

FRANKLIN SERVICES UNLIMITED INC

COMPANY POLICY HANDBOOK

THIS IS NOT A CONTRACT

FRANKLIN SERVICE UNLIMITED

HANDBOOK

WHAT YOU NEED TO KNOW ABOUT US

Employee Manual

1. Personal Policies

1.1 Absenteeism: All employees must phone department supervisor 2 hours before he/she shift begins, if he/she is going to be absent. Chronic Absenteeism will result in three (3) written warnings. After three (3) written warnings and absenteeism continues, a one (1) week suspension will occur and afterwards termination of job.

1.2 Tardiness: All employees if going to be late must phone to department head one (1) hour before shift starts. Chronic tardiness will result in three (3) written notices. Thereafter a three (3) day suspension from work and if tardiness continues will result in termination.

1.3 Intoxication: Alcoholic beverages of any kind will not be permitted while on the job site. Anyone found intoxicated will be given one (1) written warning, afterward the second time will result in termination of job.

1.4 Drug Abuse: Will not be permitted at any time. If drug abuse is found, you will be automatically terminated from your job.

1.5 Smoking: Smoking is permitted only during break & lunch hours and at designated areas. If smoking is not allowed on premises, please be courteous to client by not smoking.

1.6 Phone Calls: Personal phone calls are permitted only during break/lunch hours only. Employees must use a pay phone for all personal telephone calls. Employees are not permitted to use the office phones or client's phone. In coming personal calls to employees are not allowed doing work hours except for emergency calls only and only at the clients approval.

1.7 Personal visitation: Employees are not allowed visitors doing working hours. Visitors are not allowed on the job site except for those providing transportation to and from work.

1.8 Vacation: Employees are entitled to one (1) week vacation after one year of employment, two weeks after two years employment with pay.

1.9 Orientation: All new employees will have 2 days of orientation which will consist of two 45 minute sections and 2 15 minute break over the 2 day period, all employees who has previously worked on government sites will not be subject to orientations, only the introduction to Franklin's company policy.

II. ADMINISTRATIVE POLICIES

2.1 Temporary Employment is not a permanent position when a permanent employee is on maternity leave or sick leave ECT. ; A temporary employee is one hired as a floater until the permanent employee returns or if an applicant only wants a temporary position. There are no benefits available to a temporary employee.

2.2 Schedule of Work: All employees will receive their work schedule by the department head. It is your responsibility to acquire your work schedule if the department head fails to supply you with one. All employees will receive a copy of his/her job description/checklist to assure that the job is being performed properly.

2.3 Work Period: A work week begins on Monday and ends on Friday for most employees. Floor crews and window washers are excluded do to some job duties being performed on weekends.

2.4 Pay Periods: All new employees are paid 2 weeks in arrears preceding your first 2 weeks worked. Paychecks will not be released to anyone other than you without your written permission. Pay checks are issued at 2:00 p.m. this does not apply to out of state employees, who payroll checks are sent via mail.

2.5 Overtime: Must be approved by department head first and time sheet/card must be signed by department head, otherwise overtime will not be paid. (Department head of Franklin's Service Unlimited), station commanders are not department heads for Franklin's Services.

2.5 Out of state employees: All checklist work orders are to be signed by the station commander at your site and returned to Franklin's Service within 7-8 days after services rendered at the end of the month, this apply too employees paid monthly and 5-7 days for employees who are paid semi monthly, failure too do so will result in late pay of the succeeding pay check. *Semi-monthly*
new pay dates 15th and 30th or 31st

2.6 Breaks: Full-time employees are entitled two (2) 15 minute breaks and one 30 minute lunch. Part-time employees who work 4 to 5 hours daily may take one ~~15~~ minute breaks, employees working less than 4 hours are not entitled too breaks. *30 minutes*

2.7 Dress Code: Employees are expected to have and maintain a clean and neat appearance at all times, and personal hygiene is a must.

2.8 Parking for employees: All employees must park at the designated area assigned by clients

2.8 Parking: If an employee park anywhere other than areas designated, employee are responsible for any tickets or fines for illegal parking, if a clients does not designate a parking space, employees are still responsible for parking legally at any and all sites, no exceptions.

2.9 Health Insurance: Franklin's only provide health & welfare as required by the service contract act(Federal government DOL)

2.10 Supply usage: Office supplies are not to be used by employees for personal use. Employees are not allowed to take any supplies from job site. If supplies are taken from job site, it will be considered theft and will result in prosecution.

2.11 Equipment: Equipment is not to be removed from job site. If taken from premises it will result in the same consequences as listed above.

ADMINISTRATIVE POLICIES (continue)

2.12 Safety Precautions: All employees are required to view all safety videos doing the first week of employment (Osha Requirement)

2.13 Employee Promotions: Employees can be promoted if he/she is proven to be loyal and dependable...

2.14 Evaluation: All evaluations are done 90 days after employment. A second evaluation will be done every 6 months thereafter. Franklin's periodically does acquire inventory skills reports.

Note: All employees are placed on probation for a period of 90 days.

(Employees will be notified of his/her work habits doing evaluation rather satisfactory or if improvement is needed.)

2.15 Voluntary Resignation: If an employee fails to call or show up for work, that employee is automatically terminated from his/her position. All employees are required to submit a two week notice before quitting, if employee fails to do so, that employee will not be considered for rehiring in the future.

2.16 Suggestions: We invite all employee suggestions.

Policy Statement

TO: Department Managers
Supervisory Personnel
Employees
Applicants for Employment

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

OBJECTIVE: To hire qualified employees consistent with a position Requirement: to seek, employ, promote, and treat all Employees and applicants for employment without Discrimination regardless of race, color, religion, sex, age, Marital status, handicap or national origin.

It is the policy of Franklin's Service Unlimited Inc. to give equal opportunity to all qualified persons without regards to race, color, religion, sex, marital status, age, handicap, or national origin.

Franklin's Service employment practices are to provide that all individuals be recruited, hired, assigned, advanced, compensated and retained on the basis of their qualifications, and treated equally in these and with all respects.

It shall be considered the responsibility of every supervisory employee to further the implementation of this policy and ensure conformance by their subordinates.

Supervisory personnel as well as those responsible for hiring new employees must take all necessary action in the elimination of possible discrimination towards all employees and applicants for employment with Franklin's Service unlimited Inc, in all categories and levels of employment and employee relations.

The responsibility that this policy is continuously followed is the concern of Franklin's Service Unlimited Inc.; all designated officials shall work with each department manager and supervisor in implementing and monitoring the progress being made within their department.

Franklin Services Unlimited Inc.

Sexual Harassment

With the Senate hearing regarding the conformation of Clarence Thomas to the Supreme Court, The issue of sexual harassment was literally brought into the public arena. For days, the country explored the issue of sexual harassment as Anita Hill testified in front of the Senate Committee concerning her allegations of the sexual misconduct of now Supreme Court Justice Clarence Thomas. Whether sexual harassment actually took place is still open to debate.

What is sexual harassment? According to a 1986 case Supreme Court case *Meritor Savings Bank v. Venson*, 477 U.S. 57, sexual harassment is any unwelcome sexual advances that alter an employee's work environment in a way that is either hostile or abusive. It doesn't matter whether the employee suffers economic loss: If the work environment is altered due to unwanted advances of another employee that is considered sexual harassment.

There are several avenues an employee who feels he or she has suffered from sexual harassment may take. One is to seek relief in the court against the offender. Another is to ask the employer to handle it internally. If this is the case, as an employer, the company will be prepared to handle such complaints.

While many large corporations have formalized systems to handle sexual harassment complaints, small business usually don't. If a sexual harassment complaint is brought to our attention, or to an executive in the company, a formal investigation into the charges will be undertaken to determine the validity of the allegations by an official of Franklin's service.

If after investigation the matter, we find that there is a basis to support the sexual harassment complaint; Franklin's Service will determine the action that needs to be taken.

That may range from termination, reassignment or contacting the proper authorities, or it may require counseling. Whatever decision is made, it is both up to the employee and Franklin's Service as the employer to make sure that sexual harassment ceases. If Franklin's service fails to take action, Franklin's Service could be the target of a lawsuit pursuant under the Title VII of the Civil Right Act. Title VII doesn't specifically mention sexual harassment.

However the EEOC has interpreted the statues to include any sexually related conduct that is a condition of continued employment. In other words, if continued employment is subject unwanted sexual advances, Title VII will cover it.

To all employees of Franklin Services Unlimited Inc., please be advised, if that at any time you feel you are being sexually harassed, the first step is to set up an appointment with your department head. Let he/she know exactly what you want to discuss with them.

If a department head cannot be reached for any reason, please contact the next level of authority.

All conversations will be recorded but kept confidential until such time as need to be discussed, if you fail too bring such issues to the attention of Franklin's Service we cannot beheld accountable, any unwanted advances should be reported immediately while employed by Franklin's Service, this also apply too working on any and all job sites for Franklin's Services.

Acknowledgement

This is an acknowledgement of receipt of Franklin Services Unlimited Company Policy.

Employee Signature 

Date 

By signing this page the employee confirms that he/she has reviewed and acknowledge the contents of the company policy issued, which includes 9 pages beginning with the introduction of Franklin Services Unlimited, this policy contents includes the employees manual/personal policies items 1-9, administrative policy 2-11, the continuation of the administrative policy items 12 thru 16, Equal employment statement and Franklin Services Unlimited Sexual harassment statement. Example of Pay Periods. Please keep on hand and review your company policy periodically. It is your responsibility to carefully read the entire policy. Please return this page within 5 business days. Failure to return will result in late pay; all documents forward to any and all employees requiring a signature must be signed and returned within the time allowed.