



greauxconsulting

# **EMPLOYEE HANDBOOK**

## Contents

Company Values .....	3
Personal Conduct.....	3
Code of Ethical Conduct.....	3
Appearance and Dress .....	3
Conflicts of Interest .....	4
Confidentiality .....	4
Personal Calls, Visits, and Business .....	4
Solicitation and Distribution .....	4
Privacy and Company Property .....	4
Jobsite Etiquette.....	4
Workplace Safety .....	6
Reporting Unsafe Conditions or Practices .....	6
Maintaining a Safe Worksite: .....	6
Using Safety Equipment .....	6
Reporting an Injury.....	7
Hazard Communications.....	7
Care of Equipment and Supplies.....	7
Employment Policies .....	7
Non-Discrimination Policy .....	7
Employment on an At-Will Basis Policy .....	9
Drug-Free Workplace Policy .....	9
Moonlighting Policy .....	10
Social Media Communications Policy .....	15
Electronic Communication and Using of Company Property Policy .....	16
I.T. Information Policy .....	16
Keep your system powered on at night.....	16
Sharesync.....	16
Where to save data files .....	16
Phone system .....	17
Support requests .....	17
Accessing your e-mails, Calendars and Contacts via Webmail .....	17
Company Vehicle, Trailer, and Equipment Use Policy .....	18
Use of Personal Vehicle Policy .....	18
Distracted Driving Policy .....	19
Seat Belt Usage Policy .....	19
Use of Company-Issued Credit Cards Policy .....	19
Agreement for Wage Garnishment Associated .....	20
With Improper Use of Company-Issued Credit Cards .....	20
Working and Compensation Policies.....	21
Attendance and Reporting to Work .....	21
Work Day Hours and Scheduling .....	21
Timeworks How-To and Agreement .....	22
To Clock In and Out .....	22
Requesting Time Off .....	22
<b>Protocol for the Inability to Clock in or out onsite</b> .....	22
<b>Protocol between Jobs</b> .....	22
Pay Period and Payday .....	22

Overtime ..... 23  
Holidays..... 23  
Orientation Period..... 23  
Immigration Law Compliance ..... 23  
Employee Background Check..... 23  
Anniversary Date..... 24  
Theft ..... 24  
Opportunities for Advancement—Progression and Promotion..... 24  
Worker’s Compensation ..... 24  
Unemployment Compensation..... 24  
Social Security ..... 24  
Uniformed Services Employment and Reemployment ..... 24  
Employee Management Policies..... 24  
Employee Benefits..... 26  
    Paid Time Off (Sick, Vacation and Personal) ..... 26  
    Bereavement Leave ..... 27  
    Jury Leave ..... 28  
    Military Leave ..... 28  
Acknowledgement of Receipt of Employee Handbook..... 29

## Company Values

Greaux Consulting Corporation, was founded [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] I understand that I will not suffer any adverse action because of a good faith report, even if it is in error. If I have any questions concerning this policy I will contact Human Resources.

## Personal Conduct

### Code of Ethical Conduct

In order to avoid any appearance of a conflict of interest, employees are expected to abide by the following code of ethical conduct. Please consult your supervisor or an official of Greaux Consulting Corporation if you have any questions.

Employees of Greaux Consulting Corporation should not solicit [REDACTED]

[REDACTED]

[REDACTED]

violates this code of ethical conduct, notify your supervisor.

### Appearance and Dress

To present a business-like, professional image to our customers and the public, all employees are required to wear appropriate clothing on the job. By necessity, the dress standards for the business office are somewhat different than for jobsites.

- For the business office, business-casual style dress is appropriate. Employees should be neatly groomed and clothes should be clean and in good repair. Leisure clothes such as jeans, cut-offs, short dresses or halter tops are not acceptable attire for the business office. On Fridays, employees are allowed to wear jeans (no distressed jeans are allowed) and a business-casual or Greaux Consulting Corporation, L.L.C branded shirt.
- For jobsites, employees are expected to wear work clothes appropriate for the work to be done. Company shirts will be distributed to field employees and should be worn every day. Shirts must be worn at all times. Failure to wear company shirt or a shirt will result in disciplinary actions. Employees at a jobsite should wear clothing that protects their safety (steel-toed shoes, for example) and wear clothing in such a way as to be safe (e.g., shirts tucked in when working around machinery).

**Conflicts of Interest**

You should avoid external business, financial, or employment interests that conflict with Greaux Consulting Corporation or with your ability to perform your job duties as described. [REDACTED]

**Confidentiality**

All company records are confidential. No records of any kind not any information regarding company matters or customers may be released to anyone outside the company. Violation of the confidentiality policy is grounds for immediate discharge.

**Personal Calls, Visits, and Business**

We expect your full attention while you are working. We realize that you may have to take care of some personal matters, such as checking up on your children or making arrangements. If you must do such things, please try to make calls or conduct personal business during breaks or meal periods. Regardless of when the call is made, it should be kept short.

In the same context, [REDACTED]

[REDACTED] dealings is not acceptable and may lead to disciplinary action.

**Solicitation and Distribution**

For the safety, convenience, and protection of all employees, Greaux Consulting Corporation has adopted the following rules concerning solicitation and the distribution of materials:

- Persons who are not employed by Greaux Consulting Corporation are not permitted to solicit or distribute materials for any purpose on Greaux Consulting Corporation property or jobsites.
- Solicitation by employees [REDACTED]
- The circulation or distribution [REDACTED]

**Privacy and Company Property**

As an employee, you use the property and equipment Greaux Consulting Corporation owns and provides. You may also use Greaux Consulting Corporation’s materials, information, and other supplies. While you may decorate your office workspace with your own personal possessions (such as pictures, plants, etc.), remember that supplied property belongs to Greaux Consulting Corporation We reserve the right to search [REDACTED]

[REDACTED] to disciplinary action, up to and including termination.

If a search is deemed necessary, it will generally be done on a non-discriminatory basis for legitimate business reasons. This includes situations in which there is reasonable concern that there may be a violation of Greaux Consulting Corporation’s rules and policies.

**Jobsite Etiquette**

We would like to inform you of some of the rules that Greaux Consulting Corporation, will require you to abide by on our projects/jobsites. These rules have been established so that every client receives the most professional and pleasurable experience possible.

1. Although it is important to be courteous to the tenant, the tenant is usually not our client. The owner and property manager is our client. It is important to everyone that you stick to the scope of work (no more, no less). Do not offer to just “throw this in” for the homeowner or tenant. This tends to have a snowballing effect. [REDACTED]  
[REDACTED]  
[REDACTED]
2. Never attempt to make yourself look good by pointing out another contractor’s or Greaux Consulting Corporation employee’s work to our customer. [REDACTED]  
[REDACTED]
3. When you are on one of our projects, the customer sees you as a Greaux Consulting Corporation, L.L.C team member. Please conduct yourself accordingly. These rules apply to you and anyone associated with Greaux Consulting Corporation in our client’s home.
  - Keep your work neat. Never track in mud and clean up your mess when you are finished. **ALL OF THE TIME, EVERYDAY.**
  - Never smoke inside or near any opening in our client’s home.
  - All conversations should be professional. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
  - Stay in the area of the job site we are currently working in.
  - You are responsible for any ruts you put in the yard. [REDACTED]  
[REDACTED]  
[REDACTED]
  - Don’t use any tool, phone, bathroom or any other possession of the client even if it is offered. If you need anything, ask your supervisor.
  - Refrain from the use of profanity.
4. Our rule with employees is simple: When our client is happy with your work, we are too! Here are some hints that we have found helpful to “get the client on your side”:
  - Act professional. [REDACTED]  
[REDACTED]
  - Sell through explaining. If you explain what you are doing and why with confidence, it will reassure the client. The result will be less worry and less “checking up.”
5. Be prompt. If you tell us or the client that you will be on the job site on Wednesday at 9:00, be there! If you cannot be there, let us know and contact the client in advance to reschedule.
6. Send pictures of your work with the address of the property [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

7. If you have to bid the project [REDACTED]  
[REDACTED]
8. If anyone comes to you and asks for a price for another job while working on one of Greaux Consulting Corporation, L.L.C's job sites, refer them to Greaux Consulting Corporation [REDACTED]  
[REDACTED]  
[REDACTED]
9. Consider the experience that the homeowner is getting. The client views their experience with us as [REDACTED]  
[REDACTED]  
[REDACTED]

### **Workplace Safety**

Greaux Consulting Corporation believes in maintaining safe and healthy working conditions for our employees. However, to achieve our goal of providing a safe workplace, each employee must be safety conscious. We have established the following policies and procedures that allow us to provide safe and healthy working conditions. We expect each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to his or her supervisor in a timely manner.

#### **Reporting Unsafe Conditions or Practices**

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, [REDACTED]  
[REDACTED]

If you observe a coworker using an unsafe practice, [REDACTED]  
[REDACTED]  
[REDACTED] is a team effort.

#### **Maintaining a Safe Worksite:**

We expect employees to establish and maintain a safe worksite. This includes but is not limited to the following applications:

- Maintaining proper fall-protection systems.
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

#### **Using Safety Equipment**

Where instructed or needed, Greaux Consulting Corporation provides [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Reporting an Injury**

Employees are required to report [REDACTED]  
[REDACTED]  
[REDACTED]

**Hazard Communications**

Under OSHA's Hazard Communication Standard, [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Greaux Consulting Corporation maintains a file [REDACTED]  
[REDACTED]  
[REDACTED]

If you believe that you are dealing with a hazardous material and lack the appropriate information and/or safety equipment, contact your supervisor immediately.

**Care of Equipment and Supplies**

All employees are expected to take care of all equipment and supplies [REDACTED]  
[REDACTED]  
[REDACTED]

**Smoking at the Workplace**

It is the policy of Greaux Consulting Corporation [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Violence and Weapons**

Greaux Consulting Corporation believes in [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

If you have a problem that is creating stress [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Employment Policies**

**Non-Discrimination Policy**

It is Greaux Consulting Corporation's policy to [REDACTED]  
[REDACTED]  
[REDACTED]



and conditions of employment including, but not limited to, [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Greaux Consulting Corporation considers the implementation and monitoring of this policy an important part of each supervisor's responsibility [REDACTED]  
[REDACTED]

The failure [REDACTED]  
[REDACTED].

**Sexual Harassment Policy**

Harassment on the basis of sex is a violation of federal and state law. Greaux Consulting Corporation does not tolerate [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED] or inaction, is subject to disciplinary action.

**Definitions:**

Following federal guidelines, [REDACTED]  
[REDACTED]  
[REDACTED]

- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED] offensive working environment

**Application:**

This policy is designed to protect all employees of Greaux Consulting Corporation [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] prompt disciplinary or remedial action will be taken against persons found to be engaging in such further harassment.

Human Resource will deal [REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED] Greaux Consulting Corporation to adhere to this policy.

**Enforcement Principles:**

Enforcement and implementation [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] this policy.

Investigations must be conducted promptly and thoroughly.

Whether particular [REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED] of the investigation.

In the event it is found that sexual harassment [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] has not suffered retaliation.

**Employment on an At-Will Basis Policy**

All employees of Greaux Consulting Corporation, regardless [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] than an at-will basis.

**Drug-Free Workplace Policy**

Greaux Consulting Corporation does not tolerate the [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] prescription drug that affects your

ability to perform your job duties, you are required to [REDACTED]  
[REDACTED]

**This policy has the following implications:**

All employees are [REDACTED]  
[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED] the option of participating in an approved rehabilitation program.

**Moonlighting Policy**

Greaux Consulting Corporation [REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED] by any other employer.

**Non-Compete Employment Agreement**

THIS AGREEMENT (hereinafter the "Agreement"), [REDACTED]  
[REDACTED]  
[REDACTED].

**RECITALS**

I. WHEREAS Employee has been offered at-will employment by Company (the "Employment Agreement");

II. WHEREAS in consideration of the employment [REDACTED]  
[REDACTED]  
[REDACTED]

**WITNESSETH**

In consideration of the mutual promises [REDACTED]  
[REDACTED]

**1. COVENANT NOT TO COMPETE**

1.1. Employee hereby agrees that, during the term of employment and 1 year following termination of employment for any reason, Employee shall not, except as permitted by Company through its prior written consent, directly or indirectly, [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]

1.2. [REDACTED]  
[REDACTED] from time to time so that it accurately reflects the then current geographical scope of Greaux Consulting's business. [REDACTED]

[REDACTED]  
[REDACTED]

1.3. Severability and Reformation of Non-Compete Covenant. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**2. VIOLATION OF THIS AGREEMENT**

2.1. In the event [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED] terms of this Agreement.

### 3. CONFIDENTIAL INFORMATION

- 3.1. Exclusive Property of Employer. Employee hereby acknowledges that Employer possesses certain Confidential Information that is peculiar to the business in which [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] with respect thereto. Employee further acknowledges by signing this agreement that Employer has expended much time, cost, and difficulty in [REDACTED]
- 3.2. Unauthorized Use or Disclosure Prohibited. Employee shall (i) use the Confidential Information solely for the purpose of [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] company, joint venture, association, trust, or other entity or organization, whether or not a legal entity.
- 3.3. Employer's Retention of Records. [REDACTED]  
[REDACTED]  
[REDACTED] are not on Employer's premises, Employee hereby unconditionally agrees to return such Records to Employer as soon as practical, but in any [REDACTED]  
[REDACTED]
- 3.4. Employee further states and agrees to keep the facts of and/or the terms of this Agreement confidential and agrees not to display, [REDACTED]  
[REDACTED]  
[REDACTED] material element of this Agreement.

### 4. OBLIGATION TO EMPLOYER.

- 4.1. During the term of this [REDACTED]  
[REDACTED]  
[REDACTED] to do any act that

is disloyal to Employer or inconsistent with Employer's best interests or in violation of any provision of this Agreement;

b) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] in acting promptly to protect its relationship with any existing or potential customer, supplier or creditor with whom Employee has had any dealings as a result of his/her employment by Employer.

**5. DISCOVERIES AND INVENTIONS.**

5.1. Employee hereby assigns and agrees to assign to Employer all of his/her right, title, and interest in and to any and all inventions, discoveries, developments, modifications, improvements, ideas, know-how, techniques, designs, data, programs, processes, formulae, and all other work product, whether tangible or intangible (collectively, the "Work Product"), which Employee conceives, reduces to practice, reduces to writing or other storage media, or otherwise creates either alone or jointly with others in the course of his/her employment.

5.2. If any of such Work Product [REDACTED]

[REDACTED]

**6. REPRESENTATIONS AND WARRANTIES OF EMPLOYEE**

Employee hereby represents and warrants to Employer [REDACTED]

**7. MISCELLANEOUS**

7.1. **Notices.** All notices and [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

7.2. **Amendments.** This Agreement may not be changed or modified in whole or in part except by a writing signed [REDACTED]

7.3. **Successors and Assigns.** This Agreement [REDACTED]  
[REDACTED]  
[REDACTED]

7.4. **Governing Law** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

this Agreement, unless the waiver of such claim, power, right, privilege, or remedy is expressly set forth in a written instrument duly executed and delivered on behalf of such party; and any such waiver shall not be applicable or have any [REDACTED]

7.6. **Severability.** Employee and Company recognize that the limitations contained herein are reasonably and [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

7.7. **Counterparts.** This Agreement [REDACTED]  
[REDACTED]  
[REDACTED]

7.8. **Entire Agreement.** This Agreement constitutes [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

7.10. **At Will.** This is not a contract of employment [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] expiration.

## 8. ACKNOWLEDGMENT

By this Agreement, Employee acknowledges that, in consideration of [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

### Social Media Communications Policy

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

- [REDACTED]  
[REDACTED]  
[REDACTED]
- Employees are not to defame or disparage Greaux Consulting Corporation or its affiliates, customers, clients, business partners, suppliers, vendors or other stakeholders
- Employees should be aware that Greaux Consulting Corporation may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Greaux Consulting Corporation, L.L.C, its employees, or customers.
- [REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] (ex: Facebook, Twitter, Instagram and LinkedIn), but personal use



of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

- Employees are not to violate [REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED] [REDACTED] on this site are my own and may not represent Greaux Consulting Corporation positions, strategies or opinions.”

**Electronic Communication and Using of Company Property Policy**

Computers, software, fax machines, and related equipment are for work purposes, not personal usage. Greaux Consulting Corporation reserves the right to monitor and review all [REDACTED]

[REDACTED] In addition:

- You are responsible for keeping your individual password secure. You may not permit any other person to use your account and/or password.
- [REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]

**I.T. Information Policy**

Keep your system powered on at night

Please leave your system powered on at night. This is because Windows will attempt to install updates during the night and the antivirus software runs a deep scan on all systems during the night. When a deep virus scan is missed during the night, it is configured to run a quick scan sometime in the first 30 minutes after booting up. This can cause your system to slow down (or appear to hang).

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

- [REDACTED]
- S: drive (Shared folder on server)
- Z: Drive (Scans folder on server)

## Phone system

You should have received a welcome email from the 3CX Phone System. [REDACTED]

[REDACTED]

[REDACTED]

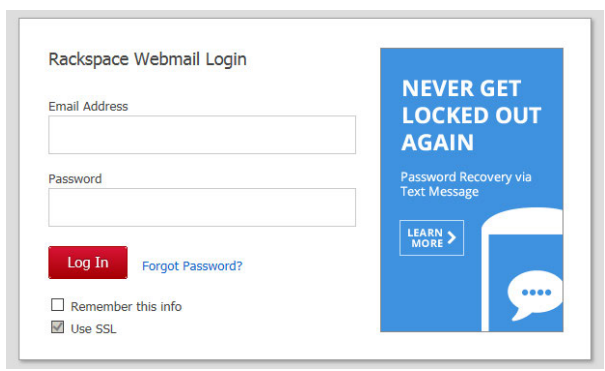
[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]



Your login in name is your full email address [REDACTED]

[REDACTED]



*Note: If there is an option to use a company vehicle and that option is not taken, no reimbursement for fuel will be issued.*

### **Distracted Driving Policy**

In order to increase employee safety and eliminate unnecessary risks behind the wheel, Greaux Consulting Corporation has enacted a Distracted Driving Policy, [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED] vibrate before starting the car.
  - Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
  - Inform clients, a [REDACTED]
- [REDACTED]

### **Seat Belt Usage Policy**

We care about our employees and want to make sure that no one is injured or killed in a tragedy that could have been

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] to accept the consequences of failing to follow the policy.

### **Use of Company-Issued Credit Cards Policy**

Greaux Consulting Corporation (referred to as “Company”) will issue company credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of company-issued credit cards is a privilege, [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Accounting Department.

If any employee uses a company credit card for personal purchases [REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] Company card is used for personal charges.

Any controversy or claim arising out of relating to this contract, or the breach thereof, shall be settled by [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

hereunder without the prior written consent of both parties.

**Agreement for Wage Garnishment Associated  
With Improper Use of Company-Issued Credit Cards**

I, hereby certify that I understand and [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

I also understand that any purchases I make with a company credit card in violation of this policy will result in termination of employment, to include legal action and criminal charges.

## Working and Compensation Policies

### Attendance and Reporting to Work

Each employee is important to the overall success of our operation. When you are not here, someone else must do your job. Consequently, you are expected to report to work on time at the scheduled start of the work day or work shift. Reporting to work on time means that you are ready to start work, not just arriving at work, at your scheduled start time.

[REDACTED]

[REDACTED]

[REDACTED]

If you will be late to work, you are expected to notify their immediate supervisor within 30 minutes of your starting time of each work day that you will be late or absent [REDACTED]

[REDACTED]

[REDACTED] may be included during your review and may be considered for other disciplinary action up to and including termination.

### Work Day Hours and Scheduling

- The regularly scheduled work day for our business office is: Monday through Friday, 8:00 a.m. to 5:30 p.m.
- The regularly scheduled work day for our field staff is: Monday through Saturday, 7:30 a.m. to 6:00 p.m.

[REDACTED]

[REDACTED] Chief Operating Officer.

### For lunch or meals, our policy is:

- [REDACTED]
- [REDACTED]

[REDACTED]

### Recording Hours Worked to Payroll (TIMEWORKS)

Hourly employees are expected to correctly record the times you [REDACTED]

[REDACTED]

**Timeworks How-To and Agreement**

**To Clock In and Out**

To clock in and clock out, open the Timeworks App and do the following:

1. Enter your **Employee Number** and **Password**.

2. [REDACTED]

[REDACTED]

**Requesting Time Off**

All time off requests are to be processed through [REDACTED] week minimum is required for all time off requests. [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED] until this step has been taken.

**Protocol for the Inability to Clock in or out onsite**

1. [REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED] HR representative.

**Protocol between Jobs**

1. Arrive to job site and [REDACTED]
- [REDACTED]
  - [REDACTED]

I understand that if I do not immediately [REDACTED]

**Pay Period and Payday**

[REDACTED]

**Employee Definition and Status**

An “employee” of Greaux Consulting Corporation L.L.C. is a person [REDACTED]

**Employment Classification**

Employees of Greaux Consulting Corporation L.L.C. are classified as either “exempt” or “non-exempt.” [REDACTED]

In addition to the above overtime [REDACTED]  
[REDACTED]

**Overtime**

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED] of performing the available work.

**Holidays**

We typically observe the holidays listed below. These holidays will be paid as long as the employee was present on the work days [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED] Day

**Orientation Period**

The first consecutive 90 days of employment is considered an orientation period, which may be extended at the discretion of Greaux Consulting Corporation. An employee may be terminated [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

If employment ceases before the end of this orientation period, the following will be deducted from the employee's final payroll:

- Pre-employment physical and drug screen
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED] IT and/or payroll set up

**Immigration Law Compliance**

[REDACTED]  
[REDACTED]  
[REDACTED] I-9, Employment Eligibility Verification Form

**Employee Background Check**

Prior to making an offer of employment, [REDACTED]  
[REDACTED]  
[REDACTED]



**Anniversary Date**

- a) The first day an employee reports to [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]

**Theft**

Any person guilty of the theft or [REDACTED]  
[REDACTED].

**Opportunities for Advancement—Progression and Promotion**

Greaux Consulting Corporation would like to provide employees with every opportunity for advancing to other positions or opportunities within the company. [REDACTED]  
[REDACTED]  
[REDACTED]

**Worker’s Compensation**

All employees are entitled to Workers’ Compensation benefits paid by [REDACTED]  
[REDACTED]  
[REDACTED] return to work.

**Unemployment Compensation**

Unemployment compensation [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] insurance program.

**Social Security**

The United States Government operates a system of mandated [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Uniformed Services Employment and Reemployment**

[REDACTED]  
[REDACTED]  
[REDACTED] (USERRA).

**Employee Management Policies**

**Maintaining Your Personnel Records**

It is your responsibility to [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] the receipt of a completed W-4 form.

**Viewing Your Personnel Records**

You may examine the contents of your personnel folder by appointment [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Grievance Problem-Solving**

If you experience any problems or concerns relating to your job performance or work situation, you are encouraged to discuss them with an appropriate official of Greaux Consulting Corporation so that the problem can be addressed and resolved most effectively. Any employee who brings forward such problems or concerns in a good-faith manner will not be penalized for raising these matters. [REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

**The following procedures should be followed:**

- If you are experiencing some [REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]
- If you are not satisfied with the response to your problem, you may ask that response be reviewed and reconsidered by a senior official of the business, including the president. The president's decision will be final.

**Performance Evaluations**

Employees may have their job performance reviewed at the following milestones: 6 months and 1 year. After one year the employee will receive yearly reviews.

**Progressive Disciplinary Procedure**

You may receive a written warning if you violate Greaux Consulting Corporation's employment policies or general work rules and regulations unless the seriousness [REDACTED]  
[REDACTED]  
[REDACTED] result in further disciplinary action, up to and including dismissal.

**Disciplinary Action**

It is not Greaux Consulting Corporation's sole intent to punish, but rather to correct and impress upon the employee the serious consequences of his or her unacceptable performance or undesirable or unacceptable conduct. To accomplish that goal, Greaux Consulting Corporation uses a progressive disciplinary process that includes verbal warnings, written warnings, and separation. Based upon a comprehensive review of the circumstances and the nature of the undesirable or unacceptable conduct, [REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
notice.

Greaux Consulting Corporation has available [REDACTED]  
[REDACTED] gross misconduct:

- Verbal warning
- Written warning
- Suspension without pay
- Dismissal

**Gross Misconduct**

Gross misconduct includes, but is not limited to: insubordination; theft; dishonesty; excessive absenteeism; unauthorized use of the name or property of [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] gross negligence; or any other conduct that is deemed detrimental to the public image and reputation of Greaux Consulting Corporation.

This list is not all-inclusive of behavior that may be deemed gross misconduct. Any serious violation of Greaux Consulting Corporation L.L.C [REDACTED]  
[REDACTED]  
[REDACTED]

**Re-Employment**

- Former employees may not be rehired if they:
- Were dismissed by Greaux Consulting Corporation
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] new employees for any and all benefits.

**Employee Benefits**

**Paid Time Off (Sick, Vacation and Personal)**

**Vacation Time**

It is the policy of the company to provide paid vacation benefits to all eligible full-time (40 hours or more) salaried employees. Vacation days are offered on an annual basis dependent on length of service.

New full-time employees are initially [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] (3 weeks) per year.

Part-time employees are not eligible for paid time off (vacation).

**Procedures**

The following pro-rated schedule will apply for employees who make their 1<sup>st</sup>, 2<sup>nd</sup> and 5<sup>th</sup> -year anniversary dates during a year:

<b>ANNIVERSARY OF EMPLOYMENT</b>	<b>DAYS EARNED</b>
January or February	[REDACTED]
March or April	
May through July	
August through October	
November or December	

All vacation requests must be submitted no later than October 15<sup>th</sup> of each year for time requested to be taken during that year. This is required [REDACTED]  
[REDACTED] t 14 days in advance.

**Vacation advances**

Vacation time advances within six months of the annual vacation [REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED] r to their annual vacation eligibility date, the advanced vacation hours may be deducted from their last paycheck.

**Unused vacation days**

Up to 1 week of unused vacation will automatically be carried over to the following year.

**Bereavement Leave**

Greaux Consulting Corporation will provide time off for the employee upon the death of an immediate family member. Employees who have been with the Greaux Consulting Corporation for 12 months continuous of employment are eligible to receive [REDACTED]  
[REDACTED]

- Members of the employee's [REDACTED]  
[REDACTED] to work on the days missed.

**Jury Leave**

Employees who are called for jury duty will be granted time off with pay to perform this civic duty. You must provide your supervisor with [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] supervisor.

**Military Leave**

Employees called into military service [REDACTED]  
[REDACTED] leave to compensate during this period.  
However, this is not required.

**Benefits Summaries and Eligibility**

Greaux Consulting Corporation sponsors a comprehensive benefits program [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Health Insurance**

All eligible U.S. employees may choose to [REDACTED]  
[REDACTED]  
[REDACTED]

**Dental and Vision Insurance**

Greaux Consulting Corporation [REDACTED]  
[REDACTED]  
[REDACTED] 90 days' employment with the company.

**Supplemental Insurance**

Eligible employees are allowed to pick from a [REDACTED]  
[REDACTED]  
[REDACTED] can explain all available policies upon the employee's eligibility date.

**Life, Accidental Death and Dismemberment Insurance**

Greaux Consulting Corporation [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Continuation of Medical, Dental and Vision Coverage upon termination of employment**

All eligible employees that have current medical, dental and/or vision coverage may, if they choose, continue their coverages after their employment with Greaux Consulting Contracts has ended. [REDACTED]

[REDACTED] for all payments directly to the company during such time that you elect to continue coverage.

**Acknowledgement of Receipt of Employee Handbook**

I have received the current Greaux Consulting Corporation employee handbook and have read and understand the material covered. I have been allowed to ask questions, and realize that Human Resources and/or a designated representative will clarify the covered material, should I require it. I [REDACTED]

[REDACTED] has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis and nothing contained in the policies, procedures, handbooks, [REDACTED] of employment or an employment relationship other than one on an at-will basis.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name – Printed

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_  
Date

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Company Representative - Printed