handbook.

PERFORMANCE REVIEWS AND RAISES

TBB conducts performance reviews for all employees. For field employees, an initial review is held 30 days after hire to ensure mutual compatibility between the employee and the company, though this review typically does not include a wage increase or promotion. A subsequent review is conducted on the one-year

anniversary of the hire date, at which time a wage increase is typically awarded, and this individual may be awarded a promotion as well.

For management employees, the first review occurs 90 days after hire, also typically without a wage increase, to assess fit on both sides. Their follow-up review takes place on the one-year anniversary of the hire date and generally includes a wage increase and/or promotion.

Thereafter, annual reviews are conducted for all TBB employees.

More on Merit Reviews and Raises in the "Employee Development" section of this handbook.

BONUS POLICY

Bonuses are considered on an annual basis near the end of the calendar year. The purpose of a bonus system is to provide a financial reward to individuals for job performance that contributes to the company's profitability during that year. Bonuses are decided by management and are discretionary. They vary from year to year and are sometimes not awarded.

PAYROLL

The Company processes payroll on a weekly basis. Each pay period begins on Monday and ends on Sunday – although time entries for every week are due by Friday at 4:30. It is the policy of the Company to pay employees by direct deposit every Wednesday for hours worked in the preceding work week. Employees not participating in direct deposit will receive their checks through the U.S. Mail. The amount, method, and timing of such payments will comply with any applicable laws or regulations.

GUSTO: TBB'S PAYROLL AND HR PLATFORM

Each employee will have access to an electronic statement showing gross pay, deductions, and net pay on the True Bearing Built employee payroll app called Gusto. Local, state, federal, and Social Security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their paycheck only if they authorize the deductions in writing.

Employees are responsible for reviewing their pay statements and reporting any discrepancies to accounting. Discrepancies may include underpayment or overpayment. If employees discover a mistake in their paycheck, believe an improper deduction was made, lose their paycheck, or have it stolen, they should notify the general manager and accounting immediately. In the case of a mistake, the error will be remedied promptly.

Failure to report an overpayment of wages may be viewed as theft, and result in immediate termination of employment. If there is loss or theft of a paper check, the Accounting Department will attempt to stop payment

on the check and reissue a new one to the employee. However, the employee is solely responsible for the monetary loss and the Company cannot be responsible for the loss of a check if it cannot stop payment on the check.

TIMECARD SUBMITTAL AND GENERAL GUIDELINES

The accurate completion and submittal of Time Entries is essential to the success of our business and to payroll record-keeping requirements. It is vital that all employees do their part in supporting this effort.

Time Entries are filled out and submitted electronically through the [Job Tread app](#). They are kept for all employees on a weekly basis and are used to record the time worked in the pay period (Monday through Friday). In addition to recording time worked, Time Entries are used to verify the following:

- Employees agree to the hours reported
- Employees have attended weekly safety meetings where appropriate

Time Entries are maintained by the Company as a permanent record and must be completed correctly. All time is to be accurately accounted and charged to the proper project name and cost code. This will constitute the basis for billing clients, compiling payrolls, calculating the employee's eligibility for benefits, and determining costs. The minimum time increment is one-quarter hour while using the "clock-in" feature.

If a timecard is turned in late, True Bearing Built reserves the right to withhold payment until the following pay period. The timecard submittal deadlines below are a requirement of our payroll service provider.

Timecard completion and submittal training will be provided at employees' initial onboarding and training video support will be provided thereafter, as needed. In addition to the properly coded activity, timecard entries should have some description of the work being done. For example:

The screenshot shows a web form titled "ADD TIME ENTRY" with a "Close" button. The form contains several dropdown menus and input fields. Blue lines connect labels on the right to specific fields in the form:

- Your Name** points to the "User" dropdown, which shows "EW Emily Worthey".
- Pay Type** points to the "Type" dropdown, which shows "Salary - Regular".
- Job** points to the "Job" dropdown, which shows "229 - Warrick Remodel Warrick, Jim".
- Cost Code** points to the "Code" dropdown, which shows "1.00.70 Design Support".
- Date** points to the "Date" input field, which shows "Today".
- Hrs. worked** points to the "Hours" input field, which shows "2:00".
- Clock In/Out** points to the "End" input field, which shows "10 AM".
- Description** points to the "Notes" text area, which contains the text "Created elevation for fireplace design for client approval.".

At the bottom of the form, there is an "Approved" toggle switch (currently off) and two buttons: "Cancel" and "Save".

TIMECARD SUBMITTAL DEADLINE

The following deadlines apply to Time Entries: Field and Office employees – Time Entries are due by every Friday of every week by 4:30 PM. TBB prefers that timecard entries and notes are entered on a task-by-task basis, throughout the day for accuracy. However, TBB will allow 10 minutes at the end of every day to fill out the timecard for the day as needed. ***Do not wait until the end of the week to fill out your time, as memory is never as good as one hopes and can result in inaccurate time and notes.***

TIMECARD NOTES FOR WORK ABSENCES

Do not leave unexplained blank spaces on Time Entries when you are absent. If you did not work for the day or had to leave early for an appointment, please select the appropriate selection in the 'Pay Type' drop down of the timecard and note the reason for your absence. The payroll department needs a time off request or an explanation of sick leave or of unpaid time to accompany Time Entries. Example: if an employee is taking a day without pay, payroll needs an explanation for the missing time, otherwise there will be lost efficiency in finding the necessary information.

- If a timecard is turned in with blank spaces, and payroll cannot easily find a reason, no pay will be issued for unrecorded time.
- Use the correct vacation, holiday, sick or overtime pay classifications to record hours that fall into these categories.

LOCATION SHARING FOR TIME ENTRIES

Upon onboarding, you will be set up with a JobTread account. It is a requirement that all True Bearing Built employees enable location sharing for JobTread. JobTread will not always track your location, only when you are clocking in and out. JobTread is a web app, so it will not be available from the app store. There is a short video showing how to enable location services in the “Resources – Field” folder on OneDrive.

1. ENABLE LOCATION SHARING

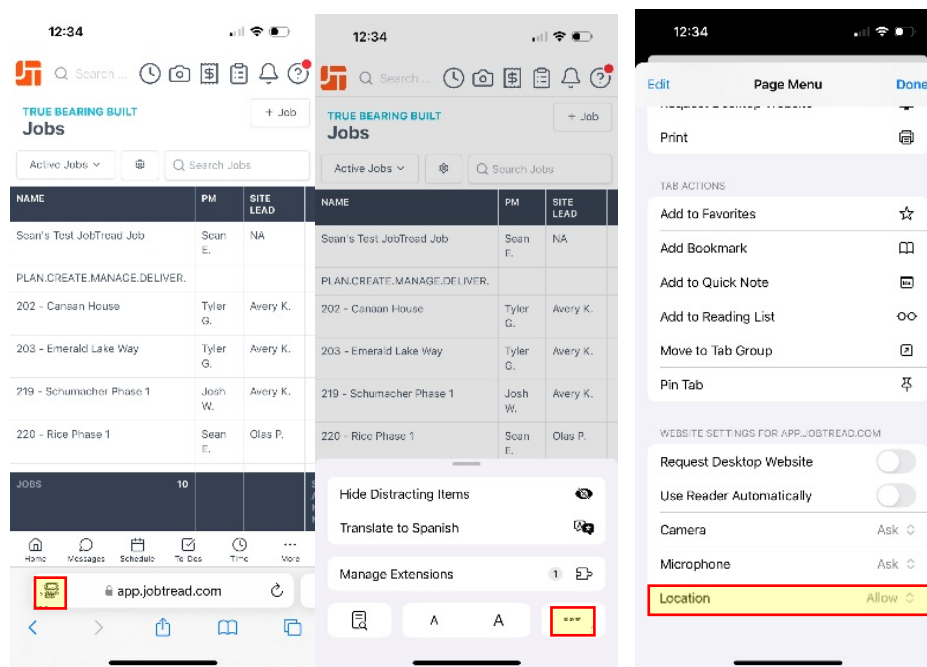
NOTE: If you’ve never visited JobTread in your browser before, on your first time signing in, it will ask whether to enable location sharing. Select “Allow.”

If you’ve previously logged in and denied location sharing, follow these instructions:

IPHONE

If you are using an iPhone, you must set up your shortcut through Safari; Chrome does not offer an option to only enable location sharing for specific websites.

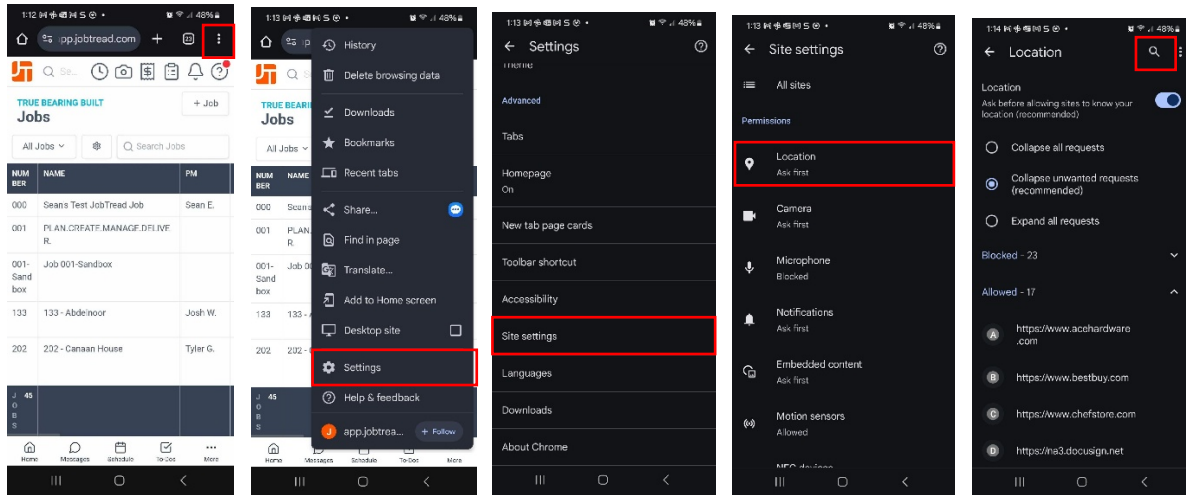
1. In Safari, go to app.jobtread.com and sign in
2. Click on the icon to the left of the website address in the address bar
3. Click on the three horizontal dots
4. Scroll down to “Location” and select “Allow”



ANDROID

If you are using an Android, you can do this on Chrome.

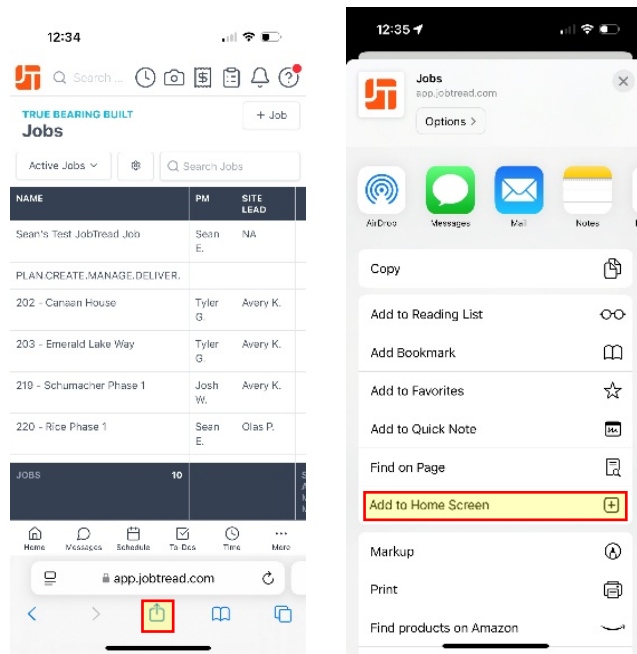
1. In Chrome, go to app.jobtread.com and sign in, and click on the three dots in the upper right corner
2. Click on "Settings" then scroll down to "Site Settings"
3. Click on "Location"
4. Search for JobTread in the search bar at the top of the screen
5. If you've already denied access to JobTread, it will be in your "Blocked" list, click the URL and change the settings to "Allow"



2. ADD SHORTCUT TO HOME SCREEN

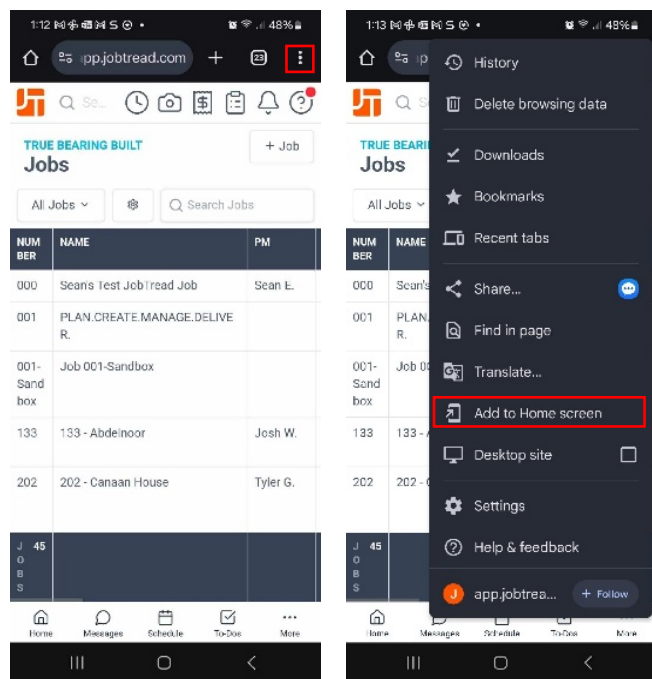
IPHONE

1. After logging into JobTread in Safari and click the Share icon
2. Scroll down and click "Add to Home Screen"



ANDROID

1. After logging in to JobTread in Chrome, click on the three dots in the upper right corner
2. Select "Add to Home Screen"



WORK HOURS

It is the policy of the Company to establish the time and duration of the working hours as required by workload, client service needs, and the efficient management of personnel resources. The normal work week is Monday through Friday. The normal workday will consist of eight hours with an unpaid meal period, generally thirty minutes for field and office employees. Rest or coffee breaks are considered as time worked and of duration of approximately one 10-minute break in the morning and one 10-minute break in the afternoon. A typical 8-hour workday in the field starts at 8:00 a.m. and finishes at 4:30 p.m. For fieldwork it is vital that all employees adhere strictly to these hours. TBB is open to starting the workday earlier in the summer months and this can be voted on by the team at one of TBB's Quarterly "All Hands" meetings. Depending on the circumstances of a specific job, employees may be requested to alter the hours they work. The nature of this business necessitates that employee be flexible and willing to conform to these changes.

OVERTIME

It is the desire of True Bearing Built to keep overtime to a minimum, to keep a healthy work/life balance. However, the nature of construction and the desire of True Bearing Built and its employees to live up to their commitment to excellence sometimes make this impossible. During these times, True Bearing Built may require employees to work extra hours. This overtime work may occur at any time and the Company expects all its employees to be available for such work. In these instances, True Bearing Built will compensate employees fairly and in keeping with laws that apply to such work.

Compensation for overtime is determined and payable in accordance with the Federal and State Regulations. Unless required by Federal and State regulations to the contrary, the following regulations apply:

- Overtime is defined as hours worked for more than forty (40) hours per week.
- Paid time off will not be considered in computing the 40 hours after which overtime is paid. This means that PTO and holiday time are not considered when computing overtime.
- Overtime compensation, when payable, is computed at time and one-half (1.5) of the employee's hourly rate.

Management must approve all overtime hours prior to commencing overtime work. Overtime hours must be documented and properly assigned to the "Hourly Overtime" time classification on Time Entries and must be approved via the Project Manager prior to commencement of overtime work. Any request for overtime compensation must be made during the pay period in which the overtime was worked.

EMPLOYEE TIME OFF: PTO, SICK TIME, AND HOLIDAYS

It is essential that employees request Time Off in advance whenever possible. We understand that sudden illness or other, unanticipated circumstances will occur but whenever possible we strongly urge you to turn in

your request as directed above. In these cases, it is the employee's responsibility to make sure your timecard reflects whether you wish to use PTO to cover your absence or wish to take the time unpaid.

To this end, employees MUST request their time off in Gusto, our HR platform.

Once approved, employees will receive a copy of their approved request. This will include a balance of PTO hours which employees are encouraged to check.

Employees must request PTO hours 2 weeks in advance for all foreseeable absences, and "as soon as practicable" for unforeseeable absences. Employees must receive approval from their supervisor.

For Foreseeable Absences

1. Once you've downloaded the Gusto Mobile app and signed in, select the "Time off" icon along the bottom menu
2. Select the green "Request time off" button
3. Select the type of time requested off (i.e., Unpaid time off, paid time off, or sick time if using for a foreseeable absence)
4. Select the date you are requesting off and leave an optional note
5. Submit your request

For Unforeseeable Absences/Illnesses

1. If you wake up feeling ill, text Bre at 360-820-9762 by 7:30am at the latest
2. Bre will let the rest of the office and project managers know you are out for the day
3. Please follow up daily if you continue to be ill
4. If you leave work due to illness, please plan to be absent the following day to mitigate the risk of the illness spreading.
5. If you have a fever due to illness, please do not return to work until you have been without a fever for at least 24 hours.
6. Please remember to add your sick time/absence to your timecard and timecard notes as previously instructed.

Recording Time Off in JobTread

Time off is *requested* in Gusto but must be *recorded* in JobTread on the day you wish to use your PTO or sick time in order for those funds to be paid out. When entering your hours in JobTread, everything is the same as above in the Timecard Submittal Guidelines section, except for a few fields:

- Type: Select "Hourly – PTO" for vacation time or "Hourly – Sick" for sick leave
- Job: Choose ADMIN
- Code: Select either Vacation or Sick Time, depending on the type of leave

PAID TIME OFF (PTO)

Paid time off (PTO), or "Vacation Time" provides full time employees with paid time away from work that can be used for vacation, personal time, or otherwise. Except in the case of illness or emergency, PTO must be scheduled at least 2 weeks in advance and be approved by management. PTO requests are to be submitted through Gusto.

All full-time hourly and salaried employees are eligible for PTO/Vacation accrual upon their start date. Time is accrued at a rate of 0.75 hours / per paycheck. (For example, a typical work year having 52 weeks would amount to an annual benefit of 39 PTO/vacation hours.

PTO GUIDELINES

Employees must request PTO hours 2 weeks in advance for all foreseeable absences and “as soon as is practicable” for unforeseeable absences. Employees must receive approval from their supervisor.

1. It is expected that PTO hours be taken in the year earned. To accommodate certain situations where this is not possible or practical, we have established maximum carryover balances by state.
2. The amount of PTO that an employee can carry over from one year to the next is unlimited.
3. Terminating employees will be paid for earned PTO through the date of termination in accordance with this policy. This may include unused PTO carried forward from the prior year, subject to the maximum carry-over limit set forth above.
4. No employee shall be entitled to receive pay in place of unused PTO, except for terminating employees as noted above.
5. Exceptions to this policy may be made at the discretion of Management.

If an employee is gone over the end of a pay period when Time Entries are due, they must remember to turn in their timecard before they leave.

SICK TIME

Sick time provides full-time employees with paid time away from work that can be used for illness or emergencies. Sick Time accrues upon start date and is accrued at a rate of 0.025 hours per paycheck, or 2.5% of hours worked as required. (Typically, 1 hour per week, and 52 hours per year).

HOLIDAYS

It is the policy of the Company to designate and observe certain days as paid holidays. This policy applies to all eligible employees at the regular rate of pay.

The Company provides paid holidays for its employees as follows:

- Salaried employees are eligible for holiday pay from their date of hire.
- Full-time Hourly Employees are eligible for Holiday pay upon their start date,
- Part-time employees are not eligible for holiday pay.

Employees may wish to observe certain days which are not included in our regular holiday schedule. Accordingly, employees who wish to be absent on such occasions may do so by following the time off request procedure outlined above. This also applies to faith-based holidays not listed below.

Hourly workers will receive eight (8) hours of straight time pay as holiday pay. Management must specifically authorize any work performed on a holiday in advance. Overtime pay is only paid on actual hours worked, not holiday hours. Example: If you work four 10-hour shifts Monday through Thursday and the holiday is Friday, you will receive 48 hours of regular pay.

The Company tries for as many employees as possible to be off work on holidays. However, our work schedule may make it necessary for some employees to work on holidays. If an eligible employee works on a holiday, they will be paid at the regular rate for hours worked. However, they will accrue a floating holiday

which may be used within a twelve-month period. The employee must obtain approval from their manager before taking time off for the floating holiday. Exceptions to this policy may be made at the discretion of Management.

Holidays designated and observed by the Company will be posted for employees at the beginning of each calendar year. Holidays are listed below:

- New Year's Day
- Thanksgiving Day
- Memorial Day
- The day after Thanksgiving
- Independence Day
- Christmas Day
- Labor Day

Holidays that fall on a weekday will be observed on that day. Holidays that fall on a weekend will be observed as follows:

Saturday – Prior Friday is observed. Sunday – Following Monday is observed.

EXTENDED LEAVE

A Certification of Health Provider form should be completed for those absences applicable to family/medical leave. If an illness causes an employee to be absent in excess of three consecutive days or the absence is covered under the family/medical leave policy, a doctor's release is required for the employee to return to work if accommodation or light duty work is recommended. Such certificates should be submitted to the GM. Absences for family/medical leave should use PTO available for the calendar year and the remainder will be unpaid.

EXPENSE REIMBURSEMENT

This policy provides a uniform system for reporting and reimbursement of ordinary and necessary business expenses incurred by employees. A deviation from the policy and procedures may result in the loss of a tax deduction to the Company or additional taxable income to the employee. Items not provided for herein are personal in nature and therefore not reimbursable. All employees are required to follow this policy.

Ordinary and necessary business expenses include materials, and job-related expenses that cannot be paid directly through vendor accounts.

REIMBURSEMENT PROCESS AND FREQUENCY

- If an employee needs to purchase an item for a project where TBB does not have an account, the employee must first get approval from their Site Lead or Project Manager prior to purchasing.
- The employee must get a hard copy of the receipt for the purchased item from the vendor and turn it into the Project Manager. The receipt must have the job number and a brief description of the item prior to submittal. You can turn in the hard copy itself or a photo of a hard copy for reimbursement.
- Reimbursements will be in the form of a hard copy check that will be mailed from the office to the employee's address on record. Reimbursements will not be made via direct deposit.
- Reimbursement checks will be executed and mailed no later than 1 week of receipt submittal.

DOCUMENTATION REQUIREMENTS

Employees who incur work-related expenses should adhere to the following guidelines:

- Any non-billable expenses must be approved by the Operations Manager to qualify for reimbursement.
- Receipts must accompany all reimbursement forms. If you are unable to get a receipt, provide a written reason for this on the reimbursement form.

TRAINING, CONFERENCES OR SEMINARS

Registration fees or similar expenses for Company-approved training courses, conferences, seminars, and conventions are reimbursable if approved in accordance with outside seminars, workshops, and conference policy.

USING PERSONAL VEHICLES FOR COMPANY BUSINESS

The Company does not provide liability insurance for employees who use their personal vehicles for company

business. Employees who use their personal vehicles for business purposes are responsible for all liability resulting from the use of their vehicles.

Because of this, any employee who drives a personal vehicle on company business and who does not maintain insurances coverage on that vehicle will be reassigned to a non-driving position.

Authorization to use a personally owned vehicle for company business is permitted under the following conditions:

- Employees and passengers must wear seat belts while the vehicle is in motion.
- Employees must have the appropriate license to operate their vehicles.
- Employees must provide proof of insurance upon hire and each time their policy is renewed or updated.
- Employees must notify management if involved in an accident while driving a personally owned vehicle on company business.
- Employees are solely responsible for traffic or parking violations.
- The vehicle owner is responsible for all costs related to operating their personally owned vehicles except for mileage reimbursement stated in the company policy.

MILEAGE AND FUEL REIMBURSEMENT

True Bearing Built operates in both Whatcom and Skagit Counties. We make every effort to assign employees to job sites within their home county, although this isn't always possible due to the ever-changing nature of our business. To ensure a fair and consistent process for mileage reimbursements, we use the True Bearing Built Office as the starting point for calculations when an employee's job site is outside their county of residence. For instance, if an employee from Whatcom County is assigned to a job in Skagit County, their mileage reimbursement will be calculated from our headquarters to the job site. Likewise, if an employee from Skagit County is working in Whatcom County, their reimbursement will also start at the headquarters and end at the job site.

The True Bearing Built Office is located at: 15571 Peterson Rd Suite D Burlington, WA 98233.

Mileage Guidelines:

1. A field employee leaves the jobsite to pick up supplies and then returns to the jobsite. This distance is mileage that WILL be reimbursed.
2. A field employee works a partial day at one jobsite and then commutes to a different jobsite to perform work. This mileage IS reimbursable.
3. Project Managers are expected to begin their workday at the company headquarters. It is their responsibility to provide their own vehicle and cover fuel expenses for transportation to and from HQ.
4. When a Project Manager leaves headquarters during regular business hours for meetings or site visits, a company vehicle will be made available. The vehicle must be checked out through the Admin/Ops Manager. Fuel expenses for the company vehicle may be charged to the Project Manager's company credit card. A receipt must be obtained, properly coded, and submitted to Bookkeeping for reconciliation.
5. If a Project Manager chooses not to use a company vehicle for site visits, they may use their personal vehicle and request mileage reimbursement for the round trip between headquarters and the job site. However, mileage will not be reimbursed for travel between a Project Manager's home and a job site. This includes instances where the Project Manager departs directly from their residence in the morning or returns home after a site visit without first reporting back to HQ.
6. If you qualify for mileage reimbursement, a mileage reimbursement form must be completed and submitted to the Admin/Ops Manager for approval and proper coding. Forms must be turned in during the same week the mileage was incurred; late submissions may not be reimbursed. If you are unsure whether your travel qualifies for reimbursement, please consult your direct supervisor.
7. Field employees may qualify for mileage when they are required to leave a jobsite to attend a mandatory company meeting. Mileage will be reimbursed for the trip to the meeting and the trip back to the jobsite but will not cover travel to the employee's residence.

Employees who qualify for work related mileage reimbursement will be reimbursed on a weekly basis through payroll. Reimbursements will be in the form of a hard copy check that will be mailed from the office to the employee's address on record. Reimbursements will not be made via direct deposit. Reimbursement checks will be executed and mailed no later than 1 week payroll mileage submittal.

The mileage reimbursement rate is evaluated annually with the IRS website.

REMOTE JOBS WITH WEEKLY COMMUTES

There are many different variables that can apply when evaluating how to compensate employees for travel costs to and from remote jobs. These include the mode of transportation, frequency, distance, time, weather, etc. The employee handbook defines how some things like air travel are handled, but it doesn't attempt to define the multitude of different scenarios that employees encounter because we could never predict or capture the particulars of each unique project situation.

For this reason, True Bearing Built's policy with respect to reimbursing employees for travel costs to and from remote jobs is one of providing project teams a standard set of guiding principles when making decisions, so that employees are treated fairly and consistently. Project managers are required to use these guidelines when determining how to reimburse crew members who work on remote jobs.

DRIVING ACCOUNTABILITY AND INSURANCE

Employees are solely responsible for their driving. Employees who receive mileage reimbursement are receiving mileage because they are driving personally owned vehicles. When receiving reimbursement, employees must indicate that they carry automobile insurance and understand it is their responsibility to obey all traffic / driving regulations while commuting. In addition, employees are solely responsible for any traffic or parking violations they incur while commuting, be it for work purposes during the day or as part of their regular commute.

TRAVEL TIME AND COSTS

Commute time

Travel time that is part of an employee's regular commute to and from the jobsite is not compensable time. Under some circumstances, where job sites are remote, True Bearing Built may compensate for the time it takes to commute to the remote site. When commuting to projects that are considered 'remote', Travel Time will be paid on a per job basis and will need to be managed directly with the Project Manager and General Manager. ('Remote' jobsites are 2 hours+ away from True Bearing Built Headquarters.)

Travel between Jobs on the Same Day

Journey time that an employee incurs when asked to commute between jobsites during the span of one workday will be compensated. This time is shared between the two jobsites that the employee commutes between. For example: When moving from job A to job B during an 8-hour workday, travel time is to be split equally between job A and job B and recorded on Time Entries as such. See the Project Manager for additional coding directions if needed.

Ferry Fees

Employees who are assigned to jobs where they are required to commute by Ferry to the jobsite, and where the alternative driving route is an unreasonably far detour, will be reimbursed for ferry costs. Employees should check with the Project Manager to see if a ferry pass is available in advance. Whenever possible, employees commuting by ferry should coordinate with crew members to carpool and save in ferry costs.

EMPLOYEE DEVELOPMENT

POSITION AGREEMENTS

Many companies use job descriptions to define the roles within their company. True Bearing Built has chosen to go a step beyond this and to define the activities of the business in terms of Position Agreements. Like job descriptions, Position Agreements define the skills, responsibilities, and tasks of each position within the company. Unlike job descriptions, they are designed to enroll employees in a higher level of performance by defining the scope of work, level of performance and result for which they agree to be accountable.

- A Position Agreement is about accountability. It is a written agreement between a manager and an employee that makes clear the result for which the employee is accountable and the work standards necessary to produce that result.
- Position Agreements are good-faith agreements between employees and managers. They serve as a road map.
- Position Agreements are position-dependent and systems-dependent. They serve the activities of the business and are not people dependent.
- Each employee will be given a Position Agreement when they begin employment with True Bearing Built.
- Upon completing 90 days of consecutive employment, or at a time otherwise specified, they will be asked to review and sign their Position Agreement with their manager.
- Position Agreements are revisited each year during performance reviews and are revised on an annual basis by management with employee input as needed.
- Position Agreements are used in Employee Development Meetings to guide work and keep employees on track.
- Edits, comments and additions to position agreements are encouraged.

PERFORMANCE REVIEWS

Performance reviews are defined as the formal process by which a supervisor/manager and employee review and discuss past and present performance and plan for future performance. A well-done review is both retrospective and prospective, contains no surprises, and is done with mutual respect and understanding. It is timely, fair, objective, job-based, provides compliments for work well done, and focuses on improving performance as needed.

In general, reviews are an ongoing process of developing and managing employee performance to achieve the organization's goals and strategies. They identify and communicate the employee's goals and tie them to the goals of the business, establish performance targets for each position/employee, and they help structure workplace activities, resources, training and priorities to aid in meeting those targets.

FIELD EMPLOYEE REVIEWS

For field employees, an initial review is held 30 days after hire to ensure mutual compatibility between the employee and the company, though this review typically does not include a wage increase or promotion. A subsequent review is conducted on the one-year anniversary of the hire date, at which time a wage increase is typically awarded, and this individual may be awarded a promotion as well.

MANAGEMENT EMPLOYEE REVIEWS

For management employees, the first review occurs 90 days after hire, also typically without a wage increase, to assess fit on both sides. Their follow-up review takes place on the one-year anniversary of the hire date and generally includes a wage increase and/or promotion.

ANNUAL PERFORMANCE REVIEWS

The purpose of performance evaluations is to consider and discuss the quality of contribution by each employee as viewed by that individual and their supervisors. Performance goals will be established during this time and Position Agreements will be reviewed and signed. This is also the appropriate time to discuss career advancement opportunities and compensation.

Evaluations will be based on a summation of appraisals completed by supervisors who can objectively evaluate performance on specific projects relative to professional competence, productivity, motivation, innovativeness, cooperation, and communication.

EDUCATION AND TRAINING

True Bearing Built recognizes that continuous training benefits both our employees and the company. Our Education and Training Policy is designed to help staff enhance their skills and competencies through regular in-house sessions. These include “lunch and learn” meetings for management and “field trainings” for field employees, all conducted during regular work hours.

Employees will receive their normal wage during these sessions, and attendance is mandatory. Training sessions will be scheduled as needed and implemented promptly based on business priorities.

Below are examples of True Bearing Built Training sessions:

Field:

- How TBB sets a door
- Different types and styles of trim and moldings
- Best practices of installing stain grade trim and casework
- How to set cabinets
- How to calibrate your precision tools
- Carpentry geometry
- How to read a plan set
- How to call in for inspections
- How to use Up Codes for code compliancy

Management:

- Software training in programs such as Job Tread, Bluebeam, Excel, or Word
- Estimating and budgeting best practices
- How to lead a team and be an effective communicator
- Best practices on project scheduling and planning
- Quality control assurance
- Passive house requirements
- Procurement best practices

Please contact the Operations Manager for training ideas. All employees are encouraged to express the areas they want to grow.

EMPLOYEE DEVELOPMENT

SUMMARY OF BENEFITS

In addition to creating and fostering a one-of-a-kind work environment, True Bearing Built offers the following list of employee benefits:

PERKS

- Branded apparel upon start for “core” apparel
- Branded gifts at varying levels of tenure with company
- Holiday bonuses (varying on overall company profitability and employee’s tenure with TBB).
- Phone stipends:
 - Field Employees - \$50/mo
 - Field Management - \$75/mo
 - Project Managers/Office Managers - \$100/mo

BENEFITS AVAILABLE AT START DATE

- Sick leave - sick leave accrual at 2.5% of hours worked as required. (Typically, 1 hour per week, and 52 hours per year).
- PTO / vacation - Paid time off accrued at a rate of 0.75 hours per paycheck, or roughly 39 hours per year, depending on the actual time worked.
- Holiday pay: holidays designated and observed by True Bearing Built, are listed below:
 - New Year’s Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas day
- Mileage reimbursement (see also, page 20) - mileage reimbursement based on current company policy. Reimbursed at current IRS mileage reimbursement rate (see current rate tables at [irs.gov](https://www.irs.gov)).

BENEFITS AVAILABLE AFTER 30-DAY PROBATIONARY PERIOD

- Health insurance benefit - True Bearing Built offers a competitive company health insurance plan available (see GM or benefits Manager for more detailed information on benefit).
- Cell phone stipend (depending on position and tenure with company).

GENERAL POLICIES

WORKPLACE RULES

GENERAL RULES

1. Employees are expected to be at work on time, stay until their workday ends, and to do the work assigned or requested of them. If an employee is unable to be at work on time, he or she is expected to contact his or her direct supervisor immediately. (See Attendance and Punctuality).
2. Employees are expected to regard their workplace with respect and attention. The Company records, equipment, and property are to be treated carefully and appropriately. Employees are responsible for those items in their custody, and they will be held accountable for their maintenance, appropriate use, and/or accuracy.
3. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, whether they are set by the Company or outside regulatory bodies.
4. Employees are expected to conduct themselves in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and co-workers. No breach of professional behavior (abusive language, immoral conduct, harassment, personal business during work time, etc.) will be condoned.
5. Employees are expected to maintain confidentiality of organization and customer information in their possession. (See non-disclosure section).
6. Company/Client Property: All materials purchased for the Client, is the sole possession of the owner. If the property is discarded on True Bearing Built's or the client's premises, removal of that item is considered theft, for which an employee may be immediately dismissed. If the item has been discarded, and is no longer on the premises, then the employee may ask for permission from the Site Lead to take the item.

JOBSITE RULES

The following rules are not all-inclusive but serve as guidelines to demonstrate work behaviors considered important to the company. Employee behavior and practices are designed to reflect a good public and professional image.

1. Smoking
 - a. Smoking - No smoking is to occur within the walls of our projects at any point in time. This includes projects that are under construction, and framed shells. Smoking on the outside of projects is to be tightly controlled so no damage is done to any surfaces by putting out or throwing cigarettes into inappropriate places.
 - b. Smoking outside of the structure must occur in areas that are greater than 25 feet from working areas or 25 feet from windows, doors, entrances or exits.
 - c. Smoking should only occur on regular breaks or during lunch.
2. Alcohol
 - a. Alcoholic beverages are never to be consumed on the property of the job site.
 - b. As an employee it is your responsibility to inform the Site Lead if anyone is consuming alcoholic beverages on the job site.
3. Cell Phones

- a. Field employees should only use cell phones during lunch or at designated break times.
- b. Discuss work-related issues and address complaints or problems with immediate supervisors. Do not communicate directly with owners, architects, or subcontractors regarding work-related issues unless authorized to do so. Do not make assumptions. If you are uncertain about something, ask your supervisor for help.

4. Workplace Noise

- a. Radios are not permitted on the jobsite, including for subcontractors. This policy is strictly enforced with no exceptions.
- b. Personal audio devices may be allowed under the following conditions.
 - i. The project is in the completion phase.
 - ii. No other subcontractors are present on the jobsite.
 - iii. The device volume is set low enough for the user to hear communications from coworkers.
 - iv. The volume is maintained at a level that ensures the user remains aware of their surroundings at all times.

By everyone doing his or her best to meet both the spirit and intent of these guidelines, employee disciplinary issues should be minimal. However, when someone does not conduct her/himself with the intent of the work rules, action will be taken to correct the situation promptly and completely.

REMEMBER: Courtesy and common sense should always prevail.

ATTENDANCE AND PUNCTUALITY

It is the policy of True Bearing Built to require employees to report for work on time daily, and to work all scheduled hours. Delays or absences are subject to supervisor or management approval. Should an employee be unavoidably late or absent without prior approval, they must immediately notify their supervisor. Multiple absences or delays will result in disciplinary action. Unapproved patterns of absences or delays will result in termination. Since the nature of True Bearing Built's work requires cooperation, it is essential that employees observe the prescribed guidelines. This policy applies to all employees.

If you are unable to report for work because of illness or another valid reason, notify your direct supervisor prior to the start of the workday. Given the prevalence of cell phones, it is hard to conceive of a situation that would justify the failure to call in. It is your responsibility to have the telephone number of the job site trailer and of your Site Lead and to notify the Site Lead of your absence before your scheduled start time for each day of absence. If this is impossible, you may contact the appropriate Project Manager or the General Manager, but you should continue trying to get in touch with your direct supervisor until you are successful in doing so.

Tardiness occurs whenever an employee arrives at their work site after their scheduled start time. Consistent tardiness or absenteeism is grounds for termination. An employee not calling or showing up to work after two or more consecutive days of unexcused absence will be considered to have voluntarily quit and voluntarily terminated their employment with True Bearing Built. A single "no call- no show" occurrence may lead to disciplinary action up to and including immediate termination of employment.

Contact information must be kept current. It is important for us to be able to communicate with all employees

and get in touch with them. True Bearing Built expects employees to always maintain a reliable phone number with the company.

WORKPLACE SAFETY

The Company recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work, as well as employee productivity.

Employees and managers are expected to conduct themselves in a manner that is respectful, courteous, and professional and no one in the organization is to exhibit behavior that poses a direct threat to the health, safety or productivity of others in the workplace. Abusive behavior that threatens or otherwise intimidates others, whether toward another employee or toward a manager, will not be tolerated and will be grounds for corrective action up to and including immediate discharge.

Any situations that may occur which present a risk of harm to employees and others are to be immediately reported to management. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the organization or which threaten the safety, security, or financial interests of the organization. Employees should make such reports directly to the General Manager. The organization will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by management, employees, co-workers, or non-employees such as clients, vendors and contractors.

Safety is a major priority for all operations of True Bearing Built. If a task cannot be performed safely, it should not be attempted.

JOBSITE SAFETY

It is the objective of the Company to eliminate accidents through compliance with OSHA and applicable state regulations, supervisor and employee safety education, site safety audits and constant attention to safety. An Employee must notify, without delay, their immediate supervisor when any accident or incident occurs, however minor. Following the accident/incident, an investigation will be performed to determine and correct or eliminate the causative factor(s).

For the purposes of this company Handbook, all employees should know the following:

1. All sites must conduct weekly safety meetings on a topic to be provided by the site lead.
2. Employees who work on those job sites are required to attend the weekly safety meeting.
3. Every job site must have a site-specific Accident Prevention Plan and all crew members should be informed about where it is kept.
4. Every job site must have a safety board where safety information and Labor Law posters are kept in a visible place for crew members to read and to access.
5. It is the responsibility of each employee to familiarize themselves with the safety plan, safety board and specifics of each job they work at. Employees should check-in with the site Site Lead when they start working at a new job site to receive a site-specific orientation and to review any questions or concerns.

6. Injured Worker's Packets are kept on the safety board and include all the necessary paperwork and reporting requirements in the event of a workplace injury that is not life threatening. If an employee is injured and needs to go to the doctor, grab a packet and do so.
7. All jobs must have safety signage, a first-aid kit, fire extinguisher, Personal Protective Equipment (PPE), and MSDS sheets that are posted and readily available.

Weekly safety meetings will cover a variety of safety topics, but there are several key safety issues that employees must be always conscious of:

1. Use common sense! If you don't feel the appropriate safety precautions are in place, work with your manager to implement them.
2. Personal protective equipment will be provided by the company and must be worn at all appropriate times.
3. Fall protection plans must be posted and adhered to by all employees.
4. MSDS sheets must be posted in a visible place. All employees should familiarize themselves with them.
5. Trench safety is of great concern. True Bearing Built will follow applicable state requirements for trench safety.
6. The use of Personal Protective Equipment (PPE), fall protection equipment, and other appropriate job site safety equipment is not an option. Because worker safety is important to the company, we provide personal protective equipment, fall protection equipment, and safety training.
7. Because the company bears liability for all employees, compliance must be enforced. Failure to follow required safety procedures will lead to disciplinary action up to and including termination of employment.

PPE (PERSONAL PROTECTION EQUIPMENT) REQUIREMENTS

To ensure the safety and well-being of all employees working on construction sites, True Bearing Built, LLC enforces strict adherence to Personal Protective Equipment (PPE) requirements. Employees must wear the necessary PPE based on the nature of their tasks and the specific hazards they may encounter. The following outlines the required PPE for construction site employees:

1. Head Protection:
 - All employees must wear a hard hat or helmet that meets OSHA (Occupational Safety and Health Administration) standards to protect against falling objects, debris, and other head injuries.
2. Eye and Face Protection:
 - Safety goggles or face shields must be worn when there is a risk of flying debris, dust, or chemical splashes.
 - Employees working with grinding, welding, or cutting tools must use appropriate eye and face protection, including welding helmets or safety glasses with side shields.
3. Hearing Protection:
 - Employees working in areas with high noise levels (above 85 decibels) must wear hearing protection, such as earmuffs or earplugs, to prevent hearing loss.

4. Hand Protection:

- Work gloves must be worn to protect against cuts, abrasions, and exposure to chemicals, depending on the specific tasks.
- Special gloves (e.g., leather, rubber, or chemical-resistant) are required for specific tasks, such as handling sharp materials or hazardous substances.

5. Foot Protection:

- Steel-toed boots or other footwear with adequate protection (slip-resistant, puncture-resistant) must be worn to protect against foot injuries from falling objects, sharp objects, or machinery.

6. Fall Protection:

- Employees working at heights (6 feet or more) must use appropriate fall protection systems, including harnesses, lanyards, and guardrails, in accordance with OSHA regulations.

7. Body Protection:

- High-visibility clothing, including vests or shirts with reflective stripes, must be worn by all employees in areas where they may be exposed to moving vehicles, machinery, or other hazards.
- Depending on the type of work, additional protective clothing may be required, such as flame-resistant clothing, coveralls, or chemical-resistant suits.

8. Respiratory Protection:

- Respirators or masks must be worn when working in environments with airborne dust, fumes, or other harmful particles (e.g., asbestos, lead, silica). The type of respirator required will depend on the level of exposure.

9. Knee and Elbow Protection:

- When performing tasks that involve prolonged kneeling or crawling, employees should use knee pads to reduce strain and prevent injury.
- Elbow protection may be necessary for tasks that involve frequent use of the elbows in harsh conditions.

Additional Requirements:

- Employees are required to inspect their PPE before each use and replace damaged or worn-out equipment immediately.
- Supervisors will conduct regular safety checks to ensure compliance with PPE requirements.

A Note on Hearing Protection:

OSHA (Occupational Safety and Health Administration) does not specifically "approve" or "certify" headphones or other personal protective equipment (PPE). However, OSHA does set standards for hearing protection in noisy environments, especially on construction sites, through the 1910.95 (Occupational Noise Exposure) regulation.

For hearing protection to be considered compliant with OSHA's standards, they must meet the Noise

Reduction Rating (NRR) requirements for specific environments. The NRR indicates how well the device reduces noise. The higher the NRR, the better the protection. Construction sites typically require hearing protection with an NRR of 25 or higher, especially in high-noise environments like when operating heavy machinery.

Types of Hearing Protection for Construction:

1. Earplugs (disposable or reusable)
 - Typically provide high NRR, ranging from 20-35 dB, depending on the type and material.
2. Earmuffs (over-the-ear protection)
 - Designed to cover the ears completely and usually have an NRR between 25-30 dB, depending on the model.
3. Electronic Earmuffs
 - These earmuffs allow the user to hear normal sounds (such as communication with coworkers) while automatically blocking out loud noises, such as machinery or tool sounds, when they reach a dangerous level. These are particularly useful for workers in environments that require situational awareness.
 - Popular brands for this type of hearing protection include 3M Peltor and Howard Leight. These products meet or exceed OSHA's requirements when used properly.

EMERGENCY PROCEDURES

In case of disaster, which requires evacuation of the building, job site or other emergency actions, all employees will be notified by the job site Site Lead or the Operations Manager of True Bearing Built of the actions to take. Every employee should take the time to familiarize themselves with the details of our building and the location of emergency exits.

ATTIRE

FIELD ATTIRE

All field employees will be provided with company T-shirts when they begin employment with True Bearing Built. New T-shirts will be provided to all field employees on an as-needed basis thereafter. Field personnel are expected to use these shirts for work. While we do not require that they be worn exclusively, we recommend that they be worn as often as possible.

Field workers, including laborers, carpenters, project Site Leads, and Foremen, are expected to wear attire that is as neat and clean as your job allows.

Full rain gear should be always kept with you. This includes a parka with a hood, rain pants, boots, and gloves. Not having the right gear for rainy weather is no reason to not be working.

The attire of field employees should first satisfy safety requirements.

Required clothing includes:

1. Long trousers
2. Shirts with a minimum four-inch sleeve
3. Shirts without offensive wording, logos, or graphics Hard hats
4. Safety glasses
5. Sturdy work boots, manufacturer approved for construction work activities High visibility clothing where required

INCLEMENT WEATHER

True Bearing Built recognizes the role weather may play in an employee's ability to report to work. The severity of conditions may vary depending on your location. Employees are expected to exercise good judgment in assessing travel safety factors before leaving their home. It is the employee's responsibility to call their Site Lead to verify the operating hours for the day. If their Site Lead is unavailable, they may contact the Operations Manager or main office as a second option.

Site Leads should always be contacted first.

If the office/job site is open and public transportation is running, you will be expected to work a normal day. If you are unable to get to work, days lost because of inclement weather will be considered PTO/personal leave unless an employee has exhausted their PTO allowance. If you are a non-exempt employee and do not have accrued PTO or personal leave, the absence will be recorded as a leave without pay. In the event job site is closed, hourly positions will not be compensated for the duration of the closure unless PTO can be used.

Remote or office-based roles are expected to work if job sites are closed.

TOOL POLICY

All field employees of True Bearing Built are expected to be properly equipped to perform the essential functions of their job. This means that each employee is expected to own and care for a standard set of tools that we consider essential to their position. While it is reasonable to try-out or occasionally borrow a tool of a co-worker, is not acceptable to continually rely upon others to furnish the tools needed to perform work daily. It is also not reasonable for the company to provide an employee's standard set of tools. We expect employees to make this investment in themselves and their careers and to protect that investment through tool maintenance. This policy outlines the required and recommended tools for each field position as well as our policy for maintenance expenses.

PURPOSE

This policy outlines the required and recommended tools for each field position and ensures the proper use, maintenance, and management of tools used by True Bearing Built (TBB) employees. It also aims to promote workplace safety, accountability, and efficiency.

All TBB employees are expected to be properly equipped to perform their jobs' essential functions. This means that each employee is expected to own and care for a standard set of tools that we consider essential to their position.

While it is reasonable to try out or occasionally borrow a tool from a co-worker, it is not acceptable to continually rely upon others to furnish the tools needed to perform work on a daily basis. It is also not reasonable for the company to provide an employee's standard set of tools. We expect employees to make this investment in themselves and their careers and to protect that investment through tool maintenance.

DEFINITIONS

Power Tools: A power tool is a tool that is powered by an external source of energy, rather than being manually operated. The energy source can be electricity (corded or battery-powered), compressed air, or fuel. Common examples of power tools include drills, table saws, circular saws, jigsaws, and miter saws, sanders, grinders, and nail guns. These tools are widely used in construction, woodworking, metalworking, and various DIY projects. Power tools must be used with caution and appropriate safety measures, as they can cause injury if mishandled.

Hand Tools: A hand tool is a tool that is operated manually without the use of electricity or any external power source. Hand tools rely on human effort and skill to perform tasks such as cutting, shaping, tightening, loosening, or measuring. Common examples of hand tools are chisels, block planes, tape measures, squares, hammers, handsaws and levels.

Consumables: Consumables are materials or items that are used up, depleted, or consumed during the construction process and need to be regularly replenished. Unlike tools or equipment, consumables are not meant to be reused for long-term use and are often essential for completing specific tasks on a job site. Common examples of consumables are fasteners, adhesives, sealants, tape, PPE, cleaning supplies, sandpaper and saw blades.

TOOL OWNERSHIP AND RESPONSIBILITY

1. Company-Owned Power Tools:

- Employees are responsible for the care, maintenance, security and proper use of these tools.
- Employees must secure tools in their designated storage area when not in use, to prevent theft or unauthorized use. Examples of storage areas: Job Box, Trailer, Tool Connex at HQ Office.
- Designated storage areas need to be kept clean and organized.
- Site Leads must keep track of and maintain company power tools and report loss, damage and maintenance needs to the Operations Manager.
- Site leads are responsible to regularly maintain the calibration of table saws, miter saws, lasers, levels and any other tool that requires precision.
- Site Leads and Production Employees are all responsible for making sure all power cords are safe, grounded and any knicks/cuts in the insulation are properly taped or repaired. (or removed?) See further information under “Maintenance and Inspection”.
- For new core tool requests: Project Managers and/or Site Leads must fill out the “Core Tool Request Form” found in Documents-Field > Field Documents Templates and turn this into the Operations Manager 2 weeks before the new core tool is needed on site. These requests are best handled during a new project kick-off to prepare and budget for new core tools.
- TBB Power Tools and Supplies Inventory: All tools and supplies must be checked out and tracked using the tool inventory app, Sortly. Only the Logistics Coordinator, Site Leads, Project Managers and Operations Manager can use the Sortly App. Therefore, they are the only people who can check out tools for a job. There is a protocol for using the App, and that can be found in the TBB Standard Operating Procedures Handbook (forthcoming). If any team member requests a tool for their job, they must submit their request first, to their Site Lead. If the Site Lead is unavailable, they must request the tool from the Project Manager.

2. Personal Power Tools:

- Employees may use personal power tools on the job at their discretion. Employees are responsible for the care, maintenance, security, repair, calibration, and proper use of their own power tools.
- TBB will not repair, reimburse or replace personal tools for any reason.

3. Personal Hand Tools:

- Employees are responsible for the care, maintenance, calibration and proper use of their hand tools.
- Common examples of required personal hand tool care and maintenance are keeping chisels and hand tool blades sharp, hammer heads are secure, clamps maintain their holding strength.
- Common examples of hand tool calibration is checking squares for accuracy, regularly checking levels for accuracy and (think of one more example.)

4. Consumables:

- TBB will be responsible for providing consumable items that are necessary for proper tool performance and for sharpening bits and blades.
- TBB typically purchases consumables directly; however, employees will be reimbursed for consumables if they are required to purchase them and if they have prior approval from the project manager. Receipts must be submitted for reimbursement and follow invoicing guidelines. (Receipts must have the job # and a note for the purchased item. I.e. "Consumables")

5. Damages and Losses:

- Employees are responsible for reporting any damage or loss of tools to the project specific Site Lead.
- Negligence resulting in tool damage or loss may result in disciplinary action.

TOOL USE AND SAFETY

1. Proper Use:

- Employees must complete the necessary training and be competent in their ability before using specific tools.
- Tools must be used only for their intended purpose per the manufacturer.
- Employees must follow manufacturer instructions and company guidelines when using any tool.
- Proper precautions and surface protections are employed when using a cutting tool that creates kickbacks, dust or flying debris.
- Any tools that are being used in overhead work are tied off or secured to the work platform.

2. Personal Protective Equipment (PPE):

- TBB to provide all required PPE.
- Appropriate PPE must be worn when using tools, working overhead or around anyone creating dust or cutting wood, metal, composites.
- PPE requirements will be specified in training sessions and job safety analyses.

MAINTENANCE AND INSPECTION

1. Routine Maintenance:

- Employees must perform routine maintenance on tools per the manufacturer's instructions.
- Any issues with tools must be reported immediately to a supervisor.
- Tools must be inspected before each use to ensure they are in good working condition.
- Common examples of routine maintenance would be keeping the compressors oiled, calibrating all precision tools, ensuring power chords are grounded and have no visible damage to the insulation, lasers and levels are regularly checked for accuracy, blades being used are the proper blade for the application, they are sharp and inspected for damage, keeping tools clean and properly when not in use.

- NOTE: Any TBB employee, no matter what position they hold or how they have been employed, must report a broken or damaged tool to their Site Lead and Operations Manager so it can be immediately decommissioned for repair and/or replacement. Do not use a broken or damaged tool under any circumstance!

ACCOUNTABILITY

Disciplinary Action:

- Failure to comply with this policy may result in disciplinary action.
- Disciplinary actions will be determined based on the severity and frequency of the violation.

Policy Review:

This policy will be reviewed annually and updated as necessary to ensure it remains relevant and effective.

TBB PROVIDED TOOLS LIST

- | | | |
|-------------------|-------------------------|-----------------------------------|
| • Table Saws | • Oscillating Tools | • Trash Cans and Brooms |
| • Miter Saws | • Power Sanders | • Biscuit Joiners |
| • Circular Saws | • Nail Guns | • Portabands |
| • Jig Saws | • Rotohammers | • Shop Vacs, brooms, garbage cans |
| • Power Planers | • Belt Sanders | • Laser Levels, surveyors, tripod |
| • Sawzalls | • Powder Actuated Tools | |
| • Air Compressors | • Ladders | |
| • Air Hoses | | |
| • Routers | | |

POSITIONAL REQUIRED TOOL LIST

APPRENTICE CARPENTER BASIC TOOL SET:

- ***Impact Driver and Drill Set with 2 Batteries and Charger***
 - NOTE: This is the only “power tool” that TBB does NOT provide. Each production employee must supply their own.
- Tool Belt or Apron – Non-Negotiable
- Tape Measure
- Marking Tools, ie pencils, sharpies
- Hammer
- Hand Saw
- Speed Square
- Combination Square
- Utility Knife
- Nail Set
- Phillips and Flathead Screwdriver

- Adjustable Wrench Set
- 3" and 6" "C" Clamps
- Cats Paw, Prybar, Flat Bar, Bee Tool
- Cold and framing Chisel Set

Note: This tool list is required at the time of hire to begin work. The pace at which the Apprentice Carpenter should acquire the necessary Journey Level General Carpenter tools will be determined on a case-by-case basis. Additional tools will need to be added to their collection as required in order to advance.

JOURNEY LEVEL GENERAL CARPENTER:

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • ***Impact Driver and Drill Set with Batteries and Charger*** <ul style="list-style-type: none"> ○ NOTE: This is the only "power tool" that TBB does NOT provide. Each production employee must supply their own. • Tool Belt or Apron – Non-Negotiable • Tape Measure • Marking Tools, ie pencils, sharpies • Drill and Impact Set | <ul style="list-style-type: none"> • Hammer • Dead Blow or Mallet • Hand Saw • Pull Saw • Speed Square • Combination Square • T Square • 32" and 78" Levels • Utility Knife • Nail Set • Phillips and Flathead Screwdriver • Adjustable Wrench Set • 3" and 6" "C" Clamps • "F" Clamps or Bar Clamps • String Line | <ul style="list-style-type: none"> • Chalk Line (Blue or White Chalk) • Cats Paw, Prybar, Flat Bar, Bee Tool • Cold and framing Chisel Set • Block Sander • Rasp • Basic Kreg Set • Hole Saw Set • Paddle Bit Set • Fox Tail • Hammer Tacker • Stapler • Straight Edge • Cow Magnet • Stud Finder • Plumb Bob |
|--|---|--|

JOURNEY LEVEL FINISH CARPENTER:

(All Above Listed Journey Level General Carpenter Tools Required)

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> • Tool Apron or Vest – No bags allowed • Coping Saw • Miter Clamps • Block Planes • Cabinet Scraper • Wood Rasp and Files | <ul style="list-style-type: none"> • Chisels – bench, mortise, bevel • Corner Chisel • Marking Gauge • Torpedo, 2', 4', 6' Levels • Tape Measure • Upgraded Kreg Set • Forstner Set • Counter Sink Set | <ul style="list-style-type: none"> • Warrior Sanding Block • Scribe • Ruler • Double Sided Rubber Mallet • Spring Nail Set • Spring Clip Pliers • Feather Boards |
|--|--|---|

Recommended Tools

- Dovetail Kit – gauge, chisel, saw
- Scratch Awl
- Door Hinge Template
- Step Bit
- Dato blade set
- Stabila Brand Levels
- Drill and Tap Set
- Glue Scraper
- Hand Tap Set

THEFT

It is the responsibility of each employee to properly protect their tools. True Bearing Built will not reimburse lost or stolen tools so we strongly encourage employees to label all personal tools and to lock all tools in the job box provided on site, or to take their tools with them at the end of the day. True Bearing Built is also not responsible for tools that are stolen from company vehicles or personal vehicles.

COMPANY CREDIT CARDS

Company credit cards are issued to employees in specific positions within the company that require them to regularly purchase materials or incur expenses on the part of the company. In general, the following rules apply to company credit card use:

- Establish and use vendor accounts whenever possible. The preferable way to purchase materials for jobs is to set up accounts with vendors. The General Manager and Accounting can assist with this.
- Ask the Accounting Department to issue a check. If you are unable to establish an account with a vendor, the Accounting Department can also issue a check, if given 2-3 business days' notice.
- Request to Use the Company Credit Card. Certain allowable business expenses may be paid for by the credit card on file for the business (Josh Williamson Card). These purchases must be substantiated with receipts. See details below.

COMPANY CREDIT CARD POLICY

This policy outlines the proper use of company credit cards by managers to ensure financial responsibility, compliance with company procedures, and accurate record-keeping.

Authorized Users

Company credit cards are issued to managers and authorized personnel for work-related purchases only. The cardholder is responsible for the security and appropriate use of the card.

Permitted Use

Company credit cards may only be used for legitimate business expenses, including but not limited to:

- Jobsite materials and supplies
- Subcontractor/Vendor payments (with prior approval)
- Fuel for company vehicles (Authorized personal only)
- Emergency purchases for project needs

Prohibited Use

Personal expenses are strictly prohibited. Company credit cards may not be used for:

- Personal purchases (e.g., groceries, entertainment)
- Non-business-related expenses (e.g., gifts, personal meals)
- Cash advances
- Family or friend's expenses

Approval and Documentation

- All purchases over \$100 must be pre-approved by the Operations Manager.
- Receipts for each purchase must be retained and submitted and coded within five business days of the transaction.
- All receipts and invoices must be coded.
- Any discrepancies or questionable charges must be reported immediately to the finance department for review.
- Any inconsistencies or missing receipts must be promptly addressed.

Consequences of Misuse

Failure to comply with this policy, including unauthorized purchases or failure to submit reports on time, may result in disciplinary actions up to and including revocation of credit card privileges or termination.

Card Security

- Managers must take reasonable steps to protect the card from theft, loss, or unauthorized use.
- In the event of a lost or stolen card, the cardholder must immediately notify the finance department and the card issuer to cancel and replace the card.

VEHICLE AND EQUIPMENT USE

The Company allows its employees to operate various types of Company-owned vehicles/equipment when necessary. This equipment is typically designed and used for construction operations. This includes trucks, trailers, scaffolds and ladders.

Employees should not operate vehicles or equipment without proper licensing. True Bearing Built will make every effort to assure that only properly licensed employees are asked to perform this type of work, however employees are also required to immediately notify their supervisor if they are asked to operate equipment for which they do not have the experience or necessary licensing.

In addition, True Bearing Built may, at its option, assign company-owned vehicles to management or supervisory employees for use at work. General construction vehicles may also be provided to employees in particular circumstances. Management has full discretion over the assignment of all vehicles and the privilege may be revoked at any time for any reason without notice. Management is responsible for the acquisition, transfer, and sales of all vehicles.

Company Vehicle Use Policy

Company vehicles are designated for business-related purposes during regular working hours. Employees are expected to use their personal vehicles for commuting to job sites or TBB HQ, and for personal driving on non-working days.

Management and the Logistics Coordinator may use a company vehicle to visit job sites during working hours, but the vehicle must be checked out at HQ before use and returned by the end of the day. The Logistics Coordinator is permitted to take the company vehicle home.

Company Fuel Policy

Management and the Logistics Coordinator may use TBB credit cards for fueling company vehicles, subject to the conditions outlined above. Company credit cards are strictly prohibited for fueling personal vehicles or for fuel purchases made outside of working hours

Authorization to Drive a Company Vehicle

Anyone who is not an employee may not operate a Company vehicle unless it has been previously authorized by the General Manager. Non-employees may ride as passengers in Company vehicles during non-working hours if they comply with applicable safety laws, such as wearing seat belts.

Only employees who have been approved to use a company vehicle may drive it. Employees may not allow other employees to drive the vehicle at any time unless it has been previously authorized by the General Manager.

Valid Driver's License

Employees that are given the privilege of driving a Company vehicle must have a current, valid license and a signed handbook acknowledgement on file. Loss of a license will result in loss of general use vehicle privileges. Privileges may be re-instated once a suspension has been lifted. Driving a Company vehicle without a current driver's license is grounds for termination.

The employee's valid driver's license must correspond with the type of vehicle the employee intends to operate (special licenses may be required in certain circumstances).

Driving Infractions

If any of the following infractions exist in an employee's record, it is his or her responsibility to notify the General Manager before driving a Company-owned vehicle. Examples that may prevent authorization to use a Company vehicle include but are not limited to:

- Prior suspension or revocation of license.
- One (1) or more DUIs/DWIs within the past 36 months.
- At fault in a fatal accident within the past 5 years.
- Leaving the scene of an accident.
- Reckless driving within the past 12 months.
- Three or more moving violations in a year.
- Three or more chargeable accidents in a year.
- Any combination of three or more accidents and/or moving violations in a year.

Traffic Violations

All traffic violations issued to employees while using a Company vehicle are the responsibility of the employee, not the Company. This includes parking tickets for work related meetings and events. It is the employee's responsibility to park appropriately and pay parking meters/fees that will cover the allotted time of a meeting. Drivers must report all moving and non-moving violations to immediate supervisor and Human Resources Manager as soon as possible.

Accident Procedure

Any collision damage must be reported immediately to your supervisor and the General Manager the day of the collision. Complete accident reports must be turned in within three days.

In the event of an accident, employees must take the following steps:

- Pull over to a safe location and call 911.
- If the accident is serious or there are injuries, report this to authorities and provide first aid as you are capable (Good Samaritan Statute applies).
- Request that a police officer report to the scene.
- If the police are dispatched, obtain a police report.
- Note: Employees involved in vehicle crashes should discuss details of the incident only with police officers, appropriate state officials, or representative of the company insurance carrier. Drivers should not sign statements or make verbal statements that may indicate they are taking responsibility for vehicle crashes. This should be determined by the authorities.
- Thoroughly complete the Vehicle Accident Reporting Form so that it can be submitted to our insurance carrier.
- For minor incidents, pull over and exchange the following information with all parties involved. Use the Accident Reporting form to do this.
 - Full Name
 - Phone number
 - Insurance Information
 - Driver's License Information (state and license #)

- Call your immediate supervisor and the GM at your earliest convenience.
- Submit a copy of the Vehicle Collision Report and the Police Report to the GM.
- Any mechanical defects must be reported to the vehicle manager as soon as possible.

In case of an accident, the company may exercise its option to request that the employee consent to a test for drugs and/or alcohol.

Operating a Company vehicle under the influence of alcohol or drugs or carrying an open container of alcohol or any controlled substance in the vehicle is against the law and is grounds for immediate termination.

Safe Driving

It is the driver's responsibility to operate the vehicle in a safe manner and in accordance with all applicable motor vehicle laws without exception. In addition, it is advised that employees drive defensively to prevent injuries and property damage.

1. All Company vehicles are equipped with seatbelts. The Law requires the use of seatbelts. Employees MUST use seatbelts and require all passengers to always use seatbelts. If you are found to be driving without a seatbelt, the company reserves the right take away your right to drive a company vehicle. Buckle up.
2. It is the responsibility of the driver to determine when conditions make driving unsafe or to avoid routes involving un-surfaced or dangerous roads. Never drive in unsafe conditions regardless of the assignment or perceived urgency of the work at hand. Drivers are solely responsible for making the choice of when conditions are safe to drive in.
3. Likewise, is solely the responsibility of the driver to determine when he/she is unfit to drive due to any non-permanent reasons including fatigue, illness, or a condition that might cause or contribute to an accident.
4. The Company reserves the right to revoke driving privileges at any time if the business needs require this or if an employee has been involved in an accident because of careless or reckless driving.

Mobile Phone Use

Most states have laws banning the use of mobile devices while driving unless using a hands-free device. True Bearing Built requires that you do the following when you use a mobile phone when you are driving a company vehicle:

- Always find a safe place to pull off the road and place your call.
- If you receive a call while driving, and do not have a hands-free device, let the call go to the voice mail and answer when it is safe to do so.
- Employees who use hands-free devices may accept calls while driving but must find a safe place to pull off the road to place calls.

Fuel and Care

All Company-owned vehicles will be serviced according to the manufacturer recommended service schedule outlined in the Vehicle Maintenance Policy, separate from the employee handbook.

Employees who have been approved to drive a Company vehicle should replenish the fuel that they use and submit receipts according to the Mileage/Fuel Reimbursement Policy found in the handbook.

Smoking is not permitted in Company vehicles.

Insurance

The Company will maintain adequate and appropriate insurance coverage for business purposes and will cover all claims resulting from work-related vehicle incidents and maintenance.

Note: Important Insurance Information! If an employee violates this policy and drives the company vehicle for personal reasons outside of Company related business, they are solely responsible for maintaining private insurance coverage and for any property or injury claims arising from an incident.

Violations of one or more of these policies will result in loss of vehicle and possible termination of employment.

SUBSTANCE ABUSE

True Bearing Built is committed to protecting the safety, health, and well-being of its employees and all people who meet its workplace(s) and property, and/or use its products and services. Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, and to the goal of a productive and efficient working environment in which all employees have an opportunity to reach their full potential, True Bearing Built has established the following policies.

DRUG AND ALCOHOL PROHIBITIONS

It is the policy of True Bearing Built and a condition of employment that an employee be present and able to work his/her assigned shift free from the influence of drugs or alcohol. It is strictly prohibited to report for work under the influence of liquor or illegal drugs. While on Company property or on a True Bearing Built jobsite, or while performing work for True Bearing Built, it is strictly prohibited for an employee to use, be in possession of, or sell the following substances: illegal or controlled substances, liquor, drugs that are not medically authorized, any substance which may impair job performance or pose a hazard to the safety and welfare of the employee, the public or other employees. Violating this policy will result in immediate disciplinary action up to and including termination.

If there is reasonable suspicion that an employee is under the influence of illegal drugs or alcohol while working, the Company reserves the right to inspect and/or search all Company property, as well as an employee's personal property on Company premises, for intoxicating liquor, controlled or illegal substances or any other substances which impair job performance. Refusal to submit to any such inspection or refusal to cooperate in any investigation will subject the employee to disciplinary action up to and including immediate discharge.

Prescription or nonprescription medications are not prohibited when taken in accordance with a lawful prescription or consistent with standard dosage recommendations. Employees in safety sensitive jobs are responsible for notifying their supervisors when prescribed medications may interfere with their ability to do their jobs safely.

Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so, without jeopardizing his or her employment if this assistance is sought before work performance has deteriorated or disciplinary problems have begun. Treatment programs for drug and alcohol problems may be available through our health insurance coverage.

Any employee who is found to be in violation of this policy will be subject to corrective action which could include immediate termination of employment. The organization also reserves the right to involve law enforcement officials for any conduct which it believes might be in violation of state or federal law.

The only exception to this rule is if consumption of an alcoholic beverage was expressly approved by the General Manager in advance for some special occasion. Occasionally, True Bearing Built has employee events or casual gatherings where alcohol is made available in the office or other event facilities to those who are interested. In these cases, consumption of alcohol is permitted, provided that all employees comply with all applicable laws, refrain from operating any vehicles or equipment and are fully responsible for their actions.

For this policy the following definitions of terms are provided:

- “Reasonable Suspicion” means that there is information about an employee’s conduct that would cause a reasonable person to believe he or she may be impaired by alcohol or drugs.
- “Under the influence” means any noticeable or perceptible impairment of the employee’s mental or physical faculties — for example — appearance, behavior, speech, coordination, work performance, mood. An employee will be deemed “under the influence” of alcohol if the odor of intoxicant can be detected on or about the person. This includes the odor of so-called “nonalcoholic” beer or wine.
- “Controlled substances” mean all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis (marijuana), whose sale, purchase, transfer, use, or possession is prohibited or restricted by law.
- “Medically authorized drugs” mean all drugs which are used during medical treatment and have been prescribed and authorized by a license’s practitioner/physician or dentist.
- “Job-impairing substances” mean all drugs/medications which are generally available without a prescription from a licensed practitioner/physician or dentist and are limited to those which contain a warning that they can impair the judgment of an employee to safely perform his/her job duties.
- “Work environment” means all Company property regardless of location such as work areas, lunch/break rooms, restrooms, storerooms, hallways, public areas, yards, walkways, parking lots, vehicles, etc., and, in addition, all locations where activities are performed on behalf of the Company.

VIOLATION OF COMPANY RULES

PROHIBITED CONDUCT

The following list contains examples of actions for which disciplinary action up to and including termination may be imposed. These are examples only and are not all inclusive, nor exhaustive, of incidences that could warrant disciplinary action being taken. Disciplinary measures will be used to deter any form of conduct that contradicts the Vision/Mission/Values of True Bearing Built or detracts from the productivity and safety of its employees and workplace.

1. Repeated, inexcusable tardiness.
2. Excessive absence or absence without proper notification to an immediate supervisor.
3. Job abandonment.
4. Insubordination.
5. Misusing, taking for personal use, destroying, damaging, or wasting property, supplies, or utilities belonging to True Bearing Built.
6. Stealing/theft of any kind.
7. Dishonesty related to employment including but not limited to falsifying information on or intentional damage to or destruction of True Bearing Built forms, reports, records, including personal absence, sickness, Time Entries.
8. Being on the job in possession of, or under the influence of, alcohol, narcotics, or other controlled substances.
9. Possession of firearms or dangerous weapons on True Bearing Built property or sites on which True Bearing Built is working or managing.
10. Sexual harassment or other unlawful harassment of a fellow employee.
11. Fighting, threatening, intimidating, or coercing any visitor or employee.
12. Loitering or sleeping while on duty.
13. Gross negligence.
14. Failure to report a workplace injury in a timely manner.
15. Falsely stating or making claims of injury.
16. Willful or wanton disregard of the rights, title, and interests of the employer or fellow employees.
17. Engaging in unlawful or improper conduct off the work premises or during non-working hours which affects an employee's relationship to work, fellow employees, supervisors, True Bearing Built products, property, reputation, or goodwill in the community.
18. Deliberate violations or disregard of standards of behavior which the employer has the right to expect of an employee.
19. Carelessness or negligence that causes or would likely cause serious bodily harm to the employer or a fellow employee.
20. Intentionally or recklessly damaging or destroying True Bearing Built property.
21. Insubordination showing a deliberate, willful, or purposeful refusal to follow the reasonable directions or instructions of the employer.
22. Deliberate acts that are illegal provoke violence or violation of laws.
23. Violation of any company rule.

24. Violations of law by the claimant while acting within the scope of employment that affect the claimant's job performance or that harm the employer's ability to do business.
25. Inappropriate communication of any kind (electronic, verbal, written, gestured, etc.).

The foregoing are examples only for your information. This list is not to be viewed as a complete statement of all conduct that may lead to disciplinary action or immediate termination of employment. The inclusion of these examples in this Handbook does not change the "at will" nature of your employment. True Bearing Built reserves the right to discipline employees for other actions as it sees fit. The reason for the discipline and the performance record and history of the employee with the Company will be considered where appropriate.

CORRECTIVE ACTION

True Bearing Built believes that corrective action measures are for:

- The purpose of correcting areas of performance deficiency
- Dealing with violations of the law, policies and work rules

The purpose of corrective action is to both correct the situation and avoid repetition. When the organization becomes aware of an offense or performance problem, there may be an investigation to obtain facts regarding the situation. The employee will be informed that corrective action is necessary as soon as possible after the problem has been identified. The manager will discuss the situation with the employee, explaining policy and the necessity of corrective action to avoid other disciplinary actions.

Corrective action may include any of the following actions depending on the circumstances and severity of the situation:

- Verbal counseling with the employee
- Verbal counseling with the employee which is documented by the manager for the employee's file.
- Written warning which will be placed in the employee's file.
- Suspension, which will be confirmed in writing for the employee's file. This may be used to remove an employee from organization premises during an investigation or as a disciplinary action. This may be paid or unpaid for non-exempt employees. It will be documented in the employee's file.
- Discharge, which will be documented in the employee's file.

It is not always necessary or possible for the corrective action process to begin with verbal counseling or to include every step listed above. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration will be given to the seriousness of the offense, the intent and the behavior of the individual, and the environment in which the offense took place.

Management has the right to use any of the corrective steps it feels, in its own judgment, properly reflect the situation.

LEAVING THE COMPANY

In the event an employee leaves the Company, whether by reason of resignation, layoff, leave of absence, retirement, discharge or for any other reason, the employee must report to their immediate supervisor, or Management. At this time, Management and the employee may decide regarding the employee's pay, outstanding expenses, and employee benefits.

Upon leaving, employees are subject to final paycheck adjustments for over or underused PTO hours, all receivables, or payables due to the Company, or the employee, and the value of the Company's property, if not returned.

Employees who resign from the Company are encouraged to give two weeks (10 working days) advance notice before their last day worked. Managers and Supervisors who voluntarily terminate employment are encouraged to give four weeks (20) working days advance written notice. Failure to give notice as outlined here may jeopardize goodwill and may be shared when providing employment references.

If an employee leaves under circumstances that an individual considers unfair or believes to have adversely impacted them in a way that is unjust, a request to review the matter may be put to an immediate supervisor and Management. The decision of Management shall be final.

TECHNOLOGY

TECHNOLOGY USAGE

The Company provides communications equipment to conduct business effectively and efficiently. These communication systems include mobile phones, desktop computers, laptop computers, site phones, Internet connections, etc. All employees, and others outside the organization who may use the systems, are expected to be aware of and support the following communication policies and guidelines.

The use of these systems is not private or confidential. The Company, within the bounds of current and future laws, reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at-will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the company.

Technology has become an integral part of our daily, personal lives, it is necessary in any workplace to keep personal activities to limited and reasonable personal times. Whether it is personal phone calls, personal e-mail, or personal web browsing, all these activities should be limited to break times and should not interfere with productivity, or client service.

The main purpose of the communication technology provided is to conduct the business of True Bearing Built and fulfill the Vision/Mission and Values of the Company. Employees are expected to exercise appropriate judgment in the use of all our communications tools; to use them for work when they are at work and not let personal use impact productivity.

COMPUTERS

True Bearing Built provides computer systems to employees as their positions require. These computers, along with software and services such as Internet access, and all accompanying equipment remain the property of True Bearing Built and, as such, the following policies apply:

1. All files on computers that are provided by the Company are company property. Files not related to business purposes, such as music or photos, may be removed from company computers and servers at any time.
2. Do not leave laptop computers visible in cars or unattended/unsecured on jobsites.
3. Modifications (except those outlined in this policy) to the computer systems, software or equipment are not allowed unless permission has first been obtained from the designated staff at the main office.
4. Personal usage of the computer systems and equipment is permitted, but usage that significantly interferes with your job performance or that of the computer is discouraged. Storing personal files (especially photos) on the computer is to be kept to a minimum. True Bearing Built reserves the right to monitor the content of the computer hard drive. Please remember that the computer system and its content remain the sole property of True Bearing Built, regardless of personal usage or files stored on it.
5. Employees should only use software that has been approved by the True Bearing Built General Manager. (Please refer to "Software Policy" in manual for more information and details.)
6. Do not share a laptop that is used for work purposes with other individuals, such as family members

or friends and especially children.

7. Employees may be asked from time to time to provide the passwords to designated office staff, and, as such, the use of passwords does not imply any degree of privacy.
8. The Company's Equal Employment Opportunity, anti-discrimination and anti-harassment policy applies to the internet and computer use just as it does to all conduct and communications in the workplace including e-mails, photos and document files stored on computer systems. Offensive, discriminatory, harassing, or pornographic materials found on any True Bearing Built computer are prohibited and may result in disciplinary action including immediate termination of employment.
9. Users are not permitted to illegally transmit copyrighted material such as movies and music.
10. Computers will not be used to store unlawful content or be used to illegally transmit content.
11. In addition, staff who are assigned a computer are asked to treat it with care, as though it were their own equipment.
12. In keeping with safeguarding the security of the company, our employees, and our clients, when leaving their computer on and unattended employees should lock their computers or close out of e-mail programs and other open files and/or logout completely.
13. If a computer or related equipment or service is stolen, broken, or malfunctioning, please contact management immediately for assistance and repair/replacement. Service requests will be fulfilled as soon as possible depending on the nature of the problem.

Please observe the following guidelines for productivity and data security:

1. Save work frequently
2. Log off your session at the end of each day.
3. Change your password every six months to something 8 characters or longer and include a number and a capital letter. Passwords should not be short, based on a dictionary word, the name of your child, your bank PIN, or the word "password" followed by a number, such as password1.
4. Consider placing passwords on certain confidential electronic files and folders.
5. Maintaining accurate and organized files is important. The staff should keep files in their area well-organized. Place important data on the server (OneDrive) manually, or sync regularly (at least monthly) if your computer is configured to do so.
6. Word documents and Excel files should not go out of the office. Instead, create a .pdf file and send that as needed.

SOFTWARE POLICY

True Bearing Built has implemented the following policy controlling the acquisition, installation, and use of commercial and noncommercial computer programs ("Software") within the Company. All employees who use Software are expected to comply with the spirit, intent, and terms of the procedures outlined below.

Software is subject to ownership, copyrights, and licensing agreements from Software owners, vendors, or licensees. The right (license) to use Software normally stipulates restrictions on copying, distribution, and use. The Company has adopted the Software Control Policy set forth below to control the ordering, installation, copying, and use of Software.

All Software installed on computer equipment owned by the Company must be registered with the Company. Registration provides the Company with Software update notices and demonstrates the Company's compliance

with governmental Software licensing regulations. If, during any maintenance of computer equipment owned by the Company, unauthorized or possibly infringing copies of Software are discovered, the General Manager will notify the user of the Software to remove infringing or unauthorized copies. Requests for additional software programs, software upgrades, or questions concerning existing programs, equipment or other services should be directed to the General Manager. If appropriate to meet the Company's needs, the General Manager will arrange for the acquisition of authorized copies of Software.

Employees will not make, possess, distribute, or use any unauthorized or infringing copy of Software. Employees will not make any copy of Software without the express authorization of the General Manager. All Software that employees believe is necessary or desirable for the performance of their jobs must be ordered through management. Employees are not authorized to purchase or license copies of Software for the Company without the approval of the General Manager. Employees are not authorized to install any personally owned Software on the Company's computer equipment. Employees will not make any copy of Software, owned, or licensed by the Company, for personal use. Employees will not take any copies of Company-owned Software off the Company's business premises except for use in conjunction with Company-owned computer equipment that has been authorized.

The original copy of each Software program acquired by the Company or by employees for use on the Company's computer equipment will be kept by management. Normally, the working copy of the Software will be installed on the network. In a case where the Software cannot be installed on the network, the working copy will be installed on the intended user's hard drive.

Software will not be loaned or transferred from one individual within the Company to another without advising the General Manager so that records can be updated. Software will not be loaned to any person or company outside the Company. Employees will not accept or use Software from outside the Company. The Company views Software control as a serious matter. The unauthorized duplication, misappropriation, or other improper use of Software by employees may violate the copyrights of the owners of the Software or place the Company in breach of its license agreements with the owners of Software, resulting in substantial penalties to the Company. The copying of Software or removal of a copy of Software from the Company's business premises for personal use will be viewed as a misappropriation or theft of Company-owned property.

EMAIL/PHONE COMMUNICATION ETIQUETTE

All e-mail on company equipment belong to the company. There is no such thing as personal e-mail on company equipment. The company reserves the right to access and disclose all messages sent by e-mail.

E-mail using a company domain name and passing through a company server represents the company, and as such it should adhere to the guidelines below:

ETIQUETTE RULES

1. Do not use a personal e-mail account for company business. Business related e-mails should come from your True Bearing Built e-mail (if applicable).
2. E-mails should contain the company signature when possible.
3. Do not send or forward emails containing libelous, defamatory, offensive, racist, or obscene remarks or content.
4. Do not forward chain letters.

5. Do not reply to Spam.
6. Do NOT open attachments or click on links... (unless you are 100% sure they do not contain viruses or point to infected websites.)
7. Do not request delivery and read receipts on a regular basis. Do use this function deliberately when needed.
8. Do not ask to recall a message.
9. Do not send to "All Employees" unless by permission of management.
10. Protect email privacy by using the BCC field for large groups.

GUIDELINES AND CLIENT COMMUNICATION BEST PRACTICES

1. The 'To:' line designates to whom a mail is directed.
2. The CC: line is used to identify who should be aware of the communication but not necessarily respond.
3. If you are in the 'CC:' line and have information to provide, direct it to the person in the 'To:' line before replying all.
4. Think very carefully before you Reply All.
5. Questions posed to a small group DO merit a Reply All response so that answers and efforts are not duplicated.
6. Use a personal e-mail account for personal e-mail communication whenever possible and avoid using a company email account for personal communication.
7. Re-read your message before you send it!
8. Use a succinct and informative Subject line that can be easily stored and searched for later if needed.
9. Answer questions and pre-empt follow-up questions.
10. Send timely replies. Do not go more than 24 hours when responding to emails.
11. Save the sensitive and confidential for verbal communication.
12. Be cautious with humor - It is easily misinterpreted.
13. All phone calls to a client or sub/vendor must be followed up in an email summary
14. DO NOT default to client communications via telephone/text. We want all communications to go through email so there is records of the conversation.
15. Do not text/call or respond to emails to clients, subs or vendors after hours or on weekends.
16. DO NOT respond to clients after hours for any reason, unless there is a work-related emergency on their site. We want to have a work/life balance and therefore, we need to set boundaries.

STYLE

1. Use the Jost 11-point font when available. Use Aptos in emails.
2. Use provided company signatures in new mail, as well as replies.
3. Use a personal greeting.
4. Use complete sentences.
5. Do not use more than one exclamation point in an email.
6. Check spelling and grammar.
7. Be concise.
8. Don't write IN ALL CAPITAL LETTERS.
9. Use emoticons sparingly.
10. Use short paragraphs; avoid the monolithic block of text.

SOCIAL MEDIA POLICY

GENERAL USE OF SOCIAL MEDIA:

Remember that your posts are not private. Everything you post online builds a record about you and your activities. When disclosing information on social media sites, consider the impact that those comments will have on you and True Bearing Built when read by co-workers, family members, architects, clients, designers, subcontractors, suppliers, etc.

If your association with True Bearing Built is known in general, or in any way revealed on a social media venue, the following requirements apply:

- You must comply with all True Bearing Built policies, rules, and guidelines including the employee handbook.
- All True Bearing Built confidentiality and non-disclosure rules apply to social media posts. Never post information that could be used directly or indirectly to identify clients, project information, suppliers, subcontractors, etc. Never post confidential, proprietary information.
- Posts shall comply with all state and federal laws, including those relating to copyright and information protection.
- Never refer to, describe, or post pictures, videos, or other representations of employees, projects or work sites without written permission.
- Always be respectful, honest, accurate and professional to employees, architects, clients, subcontractors, designers, and others.
- Do not post any material that is discriminatory, profane, obscene, libelous, threatening, harassing, abusive, hateful, or embarrassing.
- If you are contacted for comments about True Bearing Built or its business, please forward the request to the General Manager.

INFORMATION PROTECTION GUIDELINES

PAPER RECORDS MAINTENANCE

- Paper records containing proprietary or client information should be securely filed in binders, or cabinets, and kept under the constant control of the employee.
- Unless there is no alternative, paper records should never be left unattended in a car while the employee goes elsewhere.

PAPER RECORDS DISPOSAL

- Paper records containing proprietary, or client information must be shredded in the TBB office, or placed in a designated disposal bin to be professionally shredded.
- The following are some examples of information that should always be shredded:
 - All TBB forms
 - Client correspondence
 - Client records
 - Plans and specs

- Budgets
- Employee info
- Proposals
- Subcontract estimates or invoices
- Client Lists
- Sub and vendor lists
- Telephone numbers
- Credit Card statements and info
- Marketing research
- Applications
- Ledgers
- Contracts
- Pricing and rates
- Company literature
- Architect's documents
- Outdated forms
- Emails
- Field staff please bring sensitive documents to TBB headquarters if unsure if they should be shredded.

CONFIDENTIALITY

PERSONNEL RECORDS

It is the policy of the Company to maintain personnel records for applicants, employees, and past employees to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements.

True Bearing Built strives to balance its need to obtain, use, and retain employment information with everyone's right to privacy. To this end, it attempts to restrict the personnel information maintained to that which is necessary for the conduct of its business, or which is required by federal, state, or local law.

In achieving this goal, the company adopts these basic principles:

1. The confidentiality of all personal information in our records will be protected except where required by law.
2. Internal access to employee records will be limited to those employees having an authorized, business-related need-to-know. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena.
3. The company will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so. Verifications of employment dates may be provided without written approval.
4. Employees are permitted to see the personal information maintained about them in the company records. All inspections must be conducted in the presence of the General Manager or other designated individual. They may correct inaccurate factual information or submit written comments in disagreement with any material contained in their personnel records.
5. All employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in corrective action, up to and including discharge.

Employees have a responsibility to make sure their personnel records are up to date via the employee website. This includes any changes to the following:

- Name
- Address
- Telephone number
- Marital status (for benefits and tax withholding purposes only)
- Number of dependents (for benefits and tax withholding purposes only)
- Addresses and telephone numbers of dependents and spouse or a former spouse (for insurance purposes only)
- Persons to be notified in case of an emergency

In addition, employees who experience a life event such as marriage, divorce or name change must submit supplementary documentation to Human Resources within ten days of the change.

Employees are to refer all requests from outside the Company for personnel information concerning applicants, employees, and past employees to the General Manager. The General Manager normally will

release personnel information only in writing and only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who have need-to-know specific employee information.

CONFLICT OF INTEREST/SIDE WORK

True Bearing Built does not condone any of the following:

- Side work
- Second jobs where secondary employment creates a conflict of interest or compromises an employee's ability to perform their job to the highest performance standards
- Third party transactions that constitute a conflict of interest

A conflict of interest occurs when an employee, or any related party (e.g., a company, partnership, affiliates, or members of the employee's immediate family) is able to profit directly or indirectly from a third-party relationship because of his or her position at True Bearing Built. Such a conflict can exist even if an employee's actions do not adversely affect the Company. Instances include, but are not limited to:

- Purchasing equipment, supplies, or services
- Purchasing, selling, leasing property
- Receiving gifts, entertainment, loan, or preferential investment opportunities
- Using confidential information

In the event an employee finds themselves in a situation that they feel may present a conflict of interest, it is the responsibility of that employee to immediately notify Management to discuss the issues and explore possible solutions. True Bearing Built reserves the right to take any action the Company deems appropriate in the event of a conflict of interest. Failure to alert Management may result in discipline up to termination.

NON-DISCLOSURE POLICY

CONFIDENTIALITY

True Bearing Built requires that employees acknowledge that the business of True Bearing Built involves valuable, confidential, and proprietary data, information and trade secrets of various kinds that they have and will have access to this information during their employment with True Bearing Built. This “Confidential Information” includes but is not limited to the following types of information:

- Information relating to True Bearing Built’s clients and prospective clients, architects, suppliers and vendors, including their identities their business and financial information and the nature of True Bearing Built’s relationships with them.
- Sales, marketing and business development plans, marketing techniques, pricing policies, labor rates, market research.
- True Bearing Built’s various proprietary systems including documentation, manuals, financial information, computer programs and software.
- Any information, not generally known, concerning True Bearing Built or its operations, personnel, systems, trade secrets, finances, referral sources, client lists, marketing and business plans, business relationships with clients, architects, or other third parties or businesses, which, if used or disclosed, could adversely affect the business of True Bearing Built, or give a competitor an advantage over those without access to such information; and
- Any information described above that True Bearing Built obtained or obtains from any individual or entity and is designated as Confidential Information or which is designated with a legend indicating that it is confidential or proprietary, whether owned or developed by True Bearing Built.

Employees agree that during and after their employment with True Bearing Built, they will hold in strict confidence all True Bearing Built’s Confidential Information and will not directly, or indirectly disclose, share or make available True Bearing Built’s Confidential Information for any purpose (except to the extent required during the course of their employment with True Bearing Built). Specifically, employees agree that they will not:

- Assist any person or entity other than True Bearing Built to secure any benefit from any True Bearing Built’s Confidential Information.
- Utilize any True Bearing Built’s Confidential Information in connection with soliciting business from or providing services or products of any type to any True Bearing Built’s clients or prospective clients. (For purposes of this Agreement, a “prospective client” is any individual or entity who is identified by True Bearing Built, whether by me or anyone else at True Bearing Built as a potential client within one year prior to my departure from True Bearing Built.)
- Use such Confidential Information, to advance any employment or personal interest other than True Bearing Built’s interest as directed by True Bearing Built.
- Reveal, report, publish, disclose, or transfer, either directly or indirectly, True Bearing Built’s confidential information to any person or entity while performing services, whether as a principal, partner, employee, director, consultant, or independent contractor.

NON-SOLICITATION

The nature of True Bearing Built's business is highly competitive. While employed with True Bearing Built, employees are provided with extensive knowledge of True Bearing Built's Confidential Information, including client, prospective client, architect, supplier and/or vendor lists. They are given opportunities to, and are compensated for, developing relationships, and fostering good will with these entities on behalf of True Bearing Built. In addition, True Bearing Built invests significant time and incurs significant expense in training employees and supporting their job performance. To this end True Bearing Built expects employees to agree to a non-solicitation policy which requires that while employees are employed by True Bearing Built and for one year immediately following the termination of employment, employees will not, either directly or indirectly, solicit or attempt to solicit, interfere with, entice away from True Bearing Built or adversely affect True Bearing Built's relationship with any client, prospective client, architect, or employee without True Bearing Built's written consent. In addition, employees will not, during the one-year period described above, authorize or knowingly condone or assist any individual or entity in taking any actions that they are prohibited from taking as defined in this policy.

Note: For purposes of this Agreement, a "prospective client" is any individual or entity who is identified by True Bearing Built, whether by me or anyone else at True Bearing Built as a potential client within one year prior to departure from True Bearing Built.

The above Confidentiality and Non-Solicitation information, as well as the At-Will employment information in the Employment Practices Section of this Handbook are repeated in the form of an agreement in the Acknowledgement section of the Employee Handbook. All employees will be asked to acknowledge that they have read and understand the terms listed in these agreements and that they understand it is their responsibility to adhere to these terms. If employees do not understand any portion of these terms or of the Employee Handbook in general, it is their responsibility to approach True Bearing Built Management to clarify any position or question.

HANBOOK ACKNOWLEDGEMENT

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ THE TRUE BEARING BUILT EMPLOYEE HANDBOOK IN ITS ENTIRETY, AND TO ACKNOWLEDGE ITS RECEIPT BELOW. I AGREE TO APPROACH TRUE BEARING BUILT MANAGEMENT TO CLARIFY ANY POSITIONS OR QUESTIONS SHOULD I NOT UNDERSTAND ANY PORTION OF THE MATERIALS PRESENTED IN THIS HANDBOOK.

Furthermore, I understand that the Employee Handbook does not constitute an employment contract in whole or in part, and that the Company reserves the right to add, amend, or delete any guideline, policy or contents stated herein at any time.

By signing this Acknowledgement, I indicate that in consideration of my employment with True Bearing Built and the compensation and employment related benefits and training provided to me, that I accept and agree to follow the policies of True Bearing Built as described in the employee handbook. Should I not understand any portion of these terms, I agree that it is my responsibility to approach True Bearing Built Management to clarify any position or question.

Name

Signature

Date

OFFICE USE – RECEIPT OF ACKNOWLEDGEMENT:

Name

Signature

Date