



EMPLOYEE HANDBOOK

WELCOME TO OUR COMPANY

2025 / 2026

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Welcome Message

Dear Team,

Welcome to **TECHMECA**! We are thrilled to have you join our dynamic and innovative team of Fiber Technicians. Your expertise and dedication are vital as we continue to push the boundaries of technology and deliver exceptional service to our clients.

As we gear up for the exciting projects ahead, I want to emphasize the importance of completing your application, gathering the tools you need, and filling out the required documents as soon as possible. Securing your spot now ensures a smooth transition and uninterrupted workflow once our current contract concludes. This proactive step will help us maintain our momentum and continue providing top-notch solutions without any delays.

At **TECHMECA**, we believe in fostering a collaborative and supportive environment where every team member can thrive. Your contributions will be instrumental in driving our mutual success together, and we are committed to providing you with the resources and opportunities to excel in your role, with option to take it as far you would like!

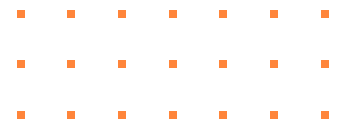
Let's work together to achieve great things and make a lasting impact in the industry. Thank you for being a part of **TECHMECA**! We look forward to seeing the incredible work we will accomplish together.

Paul Harris
Owner/CEO



Paul Harris
"Owner"

Company Background



Founded in 2019 by Paul Harris in Asheville, North Carolina, **TECHMECA, LLC** has rapidly established itself as a trusted leader in the fiber optics, audio and video (AV), and security installation sectors. Starting with a vision to provide high-quality technology solutions, TECHMECA quickly gained traction within the local market, building a reputation for excellence and reliability.

From its inception, **TECHMECA, LLC** has forged meaningful relationships and collaborations with prominent companies such as Target, Samsung, and Atlas Security. These partnerships not only showcased the company's capabilities but also opened the doors to a wide range of projects, driving its growth and market presence.

In 2024, **TECHMECA, LLC** expanded its operations into Tennessee, further solidifying its position as a key player in the technology installation industry. With its new location in Johnson City, Tennessee, the company partnered with the Hard Rock Casino in Bristol, Tennessee delivering cutting-edge AV, fiber, and security solutions that enhance the guest experience.

Continuing its trajectory of growth, **TECHMECA, LLC** has since partnered with OnTrac and Brightridge Electric Company to facilitate advanced fiber optic installations. These strategic collaborations have allowed the company to broaden its service offerings, ensuring it meets the increasing demand for high-speed internet and connectivity solutions.

TECHMECA, LLC remains committed to excellence, innovation, and customer satisfaction. As it continues to expand its footprint and strengthen its partnerships, TECHMECA, LLC is poised for a successful future, dedicated to providing exceptional technology installation services that empower businesses and communities alike.



Our Administrative Team



Paul Harris

Owner/CEO



+423-440-7334



paul@techmeca.com



Johnson City, TN



www.techmeca.com



Laken Honeycutt

COO/Marketing



+423-439-9894



laken@techmeca.com

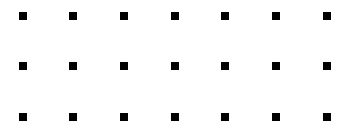


Johnson City, TN



www.techmeca.com

Vision and Mission



Vision



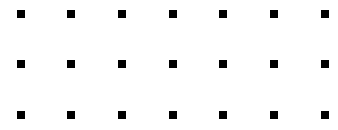
Our vision is to be a leading provider of innovative fiber optics, audio and video (AV), and security installation solutions that empower our clients to harness the full potential of advanced technology. We aspire to transform how businesses and communities connect, communicate, and protect their assets through seamless integration of state-of-the-art systems and services.

Mission



Our mission is to deliver exceptional technology installation services that enhance efficiency, security, and communication for our clients. We strive to achieve through expertise, quality, innovation, collaboration, and sustainability. We believe that our dedication to excellence, innovation, and customer satisfaction will create lasting partnerships and position us as the go-to provider for fiber optics, AV, and security installation services. Together, we aim to shape a more connected and secure future.

Employee Guidelines



1 Professional Work Attire Policy

At **TECHMECA, LLC**, we believe that a professional appearance contributes to a positive work environment and reflects our commitment to quality service. All employees are expected to adhere to the following dress code:

General Guidelines:

- Employees must be clean-cut and well-groomed.
- Personal hygiene is essential; employees should come to work showered and presentable.

Acceptable Attire:

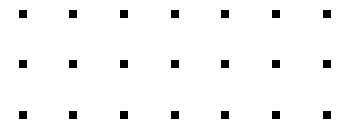
- **Pants:** Black dress pants or black jeans are permitted. Pants should be free of holes and in good condition.
- **Shirts:** Employees are required to wear the official **TECHMECA** logo shirt

Unacceptable Attire:

- Clothing with stains or dirt.
- Clothing with offensive words or pictures.
- Jeans of colors other than black.
- Any attire with holes or excessive wear.
- Sandals, Tennis Shoes, or any other shoes that are not steel-toe boots.

By following these guidelines, we present a unified and professional image to our clients and colleagues. Thank you for your cooperation!

Employee Guidelines



2 Attendance Policy

At **TECHMECA, LLC**, we prioritize reliability and commitment to our work schedules. This attendance policy outlines the expectations regarding attendance, requesting time off, and handling tardiness:

Requesting Time Off:

- Employees can **contact the COO** to submit a request for time off.
- Employees who plan to take a vacation or personal time off **more than one (1) week**, please try and **submit requests at least (2) two weeks in advance**, so that the team can plan accordingly.
- In the case of an emergency, employees are permitted to **notify management or team leader** if they plan to be absent.

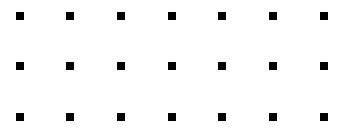
Tardiness Policy:

- Doctor's appointments, childcare, sickness, or other appointments **will be excused tardies** and will not result in disciplinary action as long as employee **has notified management or team leader prior to late arrival**, so that the team can plan accordingly.

Absence Reporting:

- Employees who fail to report their absence or call in for **three (3) consecutive workdays** will be considered to have **VOLUNTARILY** terminated their employment.

Employee Guidelines



2 Attendance Policy

Exceptions:

The following situations will **NOT** count as attendance incidents:

- Approved vacation or personal time off
- Jury Duty
- Job-related injuries
- Lack of Work
- Military Leave
- Layoffs
- Approved appointments

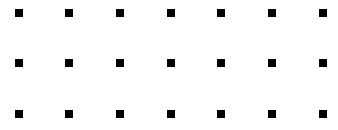
Pre-approved time off requests and pre-approved leaves of absence will also be excluded from counting as incidents.

Medical Absences:

- If an employee is sick and will be absent for **more than three (3) consecutive days**, please notify COO, management, or team leader.

By adhering to this attendance policy, we foster a dependable workplace that supports both employee and company success. Thank you for your understanding and cooperation!

Employee Guidelines



3 Standard Behavior and Appearance Policy

At **TECHMECA, LLC**, we are committed to maintaining a professional and safe working environment for all employees. This policy outlines the standards of performance and behavior expected from all team members.

Appearance and Personal Hygiene:

- While **TECHMECA, LLC** respects individual choices in appearance, all employees are expected to **dress appropriately** for the work environment.
- Personal hygiene and grooming should be **properly attended to** before presenting oneself at work.

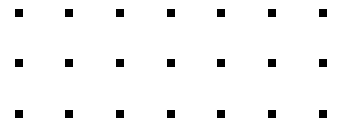
Safety Regulations:

For safety reasons, the following items are prohibited on production sites:

- Open-toe shoes
- Dangling or loose jewelry
- Chain wallets

Guns or any firearms, knives, or other harmful objects that are not used as tools for onsite work are **strictly prohibited** on production site or a resident's home. If reported that an employee has any of these in their possession during the workday, a resident's home, on company property, or company vehicles could lead to disciplinary action or **termination of employment**.

Employee Guidelines



3 Standard Behavior and Appearance Policy

Company Property:

- Employees must not remove **TECHMECA, LLC property** from the premises or work vehicles unless prior authorization has been obtained.
- Any personal belongings (e.g., jewelry, cash, cards, clothing, vehicles, motorbikes, bicycles) left in work vehicles or at **TECHMECA, LLC** premises are done so **at your own risk**.
- It is strongly advised not to leave valuables unattended in company vehicles, on the premises, or in personal vehicles. TECHMECA, LLC does not accept liability for any lost or stolen items or damage to personal property.

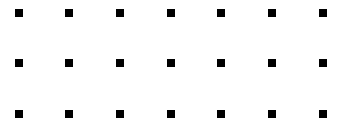
Company Equipment:

- Employees will be provided with **laptops, tablets, or ipads** upon commencement of employment if you do not have your own.
- Employees are expected to take proper care of any company property issued to them and to maintain it in good condition throughout their employment.

Responsibility for Damage or Loss:

- In the event of damage, loss, or failure to return company property upon resignation or termination, the employee will be held financially responsible for the replacement of the item.
- **TECHMECA, LLC** reserves the right to **withhold the employee's paycheck** for **(ten) 10 consecutive days** until the matter is resolved, including the collection of replacement costs for any damaged or unreturned items. If the matter is unresolved after **(ten) 10 consecutive days**, **TECHMECA, LLC** reserves the right to **keep employee's paycheck indefinitely**.

Employee Guidelines



3 Standard Behavior and Appearance Policy

Company Vehicles:

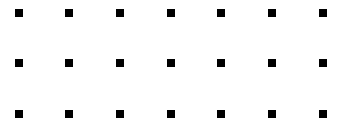
- Employees are required to have a **valid driver's license** and a **truck or cargo van** at the start of their employment.
- Employees are responsible for their own gas for vehicles whether that be in a personal or provided work vehicle.
- Employees must ensure that company vehicles are kept **clean and free of trash** at all times even if it is your own.
- Vehicles must be returned to the company premises **DAILY** after each shift if a vehicle is provided. The address for return will be provided to employees at the start of employment.

Use of Company Vehicles:

- Employees are not permitted to use company vehicles for personal pleasure or outside of work hours.
- **Unauthorized** use of company vehicles, including but not limited to taking a vehicle without permission after work hours, is **strictly prohibited**. Violations may result in disciplinary actions including:
- **One-week suspension without pay**
- **Possible termination of employment for repeated infractions or serious violations.**

Adhering to this Company Property Policy is vital for maintaining operational efficiency and mutual respect within the workplace. Employees are expected to respect and care for all **TECHMECA property** to ensure a productive work environment. Thank you for your attention to these important guidelines.

Employee Guidelines



3 Standard Behavior and Appearance Policy

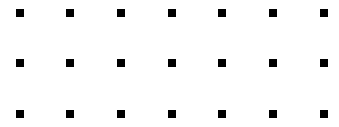
Smoking and Substance Use:

- In adherence to legislation, smoking and the use of vaporizers/e-cigarettes are **strictly prohibited** inside company facilities. Employees wishing to smoke during breaks are to do so outdoors.
- Employees are **prohibited from smoking** in or around residents' homes. If a smoke break is necessary, it must be taken outside of the home.
- Employees are **strictly prohibited** from smoking inside provided work vehicles provided by **TECHMECA, LLC**.

Prohibited Substances:

- Bringing alcohol or any unlawful drugs to the workplace or consuming them during work hours is **strictly prohibited**. Any incidents will be reviewed under the disciplinary procedure and could result in **immediate termination**.

Employee Guidelines



3 Standard Behavior and Appearance Policy

Confidentiality:

It is a condition of your employment that you have a duty of confidentiality with regards to **TECHMECA, LLC**. During your employment, you may find yourself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. It is a condition of your employment that you have a duty of confidentiality to **TECHMECA, LLC**, and you must not discuss any Company sensitive or confidential matter whatsoever with any outside organization, including the media. Any such breach of confidentiality would be deemed as gross misconduct except as otherwise provided or as permitted by any current legislation and could lead to your dismissal of the company.

Prohibition of Outside Work:

This policy is established to clarify the expectations regarding outside work or business activities for employees of **TECHMECA, LLC**. Compliance is essential to maintain the integrity of our operations and to maintain the integrity of our operations and to avoid conflicts of interest.

- Employees are strictly prohibited from engaging in any outside work or business activities under the name of **TECHMECA, LLC** or in any business matter related to the company, unless expressly authorized or consented to by management.
- This includes any work performed for **OnTrac, Brightridge, Frontier, Contract Solutions, Unlimited Technology** or **any other entity** during the contract that may conflict with the interests or operations of **TECHMECA, LLC**.

By adhering to these standards of performance and behavior, we ensure a respectful and safe workplace for all employees. Thank you for your commitment to maintaining a positive work environment at **TECHMECA, LLC!**

Payroll and Benefits

4 Payroll and Benefits

Piece Work Pay Structure (Frontier / Brightridge Employees)

Overview

At **TECHMECA, LLC**, we offer a piece work pay system designed to reward employees based on their productivity in producing goods or services during their working hours. This system provides an alternative to the traditional hourly wage, enabling employees to potentially increase their earnings through higher output.

Compensation Details:

- **Fixed Pay Rate:** Each employee will have a predetermined fixed rate per unit of production.
- Employees are given **production tasks** each that need to be completed each day.
- Employees are paid by production performance. For example, if you are **given four (4) production tasks** and you **only perform two (2) production tasks** for that day, you will **only be paid for those two (2) productions tasks** under the piece work pay policy.
- Employees are responsible for **keeping up with the tasks** completed each day.
- Employees will **receive a check for their earnings every Friday of the week**. If you do not have a bank to cash a check, contact the COO to discuss further arrangements to access pay. (In the soon future, **TECHMECA, LLC** will be offering **direct deposit or pay card options**.)

1099 Form:

As an employee compensated under the piece work park structure, you will need to fill out a 1099 form for tax purposes. If you have not filled out your 1099 form, **contact COO** to have that completed. This form provides the necessary documentation for your earnings.

Payroll and Benefits

4 Payroll and Benefits

Hourly Pay Structure (Unlimited Technology Employees)

Overview

At **TECHMECA, LLC**, we offer a hourly work pay system designed to reward employees based on their productivity in producing goods or services during their working hours.

Compensation Details:

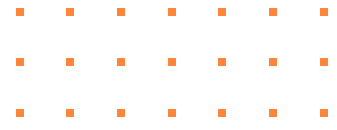
- All employees on an hourly rate must use the **Clockify App** for **clocking in** at the start of your workday. **Taking lunch** during work hours and **clocking out** at the end of your workday.
- **1-hour lunch break is mandatory** and must be taken daily. Employees are required to clock out during this time. If a lunch break is not manually recorded, it will be automatically be applied to your daily time log.
- If you plan on taking an extended lunch, you **must notify management** and remain clocked out until return to site location.
- If you are traveling for work, you must clock in once your drive time begins and clock out when your drive time ends. Each employee will be given a 30

1099 Form:

As an employee compensated under the piece work park structure, you will need to fill out a 1099 form for tax purposes. If you have not filled out your 1099 form, **contact COO** to have that completed. This form provides the necessary documentation for your earnings.

Payroll and Benefits

4 Payroll and Benefits



Employees will receive their first paycheck one week after their initial pay period; thereafter, paychecks will be issued on Fridays, covering the hours worked during the previous week.

Tax Responsibilities:

- Employees are solely responsible for keeping accurate records of their production and corresponding pay for tax reporting.
- It is essential to maintain an organized account of the units produced and the pay received to ensure compliance with tax regulations.

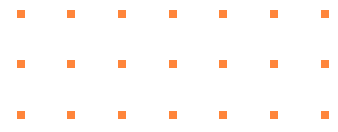
Benefits Information:

Currently, **TECHMECA, LLC** does not offer employee benefits. However, we are committed to evaluating the possibility of introducing a benefits package in the future as the company grows. Any updates regarding benefits will be communicated to all employees in a timely manner.

We believe our piece work pay system and hourly fosters a productive work environment while rewarding individual contributions. If you have any questions about the pay structure or related responsibilities, please reach out to the COO for assistance. Thank you for being a valued member of the **TECHMECA, LLC** team!

Bonus Incentives

5 Bonus Incentives Program



Overview

At **TECHMECA, LLC**, we recognize and appreciate the hard work and dedication of our employees. To further motivate and reward high levels of productivity, we have implemented a Bonus Incentives Program. This program is designed to provide employees with additional opportunities to earn incentives based on their production achievement each month.

Eligibility:

All employees who meet or exceed the predefined production targets within a month are eligible for bonus incentives. The specific production goals will be communicated at the beginning of each quarterly month starting in **July of 2025**.

Bonus Incentives:

- **Monetary Bonuses:**

A cash bonus will be awarded for meeting specific production milestones, providing additional income to employees.

- **Gift Cards:**

Employees may receive gift cards to popular retailers and restaurants as a reward for their exceptional performance.

- **Team Trips:**

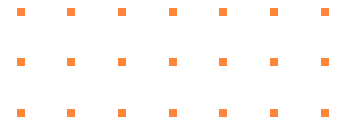
High-achieving teams may qualify for group outings or trips to foster team bonding and celebrate success. For example: golfing trips, Tennessee Vols game, concerts, theme parks, etc.

- **Company Dinners:**

Eligible employees may be invited to exclusive company-sponsored dinners as a recognition of their hard work and contribution to the company's success.

Bonus Incentives

5 Bonus Incentives Program

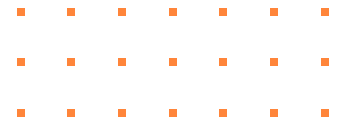


Implementation:

The Bonus Incentives Program will be reviewed and updated quarterly to ensure continued alignment with company goals and employee expectations. Details regarding production targets, eligibility requirements, and specific incentive offerings will be communicated to all employees at the start of each evaluation.

The Bonus Incentives Program at **TECHMECA, LLC** aims to motivate employees to enhance their productivity while providing them with tangible rewards for their efforts. We encourage all team members to strive for excellence and take advantage of this opportunity to benefit both personally and professionally. For any questions regarding the program, contact the COO.

Thank you for your continued commitment and dedication to **TECHMECA, LLC!**



*As the owner of **TECHMECA, LLC**, I extend a warm welcome to you. It is my sincere hope that we embark on a long and mutually prosperous professional journey together. One of my paramount goals is to grow this business while providing a fulfilling and supportive work environment for all. Excellence is a cornerstone of our culture, and I encourage every member of our organization to embrace this ethos.*

The policies outlines in this handbook are crafted to prove clear standards and minimize disruptions within our workplace. Should you ever find yourself seeking further clarification or assistance beyond what management can provide, please know that my door is always open, and I will be a phone call away.

It is imperative that the rules and guidelines detailed in this handbook are followed not only for me but by everyone within our organization. I am personally committed to ensuring adherence to these principles to support a harmonious and productive work environment.

*Thank you for choosing to join our team. I look forward to working together and am excited for the future ahead at **TECHMECA, LLC**.*

*Paul Harris
Owner/CEO
TECHMECA, LLC*

Confirmation of Receipt of Handbook Form
TECHMECA, LLC

I confirm I have received a copy of the **TECHMECA, LLC Employee Handbook** and that I have read and understood the contents. I also confirm that I have sought clarification from management on any issues of which I am not in full understanding, and of were outlined in the Handbook.

Print Name: _____

Signed: _____

Date: _____