



The Genuine. The Original.



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Employee Handbook

Ditta Enterprises, Inc.

Northeast Arkansas Glass

Ditta Door and Hardware

Overhead Door Company of
Northeast Arkansas

Ditta Ace Hardware

Revised 2024

of the Employee Handbook



Ditta Enterprises Inc.



Employee Manual

The policies and procedures in this manual are not intended to be a contractual commitments by this company and employees shall not construe them such as.

This employee handbook contains the key policies, goals, benefits, and expectations of the company, and other information you will need.

You should use this handbook as a ready reference as you pursue your career with the company. Additionally, the handbook assures good management and fair treatment of all employees. We want to recognize the contributions of all employees.

The policies and procedures are intended to be guides to management and are merely descriptive of suggested procedures to be followed. We reserve the right to revoke, change or supplement guidelines at any time without notice.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this manual.

In this handbook, wherever "The Company" is written means Ditta Enterprises, Inc and all of its divisions; Northeast Arkansas Glass, Ditta Door & Hardware, Overhead Door Company of Northeast Arkansas and Ditta Ace Hardware.

Office of the President

Other than providing our employees with an income and the opportunity for future advancement, one of the most important responsibilities the company has is to provide you a meaningful plan of benefits. Although you share the cost of some of the benefits, the greater portion of the responsibility of the cost lies within the company.

Review this booklet carefully and I am sure you will be impressed with how broad our program is; how we have tried to provide a package of benefits that gives you the greatest protection against serious needs.

In thinking of benefits, there is a tendency on the part of the employee to think primarily in terms of hospitalizations and medical expenses. We have designed our program, however, to fit many of the needs of our career people. These include;

Vacations and holidays for your leisure time

Protection against loss of earnings because of death or sickness

Protection against unusual medical and dental cost

Provisions for your savings through savings accounts, Christmas Club and a voluntary investment plan.

Provisions for you retirement through FICA contributions and a IRA Plan.

The program of benefits is reviewed regularly to update the benefits to provide you new programs where it is appropriate to do so and to modify the existing programs to provide for your needs as economic conditions change. The cost to the company of providing all these benefits is roughly equivalent to four weeks pay per year for each employee. Your share is a minor portion of the cost of providing these benefits but your responsibility also requires that you work safely and productively, that you apply yourself diligently to your job and learn that job thoroughly. Together we are achieving our goal.. Highly motivated employees and a progressive company.

To you who are new employees, it is a pleasure to welcome you into our company, our family, and I hope we will have a long, happy and productive relationship.

Vic Ditta

**The Meaning of
Ditta Interprises, Inc.
Northeast Arkansas Glass
Ditta Door & Hardware
Overhead Door Co of NEA
Ditta Ace Hardware**

“Hassle Free Service” is more than just our motto. It’s a way of life for the company employees. As Ivan Landstorm put it, “the only reason you are employed here is because people keep coming through that door,” It is the phone call that is quickly answered... Information accurately given... Follow through when a promise is made... Installation cleaner than you found it... Getting to know the foreman on the job and working with them to make their job easier... Getting it right the first time... Saying please and thank you... Keeping inventory properly stocked and the whole company orderly, clean and organized... Working out internal company problems so that they do not negatively affect your job. It is our commitment to each other, to our customers and to our community. It is being a team and a key team player.

**Service with
a Smile!**



Company Regulations

1. Regular working hours are from 8:00 am to 5:00 pm with one hour off for lunch and two 15 minute breaks. Overtime must be authorized by the job supervisor and will be paid at time and one half for over 40 hours worked in one week period. Tardiness is not tolerated.
2. Warehouse pay period runs from Thursday through Wednesday with payday on Friday. Office Pay period runs Monday to Friday with payday on Friday. Completed timesheets are due by Wednesday night at quitting time. Failure to do so will result in payment being delayed until next pay period. All payroll checks are direct deposited to **local bank accounts only** at no charge to you. All employees are required to be on direct deposit, we will not write a paper check.
3. If you are ill or have a special problem or emergency and cannot get to work on time, you must call your supervisor before 8:00 am. Failure to do so will result in one warning and possible termination after that. It is your responsibility to get a hold of your supervisor so make sure you have their cell phone number. You, your self must call your supervisor, we do not take phone calls from spouses, children, girlfriends, boyfriends, mothers, fathers, etc.
4. If you must leave early one day, notify your supervisor earlier in the week, not the same day.
5. Employees are not to leave the job-site or office at any time for any reason during working hours unless authorized by the job supervisor.
6. There will be no personal phone calls allowed either to or from office or job-site unless it is an emergency.
7. No visitors allowed on job site or at office.
8. No personal cell phones, pagers or any other communication devices allowed during working hours.
9. Report any damage of company property (vehicles, inventory, tools, building, merchandise, etc.) to a supervisor immediately.
10. Use of safety equipment is mandatory.
11. Personal use of company property is prohibited.
12. We reserve the right to do drug & alcohol testing at any given time.
13. Your personal advancement and job security will be determined by your efforts.

Failure to comply with any of these regulations will result in one warning and possible termination after that.

Equal Opportunity

The Company is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, creed, sex, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination. Whenever possible, we make reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact Anna Ditta or Anthony Ditta.

Personnel Records

It is important that the personnel records of the company be accurate at all times. In order to avoid issues or compromising your benefit eligibility or having W2's returned, we request employees to promptly notify the payroll department of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information which may change.

Confidentiality

The Company requires all employees to uphold a confidentiality agreement as a condition of employment, due to the possibility of being privy to information which is confidential and/or intended for the company use only. All employees are required to maintain such information in strict confidence. This policy benefits you, as an employee, by protecting the interests of the company in the safeguard of confidential, unique and valuable information that is part of our competitive advantage in the marketplace.

Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your supervisor. Failure to comply with this policy could result in disciplinary action, up to and including termination.

Attendance

Employees are expected to arrive at work before they are scheduled to start and be at their work station productively engaged in company business by the scheduled start time and work until quitting time. All time off must be requested in advance and submitted in writing, no two people from the same department can be off at the same time. All time off is subject to approval. 3 or more un-excused absences is grounds for termination. See Sick Leave and other categories for specific details.

The Company's view on attendance is an important facet of your job performance review. All unapproved absences will be noted in the employee's personnel file. Excessive absences, excused or unexcused, including for Sick Leave, will result in disciplinary action, up to and including termination.

You must call your supervisor and speak with them before 8:00 am (not the office and tell who ever answers the phone). You personally must **speak** to your supervisor; your wife, friend, child, mother, etc cannot call for you. If **you** fail to call your supervisor and speak to them before 8:00 am you will be written up. If you do not call before 8:00 am or show up for work, an appropriate disciplinary measure will be taken with possible termination after 2 warnings. You will be terminated if you do not show up to work for 2 consecutive days and you do not call in before 8:00 am and we will assume you quit and your position with this company will be terminated. 3 or more un-excused absences will be grounds for termination. If you are off 3 or more consecutive days in a row, you will need a doctor's excuse to come back to work. If you do not have a doctor's excuse it will be counted as un-excused days and excessive days missed will be grounds for termination. It is your responsibility to get the correct phone numbers of your supervisor and this office.



Workday

The normal workday is eight (8) hours for hourly workers, with 40 hours being a normal work week. Salaried employees generally work the same hours, but may be required to work more hours as the work dictates. While you are generally expected to work the number of hours stated above, the company does not guarantee that you will actually work that many hours in any given day or week (or to be paid for such hours if you do not work that many hours). We pay in increments of 15 minutes. Any missed time for any reason is not allowed to be made up unless it is approved by your supervisor prior to time missed. You are to work your set scheduled hours, anything different is considered an infraction and will be noted in your file. 3 or more infractions is grounds for termination.

Overtime work is only performed when necessary and approved in advance by your supervisor. You are expected to work necessary overtime when requested to do so. Failure to work overtime will result in disciplinary action, up to and including termination. Hourly employees will receive time and one-half pay for time worked exceeding 40 hours in any given work week. Salaried employees are not entitled to overtime pay. All overtime payments will be made in the pay period the overtime was worked.

Time Sheets – Employees

All employees must fill out a time sheet for all jobs worked on during the day for that week. All such employees are expected to work their entire shift. Any such employee arriving late, leaving early, late from lunch or any other missed work time must put it on their times sheet with description. If tardiness becomes a problem appropriate disciplinary action will take place and for five (5) minutes late you will be docked fifteen (15) minutes of pay. Any digression from the above requirements could result in termination. If you are with a temporary service you still need to fill out our time sheets or this could delay you being paid by temp service.

You are not allowed to fill out the time sheet of another employee or have another employee fill out your time sheet; you must fill in your time sheet and sign it to get paid. All time sheets are due by the end of the work day on Wednesday's. Failure to fill out your time sheet correctly or on time could result in payment of hours being delayed to next weeks check or not paid at all.

Time sheets must be filled out with all hours worked and turned into your supervisor every Wednesday before you leave. Vacations days, sick days, holidays and any absences must be specifically noted on the time sheets for days on which they occur. All time sheets must be approved and signed by your supervisor prior to being sent to the payroll department.

Direct Deposit

All payroll checks are direct deposited to **local bank accounts only** at no charge to you. All employees are required to be on direct deposit, we will not write a paper check. We do not deposit to prepaid cards or money cards of any kind. Each pay day, you still receive a pay stub for your records.



Payroll Deductions

As required by law, the company will deduct Federal, Social Security, Medicare and State Tax from your payroll check each pay period. Benefits for eligible employee and dependent family members will be deducted from your payroll check each pay period, once the employee completes the appropriate authorization forms.

Employees are not allowed to start and stop deductions from your payroll check as you feel. If you start or stop a deduction you must follow procedure's for these deductions. See the appropriate section on each benefit for more details.

Garnishment of Employee Wages

Garnishments are court orders requiring an employer to withhold specified amounts from an employee's wages for payment of a debt owed by the employee (including child support) as a court ordered or other legal judgment may instruct. The law also provides for an administrative fee to be charged when a garnishment occurs.

IRA Retirement Plan

An IRA plan offers you the convenience of payroll deductions. A hassle free and discipline way to save. These amounts are excluded from your gross income, reducing that year's federal income taxes. Once you open a retirement account and start payroll deductions you are required to keep it open for one year and if you choose to discontinue deductions at any time you cannot re-instate them until the following year's open enrollment.

Savings Plan & Christmas Club

The Company provides for each employee an opportunity to save money by a payroll deduction plan on a weekly basis.

Group Insurance—Health & Dental

The Company has separate Health and Dental Insurance policies. To encourage your participation we pay a portion of the premium for the employee only.

It is advisable to enroll your self and dependents when you are hired. Note that should you or your dependents not enroll within the time period allotted, you cannot participate until our renewal date.

If at any time you decide to discontinue health insurance you will not be able to re-enroll for at least one year and only on the renewal date.



Paid Holidays

The company celebrates seven (7) paid holidays per year. They are; New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and a Float Day to be determined every year. To be paid for a holiday you must work 8 hours the day before and the day after the holiday.

Leisure Vacation

Full time employees after one year period are eligible for vacation. Accumulation dates will begin on your one year anniversary date. No partial accumulations are made. Where a recognized holiday occurs while you are on vacation, you are entitled to an additional day. You may not receive pay in lieu of vacation except with specific approval upon termination when responsible notice is given. Length of vacations are as follows below;

1-4 years	5 days
5-14 years	10 days
5 days on anniversary date & 5 days at 6 Months	
15 years +	15 days
5 days on anniversary date & 5 days at 4 & 8 Months	

Maximum of one week of vacation time may be carried over to next anniversary year. No 1/2 day vacations will be allowed. You must use a full day. 10 & 15 day vacations are accumulated by splitting the time up through out the year. Upon voluntary separation, accrued unused vacation will not be paid unless specific approval from CEO of company.

All vacations must be approved prior to eligibility. No more then 5 days may be taken within 30 days. No two people from the same department can be off at the same time. All vacations are scheduled by payroll department. To take a vacation day you must schedule two weeks before date. All vacations must be approved by your supervisor.

Hourly / Salary Sick Leave

This plan is an income protection plan. It's purpose is to prevent loss of earnings due to non-voluntary personal illness. Sick time is for when you are sick. You accumulate at a rate of two (2) hours per month accumulated at the end of each month. There is a period of one (1) year for new employees before this is available. This is available to full time employees only. Sick leave may not be used for vacation or pleasure or as personal days. No more than 40 hours can be accumulated at one time. Maximum of 24 hours of sick time may be carried over to new year. After your sick leave is used for the year, your regular pay will be docked for the hours you are off. Sick leave cannot be used for illness of family members. **You** must call your supervisor before 8:00 am (not the office and tell who ever answers the phone). You personally must call your supervisor, not your wife, friend, child, mother, etc. If **you** fail to call your supervisor before 8:00 am you will be denied the use of your sick time. Also, if you do not call or show up for work an appropriate disciplinary measure will be taken with possible termination. If you are off more than one day, you will need a doctor's excuse to come back to work. If you do not have a doctor's excuse it will be counted as missed work days and excessive days missed will be grounds for termination. It is your responsibility to get the correct phone numbers of your supervisor.



Leave of Absence– FMLA

The company has a Family and Medical Leave Policy eligible employees must be employed by the company at least twelve (12) consecutive months. Forms for leave requests are available from the payroll office. Employees will be required to use all accrued vacation and sick time prior to being granted unpaid leave. An employee who accepts other employment or goes into business for themselves while on any leave will be deemed to have voluntarily resigned his or her employment.

Under the Leave Policy a total of up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees under the following circumstances:

- Maternity / Paternity Leave - The birth of your child.
- The placement of a child for adoption or other legal placement at the time of the adoption or placement.
- The need to care for a dependent, spouse or parent who has a serious medical condition.
- The serious health condition of the requesting employee, which renders the employee unable to perform the functions of their position.

During the unpaid leave, employees retain the same medical and dental coverage and must still contribute the same amount toward medical benefits as they paid before the leave began. (See benefits exception below) Upon return to the company at the end of the leave, the employee will be restored to their former position with the same rights, benefits, pay and other terms and conditions which existed prior to the leave, or to an equivalent position with equivalent rights, benefits, pay and other terms and conditions of employment.

The company will require certification of the health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Health Condition .

Other exceptions/provisions:

- When both spouses work for the company, their aggregate leave in any twelve month period may be limited to twelve weeks total, if the leave is taken for the birth or adoption of a child or care of a parent (not parent “in-law”).
- Intermittent or reduced leave may be taken in case of a serious health condition, either an employee's own or that of a child, spouse or parent, when medically necessary. The birth or placement of a child does not qualify for intermittent or reduced leave.
- Employees out on unpaid leave will be required to contact their supervisors, at least every four (4) weeks, to report on their status and intention to return to work at the end of their leave.
- Benefits based on an accrual basis (e.g. vacation, sick leave, and floating holidays) will not accrue during unpaid leave under this policy. Employment benefits which are accrued prior to the unpaid leave will not be lost.
- As previously stated, Under current company policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received by the 15th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.
- An employee on leave for their own serious health condition, will be required to provide certification from their health care provider that the employee is able to return to work and perform all of the functions of the job to which the employee is returning.
- If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

Family Emergency

In the event the office receives word of an emergency related to a member of an employee's family, the employee will be notified as soon as possible. Should the employee be at a location away from their normal work place arrangements will be made to contact the employee and if necessary, arrange for the employee to return home immediately.

Funeral Leave

If there is a death in your immediate family that requires you to be away from work to attend the funeral, you will be granted paid leave of one (1) day. The immediate family is considered spouse, children, and parents. Employees who are beyond their one (1) year period are eligible.

Jury Duty

Time off for mandatory jury duty or court appearances required as a result of a valid subpoena or court order is excused, provided that proof of duty is verified. Ditta Enterprises, Inc. does not pay for time off when having jury duty or court appearances. The employee is expected to report to work when it does not conflict with court obligations. It is the employee's responsibility to keep their supervisor informed about the amount of time required for jury duty or court appearance.

Purchasing Company Products

Employees are encouraged to buy and use the products we make and sell. Special discount prices are provided for employees but the merchandise purchased from the company must be for your own use or for that of your immediate family. All products must be paid for before they may taken from the company.

Visitors

Non-customer visitors present safety and security risk to the company. To minimize these risks, visitors are not allowed in warehouse's, on any jobsite, or in any company vehicle at anytime. All visitors must come to the front office. Employees are not allowed visitors except during break and at lunch. Any visitor will be told to come back at break or at lunch or they can leave a message. Any visitors found in the warehouse's or at a job site will be asked to leave immediately. Appropriate action and/or termination will be applied to the employee.

Personal Phone Calls

Employees are not allowed personal phone calls at work, whether it be on office phones or company cell phones. If a call comes into the office the person will be told that employees are not allowed personal phone calls while at work. The office will take a message and it will be taped to the door. You may use the shop supervisor's phone during break and lunch only. There are no long distance phone calls allowed. If it becomes a serious problem with personal phone calls coming in the appropriate disciplinary action will be taken with possible termination. If an emergency phone call comes in, the person must tell what the emergency is, and if it is a true emergency you will be found to either take the call or return the call.

Cell Phones & Electronic Devices

While at work, employees are expected to exercise discretion in using personal cellular phones and electronic devices. Personal calls and text messaging during the work hours, regardless of the phone used can interfere with employee productivity, safety and may be distracting to others. Employees are encouraged to make personal calls during breaks and lunch only and to ensure that friends and family members are aware of our policy. Use of any cell phone or electronic device is strictly prohibited in the work zone, while driving a vehicle or equipment or machinery. All cell phones are to be silenced during working hours. In the event you need to use your device please step away from the work zone to do so. Excessive use of cell phones or any electronic devices will be terms for appropriate disciplinary action with possible termination. We reserve the right to ban cell phones and electronic devices on a case by case basis.

Company Cell Phones

Company cell phones are provided to each department. These phones are only to be used for company related business and are not for personal use. On all company cell phones there is no text messaging, internet usage, accessory downloads, or charging anything to the phone or bill allowed. You will be held responsible for any charges due to improper use of company phones. In the event you use a company issued phone for personal use or break this policy we reserve the right to withhold the amount charged to us on the bills out of your check and appropriate disciplinary action will be taken with possible termination.

Use of Company Vehicles

Employees using any company vehicle are required to observe the following:

- Must possess a valid drivers license for the type of vehicle they operate.
- Personal use of company vehicles is strictly prohibited at all times, including lunch, breaks, to and from jobsites.
- Cell phones are not to be used while driving. Pull over to use any electronic device.
- Employees are required to keep the interior and exterior clean
- It is the employee's responsibility to make certain that the vehicle is properly cared for. This includes pre-use inspections before operating a vehicle. This consists of a walk-around the vehicle to check for any defects to the vehicle and ensure there are no barriers blocking the path. All company owned vehicles will have a maintenance program in place that meets the manufacturer's minimum recommendation.
- No one other than the authorized employee shall be permitted to operate the vehicle.
- Employees are strictly prohibited from operating a motor vehicle while under the influence of drugs or alcohol. This includes: a) blood alcohol level at or above the local legal limit; b) illegal drugs; and c) prescription medicines that cause drowsiness or other conditions that may cause impairment. Employees taking prescription medicine that may impact their safety shall report this to their supervisor.
- Employees are expected to follow all traffic laws and rules of the road while on company business.
- Employees are responsible for all tickets and citations that result from an employee's personal negligence or disregard of laws. This includes registration and insurance being in the vehicle and making sure the vehicle is legal.
- Any cargo on or in motor vehicles must be adequately stored and secured to prevent unintentional movement of the equipment which could cause spillage, damage to the vehicle, or injury to the operator.

Any violation of these rules will result in appropriate disciplinary action with possible termination.

Smoking

Arkansas Clean Indoor Air Act of 2006—Smoking is prohibited in all public places and enclosed areas within places of employment. For more information go to: www.arcleanair.com Or call 1-800-235-0002. It is unlawful for any employer to discriminate or retaliate in any manner against a person for making a complaint of a possible violation.

Our company has implemented a no smoking policy in any building and / or vehicle. If you are caught and / or turned in for smoking in any building, jobsite and / or vehicle you will be responsible for paying any and all fines associated with this. We will not be responsible for your actions in breaking the law.



Business Accident Coverage

The company insurance on the automobile policy, workman's compensation and building coverage, covers employees while on the job and while in transit, going to and from the job, and during hours in the shop.

Personal time and errands are prohibited and not covered by company insurance. The company does not cover itself or the company vehicles should you decide to make a personal stop. *Example: stopping at the gas station to buy a coke is not covered.* Using the company vehicle after hours, on lunch or on the weekends is prohibited and not covered on company insurance or by this company. You are personally responsible for any and all damages.

Motor vehicle incidents occurring while on company business must be reported.

Should an accident occur whether in a company vehicle or on the job, you should:

1. Call the office immediately
2. Call the police & get a police report
3. Get all information from the other vehicle or person related to the accident
4. Take care of any injured person(s) - Call for medical aid
5. Do not volunteer any additional information or answer any specific questions. *Example: Do not take the blame for anything or agree to any settlements*
6. Do not discuss accident with anyone. Do not discuss limits of insurance coverage.

As soon as possible after an accident, write out a complete account of the accident, including diagram showing car positions, etc. and deliver to your supervisor. Include your own estimate of any damage.

“Every Belt—Every Ride” is a policy that the company has adopted and is enforcing when driving a company vehicle. The driver and any passenger in a company vehicle are required to buckle your seat belts. This is a state law and OSHA required.

If you or the driver of a company vehicle obtain a citation because you did not buckle your seat belt properly then you personally will be responsible for payment from any and all law enforcement agencies, OSHA, or the highway department.

Workman's Compensation—Accidents, Injuries, & Emergencies

Maintaining a safe work environment requires the continuous cooperation of all employees. The Company strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on Company premises. Employees should contact their supervisor and/or 911 in the event of an accident or emergency.

If an employee is injured on the job, the Company provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained while at work, it must be reported immediately to the employee's supervisor and then the supervisor is to notify Anna of the incident immediately.

Failure to report accidents immediately is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.



Worker's Compensation Instructions to all Employees

1. Unless an injury renders you unable to do so, call your supervisor immediately and report injury. If your supervisor is not available, call the office and speak to Anna, Anthony, Ashley, or Vic.
2. If you need immediate care, your supervisor is to call Anna or call Dr. Tedder's office and get you in to see him. If you are out of town, we will decide where to send you at that time. Employees are not to make their own doctor's appointments.
3. If you do not need immediate care, come into the office & see Anna about getting a doctor appointment. Our company doctor is Dr. Michael Tedder at NEA Clinic on Apache Drive. Employees are not to make their own doctor's appointments.
4. Major incident - Life Threatening Only – Call 911 or go directly to the Emergency Room at NEA Baptist Hospital on Johnson & call the office or have the ER call the office.
5. **Same day of accident** (unless it is life threatening) you must come into the office, fill out an accident form, and turn into Anna immediately. Blank accident forms are in NEAG Break room and DDH Copy room. Or get one from your supervisor.
6. Prescriptions are to be filled at Plaza Pharmacy on Apache Drive. Charge them to Ditta Enterprises. No refills on prescriptions are allowed without prior approval from an owner.
7. Turn in a copy of all paperwork from doctor visit and prescriptions to Anna immediately.
8. Inform Anna of any return visits or any restrictions—Must be in writing from the doctor.
9. **Time Sheets** – all accidents, doctor's visits, testing, physical therapy, time off, or anything else related to accident must be on time sheet every time you go and listed as **WC DOCTOR VISIT**. If it is not on your time sheet, your claim may be denied by the insurance company. This includes time of accident – list it on a separate line with date and time.
10. You are required to use any sick time pay you have for doctor's appointments and any other time off. After that, it will be unpaid time off. Any and all time off should be listed on your time sheet as a doctor visit & time. If it is not listed and you are paid for that time, we will go back and correct it on next paycheck.
11. Drug testing will be issued to anyone filing a claim. If you test positive for any drug or alcohol, your claim will be denied. See Substance Abuse policy in the Employee Handbook.
12. Any injury not reported & documented the same day of the incident will not be compensable injury and Ditta Enterprises, Inc. will not cover any such claim.

Back Belts must be on and fastened at all times when lifting!

If you are caught without a back belt on and fastened when lifting the following actions will possibly be taken

1. Verbal Warning
2. Written Warning
3. Suspension
4. Termination

If you injure your back while at work and you do not have your back belt on and fastened your claim could be denied by work compensation.

Dress Code & Personal Hygiene Policy

Employee dress should be neat in appearance and in a manner consistent with a professional atmosphere. The impression made on customers, visitors and other employees and the need to promote company and employee appearance, health and safety should be kept in mind.

Warehouse Employees

- No shorts permitted at any time
- No vulgar / offensive clothing including beer or alcohol logos
- No sleeveless shirts
- No clothing with any holes. All holes must be patched.
- No open toed shoes or tennis shoes. Work boots must be worn at all times
- No bare midriffs or undergarments showing
- No jewelry of any kind
- Long hair must be pulled back into ponytail

Office Employees

- No shorts or skirts that come within 3" above the knee
- No hats
- No vulgar / offensive clothing including beer or alcohol logos
- No T-shirts except on Fridays
- No tank tops, sweat pants, sweat shirts, wind suits, active wear
- No bare midriffs or low cut tops or undergarments showing or see thru clothing
- No jewelry of any kind, except for earrings, necklaces, bracelets & rings on fingers
- No gum chewing

All Employees

- Neat and well groomed hair, sideburns, mustache, and beards.
- All clothing must be clean and fit appropriately.
- All pants must be worn pulled up and not showing any skin or undergarments.
- Maintain personally cleanliness by bathing frequently.
- Free of body odor
- No heavily scented perfumes, colognes, lotions, tobacco odor, etc. These can cause allergic reactions, migraines, or respiratory conditions for some people.
- Hands should be kept clean and well cared for. Regular washing throughout the day.
- No facial rings or tongue rings
- No vibrant or extreme makeup or hairstyles

The company reserve the right to modify this list at any time. If any employee comes to work dressed inappropriate in any way (does not have to be listed above) the employee will be sent home without pay until dressed accordingly for work and/or appropriate disciplinary action with possible discharge will be taken.

WHAT **NOT** TO WEAR

Conflict of Interest

No employee of this company shall engage in the same or a similar line of business or research as that carried on by this company or any of its divisions. An employee shall not have a financial interest in a company which is a competitor of or supplier to this company. Financial interests held by an employee or by their immediate family members in such companies are to be disclosed immediately to the owners so that determination can be made as to whether a conflict exists. Members of the employee's immediate family include spouse, children, and any other relative sharing the same home as the employee.

Outside Employment

Employees are expected to be working solely for Ditta Enterprises, Inc.. Any outside employment should be promptly disclosed to the owners. In certain circumstances, outside employment will be approved, but the company retains the right to review and evaluate each situation on an individual basis. If the outside job becomes a problem and/or affects your work with our company, we reserve the right to ask you to quit the outside job or disciplinary acts or dismissal may be possible.

Drug-Free / Alcohol-Free Environment

In order to maintain a safe work environment for our employees, the employees of others and the general public, this employer will strive to maintain a work-place free of substance abuse. Once brought to our attention any employee jeopardizing their safety or the safety of others by the suspected use of drugs, alcohol or any controlled substance or otherwise appearing unfit to perform their duties, will be immediately removed from the job site or work place with appropriate disciplinary actions taken.

Employees are prohibited from unlawfully consuming, using, possessing, distributing, selling, attempt to sell or transfers controlled substances or alcohol while on duty, on the premises, in company vehicles (whether on or off duty), or while doing business for Ditta Enterprises, Inc. Any employee who is found to be in possession of or under the influence of any controlled substances, such as drugs (legal or illegal) or alcohol in violation of this policy will be subject to discipline up to and including discharge.

Any employee who is found through drug and alcohol testing to have in their body a detectable amount of an legal and/or illegal and/or prescription drug and/or of alcohol will be discharged. The use of prescription drugs prescribed by a legal Doctor must be approved by your supervisor in advance. Proof must be shown that it is a legal prescription provided by a doctor with in the last 60 days and that the prescription will not affect your or anyone else's performance or safety within the job. In any case of drug or alcohol use safety concerns will be taken in mind 1st and foremost. In certain instances the employee may be offered a one time opportunity to enter and successfully complete a rehabilitation program that has been approved by Ditta Enterprises, Inc. During rehabilitation, the employee will be subject to unannounced drug or alcohol testing. Upon return to work from rehabilitation, the employee will be subject to unannounced drug or alcohol testing for a period of 60 months. Any test that is confirmed as positive during or following rehabilitation will result in discharge.

Drug and Alcohol Testing of Employees

Ditta Enterprises, Inc. may perform drug and/or alcohol testing:

- Of any employee who manifests "reasonable belief" behavior
- Of any employee who involved in an accident that results or could result in the filing of Workers' Compensation claim
- On a random basis of any employee
- Of any employee who is subject to drug and/or alcohol testing pursuant to federal or state rules, regulations or laws.

Non-Harassment Policy / Non-Discrimination Policy

Ditta Enterprises, Inc. prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, the company prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Discrimination includes, but is not limited to: making any employment decision or employment related action on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law.

Harassment is general defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: coercion; epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of visual, written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic. All employees are expected to be sensitive to the individual rights of their co-workers.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual ; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature, including terms of endearment; kidding or jokingly or demeaning language; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as but not limited to patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

Reporting: Any company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of Anna Ditta or Anthony Ditta. The company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels they have been retaliated against, the employee should file a complaint using the procedures set forth above.

Appropriate Language

Vulgar language will not be tolerated. The use of inappropriate language on the job, in the shop or at any company function will not be tolerated. Inappropriate language is, but not limited to, cussing, swearing or any other words that might offend co-workers. If you are found to be using any inappropriate language the appropriate disciplinary actions will be taken with possible termination.

Inspection and Searches

Ditta Enterprises, Inc. may conduct unannounced general inspections and searches for drugs, weapons or alcohol on premises, job sites, or in vehicles or equipment wherever located. Employees are expected to cooperate. Search of an employee and their personal property may be made when there is reasonable belief to conclude that the employee is in violation of this policy. An employee's consent to a search is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including discharge, even for a first refusal. Illegal drugs, drugs believed to be illegal, and drug paraphernalia found on Ditta Enterprises, Inc. property will be turned over to the appropriate law enforcement agency and the full cooperation given to any subsequent investigation. Other forms of contraband, such as firearms, explosives and lethal weapons, will be subject to seizure during an inspection or search. An employee who is found to possess contraband on property or while on business will be subject to discipline up to and including discharge. If an employee is the subject of a drug related investigation by Ditta Enterprises, Inc. or by a law enforcement agency, the employee may be suspended pending completion of the investigation with possible termination.

Performance Improvement

Performance improvement may be suggested whenever company management believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of company management. The company desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the company's best interest. The company expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, the employee may be terminated at any step at the discretion of management. Management, in its sole discretion, may warn, reassign, suspend or discharge any employee at will, whichever measure it chooses and at any time.

The supervisor/manager will determine the course of action best suited to the circumstances including some or all of the actions listed:

- Verbal Counseling
- Written Counseling
- Probation
- Suspension
- Involuntary Termination

Open Door Policy

The company has an open door policy and takes employee concerns and problems seriously. The company values each and every employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management.

Dismissal

Substandard Performance—An employee may be discharged if their performance is unacceptable. The supervisor/manager shall have counseled the employee concerning performance deficiencies, provided direction for improvement and warned the employee of possible termination if performance did not improve within a defined period of time. The supervisor/manager is expected to be alert to any underlying reasons for performance deficiencies such as personal problems or substance abuse.

Misconduct — An employee found to engaged in activities such as, but not limited to, theft of company property, insubordination, conflict of interest, or any other activities showing willful disregard of company interests or policies, will be terminated as soon as the supervisor/manager and personnel director have concurred with the action. Termination resulting from misconduct shall be entered into the employee's personnel file. No salary continuance or severance pay will be allowed.

Continuation of Medical/COBRA

Upon termination from the company for any reason other than gross misconduct, an employee may elect to continue group medical coverage at group rates as long as the employee pays the required monthly premium. It is also possible to convert other group plans to individual plans. You may, of course, request information on this subject at any time prior to actual termination.

Layoff

When a reduction in force is necessary or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

1. Company work requirements
2. Employee's abilities, experience and skill
3. Employee's potential for reassignment within the organization
4. Length of service

The immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff. Such as the effect the layoff will have on their anniversary date at the time of the call back — reasonable time off approved by supervisor/manager will be allowed off to seek other employment — the company will assist employees to find other work.

Resignation

An employee who wants to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Two weeks or ten working days is generally considered to be sufficient notice time. If an employee resigns to join a competitor, depending on the circumstances of their resignation and the future employer, the manager may require the employee to leave the company immediately rather than work during the notice period. This is not to be construed as a reflection upon the employee's integrity but an action in the best interests of the business practice.

My Copy of Acknowledging Receipt of Employee Handbook

By signing below I agree that I have received a copy of the company handbook specifying policies, practices, and regulations, which I agree to observe and follow during my employment with the company. I understand that it is my responsibility to be familiar with its contents and to ask questions on any matters I don't understand. I understand that failure to follow these policies will result in one (1) warning and possible termination after that.

Employee Signature

Date