



Employee Payroll Information:

Last Name: _____

Birthdate: _____

First Name: _____

Email: _____

SSN: _____

Phone number: _____

Union Local: _____

OHSA Cert: _____ Date: _____

Union Local Phone number: _____

Aerial Lift Cert: _____ Date: _____

Apprentice: _____

Scissors Lift Cert: _____ Date: _____

Journeyman: _____

Forklift Cert: _____ Date: _____

Pay rate: _____

Riggers Cert: _____ Date: _____

*Please include copies of certs with paperwork.

Direct Deposit Info

Bank Name: _____

Account Number: _____

Routing Number: _____

The pay period is from Monday to Sunday. Paychecks are usually deposited on the following Wednesday. The standard policy for IPC is to have layoff checks directly deposited on the next payroll date.

Signature of Employee

Print Name

Date



FALL PROTECTION POLICY

Insulated Panel company (IPC) is committed to providing a safe workplace and preventing falls from elevation. This is a leading cause of serious injury or death in construction. This policy aligns with OSHA 29 CFR 1926 Subpart M—Fall protection and exceeds minimum standards where appropriate.

General Requirements:

- All employees must maintain 100% tie off when working at heights of 6 feet or more.
- A full-body harness and shock-absorbing or self-retracting lanyard must be worn.
- Anchorage points must be capable of supporting at least 5,000 pounds per worker attached as part of a complete fall protection system

1. Ladder Safety (OSHA 1926.1053):

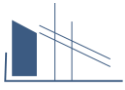
- a. Use ladders only when other safer methods (lifts, scaffolds) are unavailable. Follow “Ladders Last” policy.
- b. All ladders must:
 - i. Be inspected before use.
 - ii. Be fully opened and locked when in use.
 - iii. Never be set against a wall if they are step ladders.
- c. Fall Protection on ladders required at heights above 4 feet whenever the following conditions exist:
 - i. Stability is compromised
 - ii. Work is prolonged or intensive
 - iii. Positioned near floor openings or leading edges.
- d. When necessary to place a ladder in or behind a doorway, barricade the work area and post warning signs on both sides of the door.

2. Scaffolds (OSHA 1926 Subpart L):

- a. Scaffolds must be erected and dismantled by trained, competent personnel.
- b. Must have:
 - i. Guard rails
 - ii. Toe boards
 - iii. Full, properly supported planking.
 - iv. Outriggers and locking wheels as required.
- c. Daily pre-use inspections are required.

3. Scissors and Aerial Lifts (OSHA 1926.453):

- a. Daily inspections required before use.
- b. Fall protection required:
 - i. Scissors lifts – guardrails, closed gates/chains, fully-body harness with self-retracting lifeline.
 - ii. Boom lifts – fully-body harness with self-retracting lifeline
 - iii. Must be attached to manufacturer-approved anchorage point.
- c. DO NOT:
 - i. Stand on guardrails.
 - ii. Walk beside a moving list.
 - iii. Operate without training.



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4. Building roof/leading edge work
 - a. Fall protection is mandatory withing 10 feet of any unprotected edge.
 - b. A full body harness with securely attached self-retracting lifeline.
 - c. Use warning lines, guardrails, safety monitors, or personal fall arrest systems per job hazard assessment.
 - d. For low roofs (penthouses) use retratctable lanyards or mobile anchor points.
 - e. Caution or Danger tape required for leading edge work zones.
5. Body Harness & Equipment
 - a. Must be inspected Daily.
 - b. No equipment may be used if damaged or missing labels.
 - c. 1 person per anchor point – NO EXCEPTIONS
6. Disciplinary rules – 3 strikes
 - a. 1st offense – Written warning & remainder of the workday off without pay
 - b. 2nd offense – Two days off without pay
 - c. 3rd offense – One week off without pay
 - d. 4th offense – Termination of employment.



IPC work policy

The following are mandatory daily requirements and safe work practices for all employees working on IPC job sites.

1. SAFETY Responsibilities:
 - a. All employees have **Stop Work Authority**.
 - b. Report all accidents, injuries, and unsafe conditions to the foreman immediately.
 - c. Incident report form must be completed for all accidents, near misses, and safety infractions.
 - d. Mandatory drug screen for all staff on day of incident.
 - e. Weekly toolbox safety meeting attendance.
2. DAILY PPE Required:
 - a. Approved Hardhats w/ chin straps. Straps to be buckled at all times.
 - b. Safety glasses or goggles (not prescription eyeglasses unless ANSI-rated) must be worn 100% of the time while on jobsites.
 - c. Cut-resistant gloves and sleeves. Must be worn at all times.
 - d. Safety work boots (ANSI Z41) or toe protection shall be worn at all times.
 - e. Long pants and work shirts (no shorts, tank tops, or tennis shoes).
 - f. Earmuffs and face shields to be utilized while cutting or grinding.
 - g. Hearing protection when working near loud equipment or tools.
 - h. How work permit required for welding grinding, cutting, etc.
 - i. Safety harness w/ retractable required for all working from heights.
 - i. Scissors lifts, Top of ceiling work, Roof work, including penthouses.
 - j. Walking alongside scissors lifts is strictly prohibited
3. Daily Jobsite Protocols:
 - a. Morning stretches, safety sign-in, and toolbox talks are required.
 - b. Job Hazard Analysis (JHA's) required to be completed daily. All employees must sign off.
 - c. Housekeeping: clean work area at the end of each shift.
 - d. Safety lines, flags, or barriers a required for safe work zones.
 - e. Proper tools and guards must be used at all times (grinders with Type 1 and 2 guards).
 - f. Panel installation requires a designated safe zone.
 - g. Safety lines or flags are to be used on the roof.
4. HAZCOM
 - a. To comply with the 'Right to Know' law and OSHA Communication 29 CFR 1910, we have compiled Safety Data Sheets (SDS) for the materials you use. Each foreman has SDS packets on the jobsite at all times.
 - b. The information provided in these SDSs has been collected to the best of our knowledge and is believed.
5. General Conduct:
 - a. Drug and alcohol use is strictly prohibited. Violations will result in immediate dismissal.
 - b. Horseplay or unsafe behavior is not tolerated.
 - c. Use tools and equipment only if you are trained and authorized.
6. Time off
 - a. Appointments: Request time off at least 1 week in advance.
 - b. Vacations: Request 30 days in advance.
 - c. All time-off requests should be directed to the foreman or hiring manager.
7. Zero-Tolerance Policy
 - a. 1st offense – Written warning & remainder of the workday off without pay
 - b. 2nd offense – Two days off without pay
 - c. 3rd offense – One week off without pay
 - d. 4th offense – Termination of employment.



ACKNOWLEDGMENT

I, _____, verify that I have received and read this Employee Handbook and any applicable addendum, understand its contents, and agree to comply with Insulated Panel Company’s policies, procedures and protocols as provided in this Employee Handbook and as implemented from time-to-time. As an employee of Insulated Panel Company, I understand that not following the rules and protocols outlined in this Employee Handbook and/or any applicable addendum(s) could result in disciplinary action, up to and including termination of my employment. I also understand that Insulated Panel Company has the right to amend or alter any policy at any time, at its discretion.

I further acknowledge and agree that this Employee Handbook, addendum(s) and preceding policies are intended to serve only as a guide and that nothing in these policies should be construed as constituting a contract between me and Insulated Panel Company. I understand that my employment is AT-WILL, for no specific period of time and may be terminated at any time by me or Insulated Panel Company with or without notice. No person or representative of Insulated Panel Company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing unless approved in writing by the President of Insulated Panel Company. This document, setting forth current policies and benefits, supersedes any and all prior policies and benefits, except to the extent stated.

I further acknowledge and confirm that I have received, read, understood, and agree to comply with the policies and procedure of Insulated Panel Company (IPC), as outlined in the following documents:

- IPC Work Policy
- IPC Fall Protection Policy
- Safety Data Sheets (SDS)
- Employee Handbook and Addenda

Signature of Employee

Print Name

Date



IPC WITHHOLDING POLICY

Introduction:

This policy outlines the process for employees to request changes to their federal income tax withholding on their paychecks.

Making Changes to Withholding:

Employees can request changes to their income tax withholding at any time by following these steps:

1. **Obtain a Form W-4:** Employees can request a copy of the current Form W-4 from the payroll department or download it directly from the IRS website.
2. **Complete the Form W-4:** Employees should carefully review the instructions on the Form W-4 and complete all applicable sections. The new W-4 form (introduced in 2020) uses a different system than previous versions, so ensure employees are using the most recent version.
3. **Submit the Form W-4:** Employees should return the completed Form W-4 to the office manager Aileen Canfield. All requests are to be done via email to aileen@insulatedpanelco.com or mailed to 9245 Ivanhoe St. Schiller Park, IL 60176.

Processing Withholding Changes:

- The payroll department will process submitted W-4 forms within 5 business days.
- Withholding changes will be reflected in employee paychecks beginning with the next pay period after the form is processed.

Important Information:

- Employees are encouraged to use the IRS Tax Withholding Estimator [IRS Tax Withholding Estimator tool] to help them determine the appropriate amount of withholding for their situation.
- Employees can consult with a tax advisor for personalized advice on their tax withholding needs.

Confidentiality:

The payroll department will maintain the confidentiality of all employee tax information.

Disclaimer:

This policy is intended for informational purposes only and should not be construed as tax advice. Employees are encouraged to consult with a tax advisor for personalized advice on their tax withholding needs.