



# **Minority Contractors Collaboration**

## **Employee Handbook**

**March 2020**

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## **SECTION 1**

### **INTRODUCTION**

#### **Welcome Statement**

Minority Contractors Collaboration (M.C.C) is about collaborating with construction industry professionals to build more productive businesses and a more knowledgeable workforce. We are helping professionals start their own construction business, while providing the workforce needed to help their business grow! We embrace diversity in the workplace and business. This helps broaden our skill base and become more competitive and innovative in the workforce.

#### **Equal Employment Opportunity**

Minority Contractors Collaboration 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, gender, sex, color, religion, 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.

Minority Contractors Collaboration is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability. Consistent with this policy of non-discrimination, Minority Contractors Collaboration will provide reasonable accommodations to a qualified individual with a disability, as defined in the ADA, who has made Minority Contractors Collaboration aware of his or her disability, provided such accommodation does not constitute an undue hardship to Minority Contractors Collaboration.

Any employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against should notify their supervisor or the President.

#### **Employment at Will**

Employment with Minority Contractors Collaboration may be terminated for any reason, with or without cause or notice, at any time, by you or Minority Contractors Collaboration. Nothing in this Employee Handbook or in any oral or written statement shall limit the right to terminate employment at will. Only the President

of MCC shall have any authority to enter into an employment, independent contractor, or vendor agreement with any employee providing for employment other than at-will and any such agreement must be in writing.

This policy of at-will employment is the sole and entire agreement between you and Minority Contractors Collaboration as to the duration of employment and the circumstances under which your employment may be terminated.

With the exception of employment at will, terms and conditions of employment with Minority Contractors Collaboration may be modified at the sole discretion of Minority Contractors Collaboration, with or without cause or notice, at any time. No implied contract concerning any employment- related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

This handbook states only general Minority Contractors Collaboration guidelines. Minority Contractors Collaboration may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed or made available to employees.

## **Open Door Policy**

Minority Contractors Collaboration strives to provide a positive work experience and with that goal we have an open-door policy because we take employee concerns seriously. Every employee is encouraged to speak with his or her immediate supervisor at any time with questions or problems relating to the job while employed. If you are unable to satisfactorily resolve your question or problem with your supervisor, you can request a meeting with the president.

## **SECTION 2 EMPLOYMENT POLICIES**

### **Employee Categories**

The following is intended to help employees understand employment classifications and status. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will

relationship at any time is retained by both the employee and Minority Contractors Collaboration.

Each employee will belong to one of the following employment categories:

Full-time – an employee scheduled to work 30 or more hours per week on a regular, on-going basis.

Part-time – an employee scheduled to work less than 20 hours per week on a regular, on-going basis.

Temporary – an employee hired to work any schedule, for a period of time.

*Fair Labor Standard Act (FLSA) Classifications:*

Exempt – employees who are paid on a salary or hourly basis and do not receive payment for overtime in accordance with the Fair Labor Standard Act.

Non-Exempt – employees who are paid on either a salary or hourly basis and receive payment for overtime in accordance with the Fair Labor Standards Act.

Independent Contractors (1099) – contractors may be established for service provided by persons who are engaged as independent contractors (or third-party contractors) with set fees or expenses. Independent Contractors are responsible for payment of taxes. Hours are flexible for Independent Contractors.

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by Minority Contractors Collaboration management based on the Fair Labor Standards Act guidelines only.

## **Performance Reviews**

Professional development is a priority to Minority Contractors Collaboration. To ensure this development performance reviews are scheduled annually. Every performance review includes a growth plan that will be reviewed as outlined in performance review. Additional performance evaluations may be conducted as Minority Contractors Collaboration executives deem necessary.

All performance reviews will be placed in employee file. The employee will also receive a copy of the performance review.

## **Progressive Discipline Policy**

Minority Contractors Collaboration enforces a policy of progressive discipline. The intent is to provide employees an opportunity to improve deficiencies. Discipline may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, reassignment or some other disciplinary action, in no particular order. The course of action will be determined by Minority Contractors Collaboration at its sole discretion as it deems appropriate. The discipline imposed under this policy will be determined based on the severity of the violation and points system outlined below. Violations may include but are not limited to:

<b>VIOLATIONS</b>
No Call, No Show <i>*See Call Off Procedure for details</i>
Tardy
<i>**Improper Clock-in/out (without contact to MCC supervisor)</i>
Insubordination
Disregarding order(s)

\*Call off procedure is detailed in a separate section.

\*\*Improper Clock-In/Out (without contact to MCC Employee Relations) – considered chronic after 2 violations.

The following progressive disciplinary steps and points may be utilized for breach of policy or violation of rule(s):

<b>OFFENSE</b>	<b>CONSEQUENCE</b>
1 <sup>st</sup>	Verbal counseling / warning
2 <sup>nd</sup>	Written warning
*3 <sup>rd</sup>	Termination

Note that each offense need not be for violation of the same policy or procedure. First time violations of different policies or procedures may count as second or third offenses. All violations will be filed in the employee's personnel file.

Note that warnings submitted via TSheets are considered in an employee's count of offenses.

The employee may ask for a copy of the warning at any time. Employees, although they may not necessarily agree with the disciplinary action, are expected to sign

the form acknowledging that disciplinary action has been taken against them and add any comments they deem necessary.

While Minority Contractors Collaboration provides this policy as a guide for the administration and enforcement of its policies and procedures, the severity and circumstances surrounding a particular violation may warrant imposition of a more serious form of discipline, even in situations where the violation is a first offense.

Furthermore, immediate termination may be required.

## **SECTION 3 EMPLOYEE RESOURCES AND PERKS**

As Minority Contractors Collaboration expands and grows, we will continue to add to employee resources and perks. We will update this section as changes are made.

## **SECTION 4 ON THE JOB PRACTICES AND POLICIES**

### **Employment Records**

Minority Contractors Collaboration maintains three employee files for each employee.

#### **Personnel**

A *personnel file* is maintained for each employee of Minority Contractors Collaboration. These personnel files contain confidential documents and are managed and maintained by the Executive Leadership and Administrative staff.

Access to this file is limited to Executive Leadership and Administrative staff. Typical documents in a personnel file include the employment application, a family emergency contact form, documented disciplinary action history, a resume, employee handbook and at-will employer sign off sheets, current personal information, and written performance evaluations.

Not all personnel files contain the same documents, but each personnel file has some documents that are the same.

#### Payroll Files

*Payroll* - files contain a history of the employee's jobs, departments, compensation changes, and so on. Access to the payroll file is limited to the appropriate accounting and Executive staff.

#### Employee Medical File

The contents of the medical file are not available to anyone except Executive designated staff and the employee whose records are retained in the file. At Minority Contractors Collaboration, medical files receive the highest degree of safe storage and confidentiality.

#### Viewing Employee Files

An employee may view his or her personnel file by contacting President during normal business hours. The President will schedule an appointment during which the employee can view the contents of their file. No employee may alter or remove any document from his or her personnel file which must be viewed in the presence of an Executive or Administrative staff.

## Pay Day

All employees and contractors of Minority Contractors Collaboration are paid Friday weekly. Minority Contractors Collaboration takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

By law, Minority Contractors Collaboration is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received. If you believe there is an error in your pay, bring the matter to the attention of the President immediately so Minority Contractors Collaboration can resolve the issue as quickly as possible.

Minority Contractors Collaboration recognizes holidays listed below. Our office will be closed at this time unless otherwise notified. Office staff will not report to work during these holidays unless otherwise notified.

New Year's Day
Martin Luther King, Jr. Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Thanksgiving Day (Day After)
Christmas Eve
Christmas Day

## **Overtime**

All employees of Minority Contractors Collaboration are paid time and a half for hours worked over 40 in a pay period. MCC employees should not work over 40 hours in a pay period.

## **Timekeeping**

All non-exempt employees will clock-in/out via the T Sheets application.

In the event an employee experiences difficulty utilizing the T Sheets application, it is the employee's responsibility to notify Minority Contractors Collaboration Headquarters of the issue. A lack of notification or late notification more than 24 hours of onset may result in disciplinary action, delayed payment of time worked, up to and including termination.

## **Working Schedule**

It is the employee's responsibility to accurately report time worked and to conform to work schedules and overtime policies in effect at the time. Work performed outside of authorized work hours may lead to disciplinary action unless approved by a supervisor in writing.

## **Call Off Procedure**

When employees need to request time off or experiencing an emergency, employees are expected to adhere to steps outlined below. These were composed to balance employee need and company operations.

1. Notify Minority Contractors Collaboration no later than four (4) hours prior to the start of your shift.
2. Contact Employee Relations to notify.
3. Acceptable notification(s) are phone or email. Text messaging is not acceptable.

OFFENSE	CONSEQUENCE
1 <sup>st</sup>	Verbal counseling / warning
2 <sup>nd</sup>	Written warning
*3 <sup>rd</sup>	Termination

OFFENSE	CONSEQUENCE
Improper Clock in/out	Written warning, after 3 total violations termination
Tardy –without notice	Written warning, after 2 total violations, termination
No Call, No Show	Termination

Lack or improper communication that results in any service gap, deficit, break, or incident may result in disciplinary action up to and including termination.

## **Direct Deposit**

Minority Contractors Collaboration encourages employees to have their pay directly deposited into their bank accounts via direct deposit. Employees will receive an itemized statement of wages when Minority Contractors Collaboration makes direct deposits.

## **SECTION 5 STANDARDS OF CONDUCT**

## **Non-Harassment Policy / Non-Discrimination Policy**

Minority Contractors Collaboration strives to maintain an environment free from sexual harassment and harassment based on race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, or physical or mental disability, and to implement this policy in a consistent and vigorous manner. Each employee has the right to work in a professional environment that promotes equal opportunities and prohibits sexual harassment and harassment based on race, color, creed, religion, sex, national origin, age, sexual orientation or gender identity, and physical or mental disability, hereinafter referred to as protected status or protected class. Workplace harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated in Minority Contractors Collaboration. Minority Contractors Collaboration will not tolerate workplace harassment, whether engaged in by employees, supervisors, officers, or by outside clients or other non-employees who conduct business with Minority Contractors Collaboration. Minority Contractors Collaboration encourages reporting of all incidences of alleged harassment, regardless of who the offender may be or the offender's status. To further encourage a working environment free of harassment and intimidation (including sexual harassment), Minority Contractors Collaboration will provide appropriate annual training of its workforce.

### **Sexual Harassment**

“Sexual Harassment” is defined as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment. Examples of sexual harassment can include but are not limited to: asking for sexual favors in exchange for work benefits; the posting of sexually graphic materials; jokes; stories; comments or innuendoes of a sexual nature; making sexual gestures or expressions; unwanted touching of a person’s clothing or hair; whistling or “cat calls”; staring at someone; or blocking or impeding a person’s path. It is the responsibility of the employee who is subjected to harassment or who witnesses a case of unlawful harassment to report such incident directly to their Supervisor or, if that is not appropriate, to the Chief Operating Officer.

Reporting:

Any MCC an 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 his or her supervisor or the President. Minority Contractors Collaboration 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 Minority Contractors Collaboration will take appropriate action based on the outcome of the investigation.

There will be no reprisal or retaliation against anyone who reports such an incident as it is unlawful to retaliate against anyone for filing a complaint or for cooperating in an investigation of a harassment complaint. However, no disciplinary action will be taken without a thorough investigation of the facts which shall include gathering statements from all parties and witnesses involved.

## **Responsibilities**

Employees, contractors, and temporary workers are responsible for complying with this policy by reporting all instances of alleged harassment and cooperating in any investigation of the alleged harassment.

Executive Officers, Directors, and Supervisors are responsible for implementing this policy in their departments, keeping the workplace free from any form of harassment, ensuring that all associates, contractors and temporary workers understand this policy, taking complaints about harassment seriously and notifying the appropriate staff about any complaints of sexual or other forms of harassment.

## **Workplace Violence**

It is Minority Contractors Collaboration' policy that any threats, threatening language or any other acts of aggression or violence made toward or by any Minority Contractors Collaboration employee will not be tolerated. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employees have a duty to warn their executives, supervisors, or security personnel of any suspicious behavior, situations or incidents that they observe or that they

are aware of that involve other employees, former employees, customers, suppliers, visitors or other parties. These situations include, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or similar behavior. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. Minority Contractors Collaboration will not permit any form of retaliation against any employee for filing a report under this policy.

Minority Contractors Collaboration will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, Minority Contractors Collaboration may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

### **Employee Conduct and Work Rules**

All Minority Contractors Collaboration employees are expected to conduct themselves in a professional manner at all times. Outlined herein are those expectations but are not limited to these solely.

Wear business casual clothing, Presentable and clean.

Arrive and clock-in/out on time.

Report every incident to appropriate Minority Contractors Collaboration staff and authorities.

Refer the following to Minority Contractors Collaboration Headquarters: New services and matters concerning terms of service contracts. At no time is it appropriate for Minority Contractors Collaboration employees to confirm or promise services, discuss or alter service terms. All matters related to service, current, future contracts are managed and finalized by President.

Violation(s) of conduct may result in written violation, suspension, and or termination.

## **Punctuality and Attendance**

Scheduled hours are set per employee and will not change unless agreed and provided in writing by both employee and employer. Minority Contractors Collaboration does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action.

Employees are expected to arrive on time and ready for work. An employee who arrives after their scheduled arrival time is considered tardy. Minority Contractors Collaboration recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

Failure to report to work and not calling to report the absence is a no call/no show and is a serious matter. Any unreported absences are considered job abandonment and will be considered a voluntary resignation of your employment.

We do recognize that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Supervisor as early as possible, but no later than the start of your work shift. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please call, stating the nature of your illness and its expected duration, every day that you are absent.

Minority Contractors Collaboration reserves the right to require reasonable proof of illness or temporary disability. Excessive absences or tardiness will result in disciplinary action up to and including termination.

## **Separation of Employment**

Termination of employment may be voluntary or involuntary. Voluntary dismissal may include the following:

Resignation

Failure to show for three (3) consecutive days without notice

Involuntary dismissal may include the following:

Discharge for cause

Discharge without cause

Discharge for cause refers to immediate termination of employment due to an employee's misconduct. Any kind of disciplinary action or progressive discipline that results in termination may be considered "for cause". Other wrongful behaviors or actions that result in immediate dismissal are also considered "for cause".

Discharge without cause can occur when the company decides that the services of an employee are no longer needed. In general, this does not always refer to an employee's conduct.

Minority Contractors Collaboration will pay time worked prior to termination notice. Terminated employee will receive final paycheck via direct deposit. In the event final paycheck must be mailed, terminated employee will be notified.

All records of termination will remain in employee personnel file.

#### *Return of Minority Contractors Collaboration Equipment*

Terminated employee is expected to return Minority Contractors Collaboration equipment within 48 hours of termination in condition issued. If Minority Contractors Collaboration equipment are not returned within agreed 48 hours, minimum of \$100 deduction will be processed from your next check. Terminated employee is expected to schedule equipment delivery with Minority Contractors Collaboration front office staff.

In cases of resignation, the employee must submit an official written resignation letter and submit to the immediate supervisor. A two-week notification is expected so Minority Contractors Collaboration can arrange alternatives for handling the remaining workload of the position. Return of Minority Contractors Collaboration equipment are applicable in case of resignation as outlined above for terminated employee.

#### *Additional Returns and System Resets*

Terminated employee is obligated to return any confidential files and delete them from their personal devices.

Access and passwords to all Minority Contractors Collaboration account will be changed. Only pertinent information pertaining to the corporation will be retained. All else information will be properly removed and deleted.

## **Personal and Minority Contractors Collaboration Owned Communication Devices**

The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate business uses for connecting a personally-owned mobile device to Minority Contractors Collaboration' corporate network. This mobile device policy applies, but is not limited, to all devices and Minority Contractors Collaboration media that fit the following classifications:

- Smart phones
- Other mobile/cellular phones
- Tablet computers
- Portable media devices
- PDAs
- Portable gaming devices
- Laptop/notebook computers
- Any mobile device capable of storing corporate data and connecting to a network

The policy applies to any hardware and related software that is not corporately owned or supplied but could be used to access corporate resources. That is, devices that employees have purchased for personal use but also wish to use in the business environment. The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within Minority Contractors Collaboration' technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it could potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications, loss of revenue, and damage to Minority Contractors Collaboration' public image. Therefore, all users employing a mobile device connected to Minority Contractors Collaboration' corporate network, and/or capable of backing up, storing, or otherwise accessing corporate data of any type, must adhere to Minority Contractors Collaboration -defined processes for doing so. For approval and further information, contact your supervisor.

Minority Contractors Collaboration -Provided Portable Communication Devices (PCDs), including cell phones, tablets and computers, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary. Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through Minority Contractors Collaboration' networks and the PCD must be provided for inspection and review upon request. When sending a text message or using a PCD for business purposes, whether it is a Minority Contractors Collaboration -provided or personal device, employees must comply with applicable Minority Contractors Collaboration guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

### **Personal Visitors and Telephone Calls**

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

Minority Contractors Collaboration requests that employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief.

### **Inspections**

Minority Contractors Collaboration wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Minority Contractors Collaboration prohibits the control, possession, transfer, sale, or use of such materials on its premises and may require employees while on Minority Contractors Collaboration or client property, to agree to the inspection of their person, personal possessions and property, personal vehicles parked on Minority Contractors Collaboration or client property, and work areas including lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as

personal email sent to Minority Contractors Collaboration or its clients. The cooperation of all employees is required to successfully administer this policy. Desks, lockers, and other storage devices may be provided for the conveniences of employees but remain the sole property of the employer. Accordingly, any authorized agent or representative of the employer can inspect them, as well as any articles found within them, at any time, either with or without prior notice. Employees are expected to cooperate in the conduct of any search or inspection.

## **Smoking**

Minority Contractors Collaboration is in compliance with the Clean Air Act and has made all our office buildings designated non-smoking areas. Smoking will not be allowed within any office buildings. To those who smoke, we respectfully request your understanding and cooperation and ask that if you need to smoke please do so outside the buildings. This includes "Vaping" or using e-cigarettes. Smoking is prohibited in all Minority Contractors Collaboration vehicles.

## **Confidential MCC Information**

Minority Contractors Collaboration' confidentiality policy outlines how we expect our employees to treat confidential information. At some point, employees may unavoidably receive and handle personal and private information about clients, partners and our company. We want to make sure that this information is well-protected.

In the course of your employment with Minority Contractors Collaboration, you may create, receive, know of or gain access to information that is confidential and/or proprietary. Confidential and proprietary information may be in a physical form (on paper, in an e-mail, on a diskette, videotape, etc.) or may be knowledge acquired through conversations to which you are a party or that you overhear. Proprietary information may consist of any system, information, or process that could give Minority Contractors Collaboration an advantage over its competitors. Confidential information includes non-public information that you are expected to safeguard from disclosure to the public. All proprietary information is confidential information. Therefore, proprietary and confidential information will be collectively referred to in this Policy as "confidential information."

### **What employees are expected to do:**

Lock or secure confidential information at all times

Shred confidential documents or place in shred container when they're no longer needed

Make sure they only view confidential information on secure devices

Remain aware of environment when viewing confidential information to minimize exposure

Only disclose information to other employees when it's necessary and authorized

Keep confidential documents inside our company's premises unless it's absolutely necessary to move them

At the end of every shift clear desk and work area of any confidential information

### **What employees are expected NOT to do:**

Use confidential information for any personal benefit or profit

Disclose confidential information to anyone outside of our company

Replicate confidential documents and files and store them on insecure devices

When employees stop working for our company, they're obliged to return any confidential files and delete them from their personal devices.

### **Corporate Confidentiality Measures**

Minority Contractors Collaboration takes every measure to ensure that confidential information is well protected. This includes but not limited to the following:

Store and lock paper documents.

Encrypt electronic information and safeguard databases.

Ask employees to sign non-compete and/or non-disclosure agreements (NDAs).

Provide proper access or ask for authorization by senior management to allow employees to access certain confidential information

### **No Solicitation / No Distribution**

Minority Contractors Collaboration is enthused to maintain a pleasant and cooperative relationship with employees in all matters. However, no business relationship can operate efficiently if there are frequent work interruptions. As such, employees may not solicit for any cause, or distribute literature of any kind (for themselves or another employee) for any purpose during working time.

Non-employees are not permitted to solicit employees or distribute materials for any purpose on Minority Contractors Collaboration property at any time.

## **Conflict of Interest and Business Ethics**

All active employees must notify Minority Contractors Collaboration before they take outside employment so that Minority Contractors Collaboration will have reasonable notice to make a determination as to whether it sees, at that time, any conflict of interest. An employee may hold a job with another organization as long as he/she satisfactorily performs his/her job responsibilities with Minority Contractors Collaboration including scheduling requirements and that the position is approved in advance. Employees should consider the impact that outside employment may have on their employment relationship with MCC. All employees will be judged by the same performance standards and will be subject to the employer's scheduling demands, regardless of any existing outside work requirements. Minority Contractors Collaboration retains the right to prohibit second jobs if it considers it to be a conflict of interest or if it interferes with current job responsibilities.

The purpose of this policy is to ensure that Minority Contractors Collaboration' reputation is not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of Minority Contractors Collaboration.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Employees can seek further clarification on issues related to the subject of acceptable standards of operation. Situations that would constitute a conflict in most cases include but are not limited to:

- Transactions with outside firms not conducted within a framework established or controlled by the executive level of the organization.
- Bribes, bonuses, fringe benefits, unusual price breaks or excess volumes designed to benefit another Minority Contractors Collaboration competitor, an employee, relative or acquaintance.

- Holding an interest in, or being employed by, any Minority Contractors Collaboration competitors with Minority Contractors Collaboration.

No "presumption of guilt" is created by the mere existence of a relationship with outside personnel. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he/she disclose to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above. This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value. It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and Minority Contractors Collaboration.

### **Equipment and Property Including Intellectual Property**

Employees are prohibited from any unauthorized use of Minority Contractors Collaboration' intellectual property, such as audio and video tapes, print materials and software.

Equipment essential in accomplishing job duties is often expensive and difficult to replace. Improper or unsafe use of equipment can result in discipline, up to and including discharge. Employees are expected to follow safety standards and guidelines and to follow all operating instructions. Employees must notify a Supervisor if equipment, machines or Minority Contractors Collaboration property appears to be damaged or in need of repair.

Further, Minority Contractors Collaboration is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

## **Familiar Relationships**

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Minority Contractors Collaboration may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists. In other cases, the parties may be separated by reassignment or terminated from employment, at the discretion of Minority Contractors Collaboration. Accordingly, all parties to any type of intimate personal relationship must inform management.

## **Business Expense Reimbursement**

Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. Contact your Supervisor in advance if you have any questions about whether an expense will be reimbursed.

## **Social Media Policy**

**Use of Social Media** Information published on any social networking site should not reveal any information designated by Minority Contractors Collaboration as confidential and must not disclose any trade secret, such as client information or marketing efforts. This also applies to comments posted on other blogs, forums, and social networking sites.

Minority Contractors Collaboration respects the right of any employee to maintain a blog, web page or to participate in a social networking site. However, to protect Minority Contractors Collaboration interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with Minority Contractors Collaboration equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site.

You should not post content about Minority Contractors Collaboration, management, co-workers or customers that is discriminatory, defamatory, libelous or threatening or a violation of Minority Contractors Collaboration' policies against discrimination on account of race, age, religion, sex, ethnicity, nationality disability or other protected class, status or characteristic.

Minority Contractors Collaboration encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers.

Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their supervisor. Published information should not reveal confidential information, nor may it disclose any trade secret. Minority Contractors Collaboration logos and trademarks may not be used without written consent of an officer of Minority Contractors Collaboration.

Violation of this policy may result in immediate termination.

### **Employee Dress Policy**

An employee's personal appearance and hygiene is a reflection on Minority Contractors Collaboration' character. Employees are expected to dress in a manner appropriate with their work environment and exercise good hygiene. When a situation arises regarding the appropriateness of attire, the manager or supervisor will be responsible to counsel the employee using best judgment as the determining factor. Employees dressed inappropriately or who exercise poor hygiene may be prevented from working until he or she is well-groomed or wearing proper attire.

## **SECTION 6**

### **HANDBOOK ACKNOWLEDGEMENT**

#### **Handbook Acknowledgement**

\_\_\_\_\_ (initials) I acknowledge that I have received a copy of the Minority Contractors Collaboration Employee Handbook dated March 1, 2020. I understand that this employee handbook replaces any and all prior verbal and written communications regarding Minority Contractors Collaboration working conditions, policies, procedures, appeal processes, and benefits.

\_\_\_\_\_ (initials) I understand that the working conditions, policies, procedures, appeal processes, and benefits described in this handbook are confidential and may not be distributed in any way nor discussed with anyone who is not an employee of Minority Contractors Collaboration

\_\_\_\_\_ (initials) I have read and understood the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with Minority Contractors Collaboration.

\_\_\_\_\_ (initials) I have read and understood the Standards of Conduct expected by Minority Contractors Collaboration and I agree to act in accord with the Standards of Conduct as a condition of my employment by Minority Contractors Collaboration

\_\_\_\_\_ (initials) I understand that if I have questions or concerns at any time about the handbook or the Standards of Conduct, I will consult my immediate supervisor, Employee Relations, or Chief Operating Officer for clarification.

\_\_\_\_\_ (initials) I also acknowledge that the handbook contains an employment-at-will provision that states:

- Either Minority Contractors Collaboration or I can terminate my employment relationship at any time, with or without cause, and with or without notice.

- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other Minority Contractors Collaboration documents, or in any verbal statements to the contrary; and
- That no one except the President can enter into any differing employment relationship, contract, or agreement. To be enforceable, any such out-of-the-ordinary relationship, contract or agreement must be in writing, signed by the President, notarized, and in the employee file.

\_\_\_\_\_ (initials) Finally, I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time.

X

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Employee Signature / Date

X

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President / Date

## **SECTION 7 APPENDIX**

### **OFFICE AND STAFF CONTACTS**

Main Office                            317-991-3150

President                                317-205-7058

Human Resources/Payroll            904-414-2239



## **Next Level Jobs Workforce Ready Grant (non-credit bearing) Participant Rights and Responsibilities**

Next Level Jobs—part of Governor Holcomb’s Next Level Indiana agenda—aims to equip working-age Hoosiers and Indiana employers with the training and skills they need to succeed in the 21st Century economy. Through the Workforce Ready Grant, working-age Hoosiers can enroll in no- to low-cost training programs in any one of Indiana’s 5 high-demand sectors: Advanced Manufacturing, Building & Construction, Health & Life Sciences, IT & Business Services, and Transportation & Logistics. Hoosiers can earn high-value certificates in these areas through approved training providers located throughout the state.

Thank you for showing interest in becoming a Workforce Ready Grant participant. As part of the enrollment process, all participants are to be made aware of and agree to their rights and responsibilities as a Workforce Ready Grant participant.

### **Participant Rights:**

#### **A WRG NCB participant...**

1. may receive up to \$5,000 for training program costs. Covered training costs include tuition, ancillary expenses and associated certification assessment fees. The grant amount is paid directly to the training provider on the behalf of the eligible participant. Participants are not entitled to the full \$5,000.
2. has the right to be informed of any training programs in excess of the WRG NCB \$5,000 tuition cap.
3. has the right to one WRG NCB paid attempt of the associated certification assessment.
4. has the right to receive training in an appropriate learning environment including access to all tools, equipment, materials and technology necessary to successfully complete the training.
5. has the right to file a grievance. An applicant for or participant in any Indiana Department of Workforce Development (IDWD) program or service, including the NextLevel Jobs Workforce Ready Grant program, has the right to file a grievance if the applicant or participant believes there has been:
  - a. a violation of the implementation of program;
  - b. discrimination against the applicant or participant on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief; or
  - c. fraud, criminal abuse, or other criminal activity.

Any participant wishing to discuss a grievance can contact the IDWD via email at: [policy@dwd.in.gov](mailto:policy@dwd.in.gov).

**Participant Responsibilities:**

**Every WRG NCB participant...**

1. must meet WRG NCB eligibility requirements. The individual
  - a. must have a high school diploma or equivalent, but less than a college degree (from any accredited institution).
  - b. must be a U.S. citizen (or eligible resident).
  - c. must be an Indiana resident.
  - d. must enroll in a WRG NCB authorized training program.
  - e. must have a lead record in the NLJ dashboard.
  - f. must have completed a Participant Rights and Responsibility form.
  - g. must not have previously utilized WRG (credit bearing or non-credit bearing) funding—an individual may only enroll into a WRG program one time in his or her lifetime<sup>1</sup>.
  - h. must meet any additional requirements set by the WRG NCB authorized training provider.
2. must provide training provider true and accurate documentation to assist with eligibility requirements.
3. is required to pay any costs in excess of the WRG NCB \$5,000 tuition cap.
4. must attend a minimum of 90% of all training sessions or communicate in a timely manner to the training provider any anticipated absences (exceptions will be made on a case-by-case basis for emergency situations).
5. is required to complete the training program within the specified timeframe allotted by the training provider (exceptions will be made on a case-by-case basis for emergency situations).
6. must, in partnership with the training instructor, accurately maintain the weekly attendance record throughout the training program.
7. must complete the certification assessment at the conclusion of the training period and provide the results to the training provider.
8. must respond to all communications from the IDWD, including phone calls, emails, online surveys, or requests for other documentation, to assist the Department with ongoing program quality assurance measures.

<sup>1</sup> Exceptions can be made for participants on a case by case basis for emergencies.

**ATTESTATION:**

Please email [workforcereadygrant@dwd.in.gov](mailto:workforcereadygrant@dwd.in.gov) with any questions regarding the content of the ***Participant Rights and Responsibilities*** document.

I have reviewed and understand the information presented in the ***Participant Rights and Responsibilities*** document and agree to the requirements contained within should I be eligible and selected to participate in the training program.

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_