



# **Employee Handbook 2020 Revision**

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## I. Getting Started

### A. New Employee Welcome

It is our pleasure to welcome you as a new employee of Edwards Interiors, Inc. It is our hope that your employment with us will be exciting and interesting, and one that is mutually rewarding.

We have prepared this handbook to reflect the basic philosophy of the company and to answer your questions regarding employment with Edwards Interiors, Inc. /Momentum Resources, Inc. It is important for you to understand that the policies described in this handbook are not conditions of employment. These rules, procedures, and policy statements are intended solely to explain employee conduct, employee benefits, and to ensure fair, equitable and nondiscriminatory treatment for all members of the company team.

We hope this handbook will increase your knowledge of working with the company. More specific information regarding any statement in this handbook or areas not covered may be obtained from your manager.

**WELCOME ABOARD!**



## **B. Company Statement**

The matters pertaining to employment presented in this handbook are for informational purposes only and may be unilaterally amended or withdrawn by Edwards Interior's Inc./ Momentum Resources, Inc. at any time without prior notice to employees. This handbook is not a contract or offer of a contract of employment terms and cannot be relied upon as such.

As a condition of employment, each employee acknowledges and agrees that Momentum Resources, Inc. may make changes in his or her terms of at-will employment, and each agrees to be bound by any such changes. The only effective objection an employee may make to any such changes is to resign from employment.

## **C. Employment Policies**

### **1. Equal Employment Opportunity**

It is our policy to select the best-qualified person for each position in the organization. No employee will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, or age.

No employees will discriminate against any applicant or fellow employee because of disability or because of the person's veteran status.

### **2. Prohibited Harassment**

Edwards Interiors, Inc. maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Because sexual harassment interferes with performance; creates an intimidating, hostile, or offensive work environment; or influences, or tends to affect the career, salary, working conditions, responsibilities, duties or other aspects of career development of an employee or prospective employee, it will not be tolerated.

Sexual harassment, as defined by the Federal Equal Employment Opportunity Commission (EEOC) consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature where (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

If you feel you are a victim of sexual harassment, you should promptly report the facts of the instance, and the names of the individuals involved to a manager that you feel comfortable with. If you do not feel comfortable speaking with your manager, you may contact Human Resources or Momentum Resources, Inc. at 912-238-5200. Momentum Resources, Inc. will also be available to investigate all such claims and take appropriate corrective action.



## II. General Policies

### A. Introduction and Probationary Period

The Company recognizes two separate conditions:

#### 1. Introductory Period

The first is the 90-day introductory period for new employees. This period is established to benefit both you and the company. It is a period of adjustment and adaptation, both personally and in terms of learning the job requirements and work rules. The company encourages above average and exceptional performances. However, if during this period, you are unable to adapt successfully, your employment can be terminated immediately. If you decide at any time during this introductory period that you would be happier employed elsewhere, you are free to resign at any time, just as the company is free to terminate at any time.

#### 2. Probationary Period

The second type of condition is probation for inadequate performance or improper behavior at any time after the introductory period for new employees. You may be placed on probation for a designated period to correct recognized performance shortcomings that you are able and willing to correct.

### B. Definition and Classification of an Employee

You are classified as either hourly or salaried. Within each of these classifications there are full-time and part-time employees.

**FULL-TIME EMPLOYEES:** A regular employee is one who has successfully completed their introductory period, consistently works 30 hours or more per week as assigned by their manager and is paid on an hour or salary basis.

**PART-TIME EMPLOYEES:** A part-time employee is one who has successfully completed their introductory period, consistently works less than 30 hours per week, and is paid on an hourly or salary basis.

### C. Personnel Files and Employee Information

A personnel file shall be maintained for each employee. The personnel file consists of all written data which is used to satisfy requirements or to determine the qualifications of an employee for employment, promotion, additional compensation, disciplinary action or termination.

To satisfy an employee's legal right to examine their personnel file, the employee may request access to their own file.

All information will remain strictly confidential. If someone does inquire about your employment, Edwards Interiors, Inc. /MOMENTUM RESOURCES, INC., allows verification of position and dates of employment only. For release of other information, a signed authorization must be submitted.



## D. Changes in Employee Status

Your address, telephone number, and information about you and your family must be recorded by the company. Report changes in this information to your manager immediately. This is very important to you in the event of an emergency and in connection with such things as your Social Security, withholding taxes, etc. Please notify your manager whenever changes occur in the following areas:

- Change of home address and telephone number
- Change in marital status
- Legal change of name
- Change of citizenship status
- Telephone number of emergency contact

## E. Performance Reviews

You may participate in a performance review with your manager. Your manager will be observing your effectiveness in performing your work. These reviews are used to provide you with an opportunity to talk about the job and your personal goals. They may be given at set intervals or as often as warranted by the job situation, your performance, and management discretion. Performance reviews do not necessarily result in merit increases.

## F. Safety

The company desires a safe workplace for every employee. Accidents are serious to everyone involved in that they reduce earnings and cause physical discomfort.

**YOU MUST REPORT ANY ACCIDENT/INJURY TO YOUR MANAGER AS SOON AS POSSIBLE, AS A SLIGHT INJURY WITHOUT PROPER CARE MAY LEAD TO SERIOUS COMPLICATIONS. THE MANAGER WILL THEN NOTIFY THE APPROPRIATE PERSON AT MOMENTUM RESOURCES, INC.**

It is the policy of the company to:

1. Provide a safe and healthy place of employment for all employees and to abide by all regulations as they pertain to the company industry.
2. Require all employees to abide by the safety guidelines within the company and/or their respective departments.
3. Require all employees to abide by the procedures and provisions for the reporting and treatment of injuries.

To minimize accidents/injuries, all employees are expected to abide by the following rules:

1. Report any unsafe conditions to your manager as soon as possible.
2. Use eye and face protection where there is danger from flying objects or particles.
3. Dress properly. Loose clothing and jewelry must not be worn while around machinery or equipment.

4. Never operate any machine unless all guards and safety devices are in place and in proper operating condition.
5. Keep all tools in safe working condition. Never operate defective tools or equipment. Report unsafe tools and equipment.
6. Properly care for and be responsible for all personal protection equipment.
7. Do not operate machinery if you are not an authorized operator.
8. Do not leave materials or equipment in aisles, walkways, stairways or other points of entrance or exit. Always practice good housekeeping.
9. The use of or being under the influence of intoxicating beverages or illegal drugs while on the job is prohibited.
10. All posted safety rules must be obeyed and must not be removed except by owner's authorization.
11. Horseplay causes accidents and will not be tolerated.

## G. Injury Reporting

It is your responsibility as an employee to assure a safe working environment for yourself and your coworkers. If the company determines that an accident was due to negligence or extreme carelessness by you, an Employee Warning Notice will be issued to you with a copy to be placed in your personnel file. Repeated acts of negligence or failure to comply with safety rules can lead to further disciplinary action, up to and including termination.

**All injuries, no matter how slight, must be reported to your manager.**

Edwards Interiors, Inc. /MOMENTUM RESOURCES, INC., provides coverage for all employees in the event of an injury on the job. You are requested to always exercise caution while working, to minimize industrial accidents. Failure to report all work-related accidents/illnesses may be grounds for disciplinary action.

When you have received a **RETURN-TO-WORK** order by your treating physician after a work-related injury, you will have three (3) business days to report to work or to contact your manager by telephone. If you do not contact the company within the three days, you will be subject to dismissal.

## H. Complaint Procedure

The company believes in an open-door policy. If you have a complaint or disagreement, you are asked to try to resolve these problems by discussing them frankly with your manager. This communication path is preferred over discussing the matter with co-workers as it allows the manager to find a solution to the problem before it becomes a company issue.

You are responsible for reporting your problem to your immediate manager. There should be no fear of retaliation at any stage of this process. Your manager will try to reach a solution through a thorough discussion of the problem with the involved parties.

You should follow the directions as outlined in the below Grievance Procedure.

Step 1: You should take up the problem with the supervisor within a reasonable amount of time.

Step 2: If the grievance is not settled in Step 1, you may present it to the manager. The grievance at this time shall be reduced to writing and signed by the grievant.

Step 3: If the grievance is not settled in Step 2, you may present it to Human Resources.

## **I. Hiring of Immediate Family Members**

Effective 01/14/2016, Edwards Interiors, Inc. permits the hiring of Immediate Family Members under the following conditions:

Definition of Immediate Family Members: Spouse, Mother, Father, Children, Sister, and Brother. Whereas an Immediate Family Member may be employed by Edwards Interiors Inc. they may not report directly to an Immediate Family Member, and because of this condition will be precluded from a promotion which directly reports to an Immediate Family Member, Immediate Family Members may not schedule vacation together when such schedule conflicts with workload and compromises customer expectations.

## **J. Reduction of Staff**

An economic slowdown or financial reversal in the company may make it necessary to reduce your paid working hours or even lay you off. The company will follow a policy of staff reduction or reduction of hours based on each employee's job performance and seniority.

## **K. Resignation**

If you find it necessary to resign, you are requested to give advance notice in writing to your manager, indicating the last day you will be working. Ten working days- notice is requested. If you resign without notice, you may forfeit your eligibility to be rehired.

## **L. Rehire**

Employees that leave Edwards Interiors, Inc. in good standing (break in employment from a regular position due to resignation, layoff or, in some cases discharge) and later want to return are eligible for consideration for rehire. Previous employees who are rehired will not be given credit for prior employment for, purposes of vacation, eligibility, and other pertinent benefits. All rehires will go through a 90-day Probation Period.

## **M. Disciplinary Action**

It is our philosophy to encourage self-discipline and to gain commitment from our employees to work toward common goals acceptable to the group. Certain rules are necessary to maintain an orderly work environment.

The company's normal practice is to help you identify strengths and weaknesses, and to improve your performance and behavior. The company reserves the right to take whatever disciplinary measures it feels are appropriate, including discharge, if in the

judgment of the manager, the employee's conduct cannot be corrected, or it seriously threatens the well-being of the company or other employees.

Failure to observe established rules and practices can lead to disciplinary action including formal warning.

- Theft
- Intentional destruction or unauthorized use of company property.
- Language or actions which are inappropriate to the workplace, or which create a racially or sexually harassing environment.
- Intentional falsification of company records.
- Threatening, assaulting, or abusing any employee, customer, or company visitor.
- Failure to follow company policies or procedures.
- Unauthorized use or possession of firearms or explosives on company premises.
- Intoxication or use of alcohol during working hours or on company premises.
- Use, sale, possession, or functioning under the influence of unlawful drugs or other controlled substances on company premises.
- Excessive absences or tardiness as determined by the business needs of the operating unit
- Failure to adhere to the schedule or approved work hours.
- Sleeping during work time, neglecting duties, or disrupting the performance of other employees.
- Gambling.
- Insubordination, including refusal to follow work directions.
- Violations of company safety regulations or the gross or intentional endangerment of the safety of self or co-workers.
- Violations of company security regulations, including acts of espionage or other subversive activities.
- Failure to deal ethically and honestly with other employees, clients, or company visitors.
- Making social contracts (dates) with guests or clients while on company premises.

See the Disciplinary Action Consequences Table on the following page.

## Disciplinary Action Consequences

| Offense                                                                        | Consequences                               |             |             |
|--------------------------------------------------------------------------------|--------------------------------------------|-------------|-------------|
|                                                                                | 1st Offense                                | 2nd Offense | 3rd Offense |
| Theft                                                                          | Termination                                |             |             |
| Intentional destruction of company property                                    | Termination                                |             |             |
| Unauthorized use of company property                                           | Suspension Up To and Including Termination |             |             |
| Language or actions which are inappropriate to the workplace (unintentional)   | Written Warning                            | Suspension  | Termination |
| Creating a racially or sexually harassing environment (unintentional)          | Written Warning                            | Suspension  | Termination |
| Creating a racially or sexually harassing environment (intentional)            | Termination                                |             |             |
| Intentional falsification of company records                                   | Termination                                |             |             |
| Threatening, assaulting, or abusing any employee, customer, or company visitor | Termination                                |             |             |

## N. Termination

All terminations are to be treated in a confidential and professional manner by all concerned. In as much as you can terminate your employment with the company at any time and for any reason, the company reserves the right to terminate you at any time and for any reason. Edwards Interiors, Inc. subscribes to the policy of "employment at will". Continued employment with the company is at the sole and exclusive option of company management. Permanent employment or employment for a specific term is not guaranteed or promised.

Employment with the company is normally terminated through one of the following actions:

1. Resignation-voluntary termination by you.
2. Dismissal-involuntary termination by the company for any reason, anytime.
3. Layoff-termination due to reduction in force or elimination of a position.

**Resignation** - If you desire to terminate employment, regardless of your classification, you are expected to give as much notice as possible. Two weeks or 10 working days is sufficient notice time. The company retains the right to require you to leave the company premises immediately rather than work the notice period. If you resign, you will forfeit any unused vacation and if rehired your benefits will start over at the date of rehire.

**Dismissal** - An employee may be dismissed at any time for any reason at the sole and absolute discretion of company management. Dismissed employees are not eligible for unused vacation pay.

**Layoff** - When a reduction in force is necessary, or one or more positions are eliminated, the company will, at its sole discretion, identify the employee to be laid off. If you are laid off, you will be eligible for unused accrued vacation pay.

### Termination Processing Procedures for Employees:

- On the final day of employment, the Human Resources department must receive all keys and company property from you.
- Your manager may conduct an exit interview with you.
- You will be given your final paycheck, if one is forthcoming, from Edwards Interiors, Inc. /Momentum Resources, Inc. Payroll Department.



## O. Attendance Policy – Revised Effective January 1, 2020

Certain situations may require employees to have unscheduled absences from work. Under the company's attendance policy, absences, tardiness & early departures will be designated as scheduled or unscheduled.

**Scheduled Absences** - A scheduled absence requires written approval from your supervisor at least 48 hours in advance of your absence. Scheduled absences may fall under other restrictions as defined by vacation, leave of absence or other policies.

**Unscheduled Absences/Occurrence System** - If you arrive late, leave early or are absent for the day and have not pre-scheduled your vacation time, you will receive an occurrence, or a partial occurrence based upon the schedule below. Occurrences are a way for the company to track how many times an employee is late, leaves early or misses work without previous notification. Excessive unexcused absenteeism may be grounds for disciplinary action, up to and including termination of employment.

**Unscheduled Absences** - Occurrences / Attendance Points

- Tardy- clocking in unscheduled past the scheduled start time = ½ Point
- Unscheduled early departure (more than half your scheduled shift) = 1 Point
- Unscheduled early departure (less than half your scheduled shift) = ½ Point
- Unscheduled Absence = 1 point
- Unscheduled Absence (with a valid return to work medical certificate) = 0 Point
- Unscheduled Absence Multiple Days (with a valid return to work medical certificate covering all days absent) = 0 point.
- If an employee is scheduled to work overtime but fails to report, reports late, or leaves early, the occurrence system still applies.

### Required Steps after an Unscheduled Absence

- All employees who have called in on a shift must advise Human Resources whether they would like to use vacation time or not to cover their absence.
- Employees should complete a time off request form (see form at end of this handbook) and check the appropriate box that applies (supervisor signature not required for this).
- The form should be submitted immediately upon return to work. Human Resources must be notified no later than Monday morning before payroll is submitted for the previous week.
- *Please take note that even if you use vacation time to cover your shift for a call in, an attendance occurrence will still apply due to the **unscheduled** absence.*

### Absent Without Pay/No Attendance Occurrence Days

The company has reserved three absent without pay and no attendance occurrence days for each employee for each year. These days begin after an employee's 90 day probation period.

- Absent without pay/No attendance occurrence days are only to be utilized for unscheduled time. (call in)
- These three days will allow employees additional time off without being penalized with an attendance occurrence when an unforeseen event takes place causing the employee to miss a scheduled shift.
- In example, an employee is not feeling well, but chooses not to go to the doctor to submit a valid return to work medical certificate which would reduce their point to zero; the employee can choose to use one of their Absent without pay/no attendance occurrence day.
- Another example, an unforeseen personal situation arises that you may need time to attend to and won't be able to work your scheduled shift, employees have the option to call in to use one of their absent without pay and no attendance occurrence day.
- Employees are only allowed to use one of these days within a weekly pay period.
- For an employee to use one of these Absent without pay/No attendance occurrence days, the employee must notify Human Resources by no later than Monday afternoons before payroll is submitted for the previous week.
- The Absent without pay/No attendance occurrence days can only be applied to cover a full shift. The days will not be split for unscheduled early departures or unscheduled late arrivals.

During the week of unscheduled time-off, Employees will NOT be eligible for overtime to make hours up unless workload permits per Management request.

Employees are not permitted to use overtime hours to cover scheduled time off, instead of using vacation time. Employees must cover scheduled time off from their normal scheduled shift with vacation time or the appropriate attendance occurrence applies.

Occurrences "drop off" after six months. For example, if an employee has an unscheduled absence for two hours in January, they will carry a ½ attendance occurrence for six months. After that time, the ½ occurrence received in January will drop off their attendance record. Time off that is protected by federal, state or local law will not be subject to this policy. (Ex. FMLA, jury duty, etc.) Absences more than three consecutive days require a doctor's excuse or other sufficient documentation explaining the absence before an employee can return to work, in accordance with federal and state law. Any employee who misses consecutive days who provides proper documentation, covering each day absent, will have the attendance occurrences zeroed out. If an employee is unable to provide documentation, the employee will receive an attendance occurrence for each day missed. Failure to report to work for three consecutive days without notifying HR will be considered voluntary termination of employment. If you expect your absence to be more than three consecutive days, please contact Human Resources to see if you qualify for a leave of absence.

**Leave of Absence** - Leave of absence is time off in a non-paid status. You must submit a request for leave of absence in writing to your manager, which states the beginning and ending dates for the leave. You are expected to request the leave of absence with as much advance notice as possible.

If you are on a leave of absence and you do not return by the end of the leave, the company may terminate you for job abandonment. The last day worked will be considered the termination date.

*The following reasons will be considered leave of absence:*

**Personal leave** - The company may provide leaves of absences without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Regular full-time employees are eligible to request personal leave as described in this policy: Eligible employees may request personal leave only after having completed one year of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their manager. Requests for personal leave will be evaluated based on a number of factors, including anticipated workload and staffing considerations during the proposed period of absence.

**Military Leave** - A military leave of absence will be granted to employees to attend scheduled drills or training if called to active duty with the U.S. Armed services. Employees may use any available vacation time for the absence. Upon returning from training or active duty, military orders covering the period of absence must be submitted to the Human Resources office.

Employees on two-week active-duty training assignments or inactive duty training drills are required to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

**Family/Medical** - The Family Medical Leave Act (FMLA) was enacted on February 5th, 1993. FMLA entitles eligible employees a leave of absence that may be granted without pay to eligible employees who wish to take time off from work duties to fulfill obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

Employees are eligible after one year of service, and 1,250 hours, within the previous year to request family/medical leave as described in this policy. Eligible employees should make request for family/medical leave to their managers at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable

Employees requesting family leave related to serious health condition of a child, spouse or parent will be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required. Failure to submit notification will result in FMLA leave being delayed.

Eligible employees may request up to a maximum of twelve weeks of family/medical leave within each 12-month period.

**Excessive Absenteeism** - Consequences for excessive unscheduled absenteeism, late arrivals or early departures will be administered as shown below. If you are in a Corrective Action Plan currently, each additional ½ point will place you in the next step of the process - *see Corrective Action below*.

| New Attendance Policy – Effective 1/13/14 |                                                             |
|-------------------------------------------|-------------------------------------------------------------|
| Occurrence Points                         | Corrective Action                                           |
| 2 ½                                       | Notification Only – not a step in Corrective Action         |
| 3                                         | Verbal Warning (date to be recorded)                        |
| 4                                         | Written Warning                                             |
| 5                                         | One to Three Day Unpaid Suspension (frequency and severity) |
| 6                                         | Subject to Termination                                      |

Employees who are in their 90-Day Probation period will only be permitted to accumulate a maximum of ½ attendance occurrence. Any employee who exceeds ½ occurrence during this period may be subject to disciplinary action, up to and including termination.

Time off that is protected by federal, state, or local law will not be subject to this policy.

- When possible, notify and obtain approval from your supervisor at least three days in advance of any absence.
- If a situation makes it impossible for you to give an advanced notice, you are required to notify Human Resources of your tardiness or absence at least ½ hour before your scheduled shift. Failure to do so may result in disciplinary action.
- Employees must use the established call-in phone procedure to report tardiness or absence personally. If your absence is unscheduled, you must report each day that you are going to miss work.
- Employees that do not report into HR for two consecutive days will be subject to termination.
- Patterns of absences may also be cause for disciplinary action.
- You must obtain permission from your supervisor to leave the company premises during working hours. Hourly and non-management salaried employees are required to clock in and out at the beginning and end of their shift. Employees are also required to clock out whenever they leave the premises on non-company related business. This includes leaving the facilities at lunch.

Recurring failure to clock in and out may result in disciplinary action.

The following absences will not be charged an attendance occurrence if satisfactory documentation is provided and approved by Human Resources prior to payroll submittal.

- Occupational injury/illness
- Military leave
- Bereavement leave
- Approved FMLA or approved personal leave of absences.
- Jury Duty or legally required court appearance
- Time off is otherwise protected by federal, state, or local law.
- Scheduled Vacation\*\*

Prescheduled, preapproved absences when the employee has available vacation to cover the absence will not be charged an attendance occurrence. When the employee does not have available vacation to cover an absence or chooses to take an unpaid absence, prescheduled or not, the appropriate attendance occurrence will be applied.

Human Resources management will handle all attendance issues, including disciplinary actions.

The company reserves the right to evaluate attendance occurrences on a case-by-case basis as they relate to unique extenuating circumstances. Human Resources will review all attendance occurrences. No exceptions will be made unless a valid reason is determined.

### **Attendance Policy Incentive: Earned PTO**

Employees will have the opportunity to earn PTO time each year with zero unscheduled absences, including call ins, tardies and unscheduled early departures. Earned PTO hours begin the 1st day of the month after an employee's 90-day probation period.

- If an employee has ZERO unscheduled attendance occurrences for the month, he/she will earn one hour of PTO.
- Employees can earn up to 12 hours of PTO each year.
- For employees to use earned PTO hours, the employee must submit a request to the HR Supervisor or HR Manager.
- The earned PTO hours can be used as available at the end of each month.

### **P. Personal Telephone Calls/Cell Phones**

The telephone equipment of the company is provided for the purpose of providing service to our customers; therefore, it is necessary to limit your personal calls to an absolute minimum number. Personal calls should only be made in case of absolute necessity or an emergency. Please inform relatives and friends of this telephone policy. If non-emergency personal calls must be made, please arrange to make them during your break or lunch period. No long-distance calls may be made on company phones.

Cell phone use while on the clock is not acceptable. You may have your cell phone while at work but talking or texting is prohibited unless you are on break or at lunch. If you must make a personal phone call during working hours, ask your Supervisor/Lead for permission to step out.

If you violate this policy, you will be suspended for the remainder of the day and the following day. Failure to follow this policy will result in discipline up to and including termination.

### **Q. Smoking**

Although Edwards Interiors, Inc. does allow smoking on the premises, it will be limited to designated areas behind the building. There is no smoking allowed in the front or inside the building. Smoking will only be allowed during scheduled break times. (This includes Cigarettes and Electronic Smoking Devices.)

Failure to follow this policy will result in discipline up to and including termination.

### **R. Visitors**

It is the policy of the company that, to avoid disruptions and possible security problems, the following shall be observed:

- Visitors to the company who are there on business must identify themselves and state their business.
- Visits by personal friends and family members are discouraged.
- No visitor is allowed to wander about the premises unescorted.
- No visitor is allowed to break company rules affecting safety, and any employee seeing this happen should inform their manager.

## S. Time Clock

All hourly and non-management employees will be issued an identification number. You will use this number to record your hours worked. You are required to keep your identification number secure, use it properly and not allow others to use it to falsify records of hours worked. Disciplinary action may be taken against any employee who violates these rules. To help the system keep accurate records, you are required to enter your identification number when:

- **You** clock in and out at the beginning and end of your shift each day.
- You are asked to clock in sooner than the posted time.
- You leave the premises for any reason other than Company business, including lunch.

| Clocking in and Out                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ All employees are required to clock in before the beginning of your scheduled shift each day and clock out at the end of your shift.</li> <li>➤ Employees should clock in upon entrance to the facility.</li> <li>➤ Employees are not allowed to pull up to the building, clock in and then go park; <b>doing so will result in disciplinary action.</b></li> <li>➤ All employees time will start according to their shift start time, regardless of how early the employee clocks in.</li> <li>➤ Employees are expected to be at their workstation to start work at their scheduled shift time.</li> </ul> |

## T. Conflict of Interest

An employee may not hold, directly or indirectly, financial interest in any concern or business venture where there is a possibility of a conflict with the best interest of the company.

No employee may accept, directly or indirectly, entertainment or gifts from any person or firm doing business with the company under circumstances from which it might reasonably be inferred that purpose of such gifts or entertainment could be used to influence the employee in conduct of company business. Gifts with an estimated value of \$50.00 or more should tactfully be declined. If you feel a customer may be offended by such a refusal, the gift and the circumstances surrounding the giving should be reported to your manager.

## U. Dress and Appearance

The personal appearance and hygiene of employees is an important factor in determining the image projected by Edwards Interiors, Inc., Jeans and shorts are permitted in the workplace. However, an employee will be sent home to change if their dress attire is deemed inappropriate.

### III. Hours and Wages

#### A. Pay Period Defined

Normal Business hours for the company are from 7:00am-3:45pm, Monday-Friday. The standard workweek is 40 hours. Shifts are based on production requirements and may vary to meet customer demands. The Company reserves the right to adjust hours as business needs dictate.

#### B. Breaks and Lunch Schedules

Any Production employee working eight or more hours a day will receive 45 minutes for lunch and two ten-minute breaks: one ten-minute break in the morning and one ten-minute break in the afternoon. Employees may not leave the premises during paid breaks. The employee will clock out for lunch and clock back in upon returning from lunch if you leave the premises. If you do not leave the premises, you do not need to clock out and you will automatically have 45 minutes deducted for your lunch break.

Any office employee working eight or more hours a day will receive 60 minutes for lunch and two ten-minute breaks: one ten-minute break in the morning and one ten-minute break in the afternoon. Employees may not leave the premises during paid breaks. The employee will clock out for lunch and clock back in upon returning from lunch if you leave the premises. If you do not leave the premises, you do not need to clock out and you will automatically have 60 minutes deducted for your lunch break.

#### Lunch and Break Times

- Personnel leaving the premises for lunch are required to clock out and clock back in upon return.
- ***Employees returning late from lunch will be subject to an attendance occurrence.***
- Personnel who remain on the premises for lunch will automatically have the time allotted for lunch deducted from their clock time for the day.
- Personnel are not required to clock out for morning or afternoon break as they are not permitted to leave the premises during break.

#### C. Overtime

You are to work overtime only at the request and authorization of your managers. Employees who qualify as administrative or professional employees within the meaning of the state and federal wage and hour laws are exempt from overtime pay and are not subject to this policy. Only non-exempt employees qualify for overtime pay.

Overtime pay is based on hours worked per workweek in accordance with the state and federal requirements. Employees shall record all time worked, including time worked

over their normal schedule. Overtime hours worked in excess of forty (40) hours in a workweek, and approved by a manager, will be paid at one and one-half times the base rate of pay per hour. Hours worked means time actually spent on the job. It does not include hours away from work due to vacation or holiday even when these days are compensated.

#### **D. Pay Procedures**

The Company is on a weekly pay period.

Employees will be paid weekly on Friday.

In case of an error on your check, contact the Human Resources Department immediately to review the possible error. Except in emergencies, adjustments will appear in the next issued paycheck. If you lose your paycheck, notify your Human Resources Department immediately. Edwards Interiors, Inc. will replace the check only after bank authorization.

#### **E. Payroll Deductions**

The following mandatory deductions will be deducted from your wages:

- Federal income tax
- Social security tax (FICA)
- Any state tax where applicable

You must fill out and sign a federal withholding allowance certificate (W-4) during your first week of employment. This form must be completed in accordance with federal regulations. You may fill out a new W-4 anytime your circumstances change.

You will receive an annual wage and Tax Statement (IRS form W-2) for the preceding year on or before January 31. If you feel that your deductions are incorrect for any pay period, please check with your manager.

#### **F. Shift Differential**

Any employee working the second shift (generally 3:45pm-12:30pm or afternoon shift) will receive 10% more per hour in addition to his or her regular hourly pay.

#### **G. Garnishment**

Edwards Interiors, Inc. may be required by law to recognize certain court orders, liens, and wage assignments. When Edwards Interiors, Inc. receives notice of a pending garnishment or wage assignment, your manager will discuss the matter with you to settle the matter before involving Momentum Resources, our payroll company.

When a garnishment notice is received, the following will take place:

- You will be notified by Human Resources of the garnishment and the garnishment will be discussed.
- You should complete all forms within the allotted time frame and return them to your manager.

Edwards Interiors, Inc. payroll department will process the garnishment and begin to deduct the funds from your paycheck when the appropriate agency serves notice to do so.

## H. Holidays

The company provides paid holidays each year.

**Eligibility for Holiday Pay-** Employees who have completed the 90-day probationary period will be eligible for holiday pay. You must work at least thirty-two (32) hours the week preceding the holiday, the last scheduled working day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay unless time off on these days has been granted by Edwards Interiors, Inc. Holidays may be subject to change.

- The Holidays are as follows:
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

## I. Benefits Eligibility

Following your 90-day probationary period, you will become eligible for benefits. We offer health insurance, supplemental insurance and dental insurance to our full-time employees.

**Health Insurance** - Edwards Interiors, Inc., pays a portion of the cost of health insurance for the employee only, the amount of the company contribution is determined annually. If a spouse or children are added to your policy, you are responsible for the full cost of adding them to your policy.

**Supplemental Insurance** - Employee is responsible for 100% of the cost of supplemental insurance.

**Dental Insurance** - Employee is responsible for 100% of the cost of dental insurance.

When an employee is separated for any reason, employee benefit credits are lost (beyond those paid for at the time of the separation) with the following exceptions:

Health Insurance benefits: Extended coverage (paid for by the employee) can be requested. Insurance benefits will continue to the end of the month in which the employee terminates unless otherwise notified.

## J. Vacation

Edwards offers time off for vacation to our full-time employees at the discretion of your manager. You will be eligible for 40 hours of vacation following your 90-day probationary period.



**If you terminate your employment and have already taken your vacation but have not yet accrued your full amount of vacation, the difference will be deducted from your final paycheck.** If you do not use your vacation time before your renewal, you may roll forty (40) hours. Vacation time will not be paid out.

| Vacation Time                                                                                                                                                                                                                                                                                                           |           |                |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------|----------------|
| After completion of your 90 day probation period, you will be eligible for 40 hours of vacation time. The chart below shows a breakdown of how hours are accrued each year Employees are allowed to roll over ONLY 40 hours annually Vacation time starts over on date of hire annually (Vacation hours max out at 160) |           |                |                |
| After                                                                                                                                                                                                                                                                                                                   | PTO HOURS | HOURLY ACCRUAL | WEEKLY ACCRUAL |
| 90 DAYS                                                                                                                                                                                                                                                                                                                 | 40        | 0.019231       | 0.769231       |
| 1 <sup>st</sup> Year                                                                                                                                                                                                                                                                                                    | 80        | 0.038462       | 1.538462       |
| 2 <sup>nd</sup> Year                                                                                                                                                                                                                                                                                                    | 80        | 0.038462       | 1.538462       |
| 3 <sup>rd</sup> Year                                                                                                                                                                                                                                                                                                    | 100       | 0.048077       | 1.923077       |
| 4 <sup>th</sup> Year                                                                                                                                                                                                                                                                                                    | 100       | 0.048077       | 1.923077       |
| 5 <sup>th</sup> Year                                                                                                                                                                                                                                                                                                    | 120       | 0.057692       | 2.307692       |
| 6 <sup>th</sup> Year                                                                                                                                                                                                                                                                                                    | 140       | 0.067308       | 2.692308       |
| 7 <sup>th</sup> Year                                                                                                                                                                                                                                                                                                    | 150       | 0.072115       | 2.884615       |
| 8 <sup>th</sup> year                                                                                                                                                                                                                                                                                                    | 160       | 0.076923       | 3.076923       |

## HANDBOOK ACKNOWLEDGEMENT AND DISCLAIMER

I acknowledge that I have received a personal copy of the handbook. I understand that the information in the handbook represents guidelines only and that my employer reserves the right to modify this handbook or amend or terminate any policies, procedures, or employee benefit programs whether described in this handbook at any time, or to require and/or increase contributions toward benefit program. I understand that I am responsible for reading the handbook, familiarizing myself with its contents, and adhering to all the policies and procedures of my employer, whether set forth in this handbook or elsewhere. If I have questions or concerns, I understand that I may ask my manager. I understand that unemployment benefits may be denied due to violation of company policy.

I UNDERSTAND THAT THIS HANDBOOK IS NOT A CONTRACT, EXPRESS OR IMPLIED, FOR EMPLOYMENT OR FOR BENEFITS AND DOES NOT GUARANTEE EMPLOYMENT. EMPLOYMENT WITH EDWARDS INTERIORS, INC. /MOMENTUM RESOURCES, INC. IS AT-WILL- MEANING EDWARDS INTERIORS, INC. /MOMENTUM RESOURCES, INC. OR I MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. I ALSO UNDERSTAND THAT EDWARDS INTERIORS, INC. /MOMENTUM RESOURCES, INC. HAS THE RIGHT TO CHANGE OR ELIMINATE ANY POLICY OR BENEFIT AT ANY TIME, I UNDERSTAND THAT NO MANAGER OR EMPLOYER REPRESENTATIVE HAS THE AUTHORITY TO MAKE ANY PROMISES OR COMMITMENTS TO THE CONTRARY OR TO ENTER INTO ANY AGREEMENT WITH ME FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME. FURTHER, I UNDERSTAND THAT ANY EMPLOYMENT AGREEMENT ENTERED INTO SHALL NOT BE ENFORCEABLE UNLESS IT IS IN A FORMAL WRITTEN AGREEMENT.

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*Employee Name (Print)*

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*Employee Signature*

---

*Date*



## Welcome to Edwards Interiors!

Employee Number

Job Title

Supervisor

Manager

Human Resources Phone: **912-754-6551**

**\*\*\*Must call into HR if unable to report to shift or will be tardy\*\*\***

- 1<sup>ST</sup> Shift Production- Mon – Fri 7:00 AM – 3:45 PM
- 1<sup>ST</sup> Shift Office Staff- Mon – Fri 7:00 AM – 4:00 PM
- 2<sup>nd</sup> Shift- Mon – Thurs 3:45 PM – 2:30 AM Lunch Break – 8 PM – 8:45 PM (3 Breaks)
- 3<sup>rd</sup> Shift Fri – Sun 5 AM – 5:45 PM
- Break Time: 6:50 AM – 7:00 AM
- Break Time: 9:00 AM – 9:10 AM
- Lunch (Production) 11:30 AM – 12:15 PM
- Lunch (Office Staff) 11:30 AM – 12:30 PM
- Break Time: 2:15 PM – 2:25 PM
- Break Time: 4:00 PM – 4:10 PM

| Holiday                                                                                                  | Observed                                                                                                                      | Holiday Pay                                                                        |
|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| New Year's Day                                                                                           | Wednesday, January 1 <sup>st</sup> , 2025                                                                                     | *                                                                                  |
| Good Friday                                                                                              | Friday, April 18 <sup>th</sup> , 2025                                                                                         | *                                                                                  |
| Memorial Day                                                                                             | Monday, May 26 <sup>th</sup> , 2025                                                                                           | *                                                                                  |
| Independence Day                                                                                         | Friday, July 4 <sup>th</sup> , 2025                                                                                           | *                                                                                  |
| Labor Day                                                                                                | Monday, September 1 <sup>st</sup> , 2025                                                                                      | *                                                                                  |
| Thanksgiving Day                                                                                         | Thursday, November 27 <sup>th</sup> , 2025                                                                                    | *                                                                                  |
| Day after Thanksgiving                                                                                   | Friday, November 28 <sup>th</sup> , 2025                                                                                      | ER                                                                                 |
| Christmas Eve                                                                                            | Wednesday, December 24 <sup>th</sup> , 2025                                                                                   | *                                                                                  |
| Christmas Day                                                                                            | Thursday, December 25 <sup>th</sup> , 2025                                                                                    | *                                                                                  |
| Day after Christmas                                                                                      | Friday, December 26 <sup>th</sup> , 2025                                                                                      | ER                                                                                 |
| New Year's Eve                                                                                           | Wednesday, December 31 <sup>st</sup> , 2025                                                                                   | ER                                                                                 |
| New Year's Day                                                                                           | (Thursday, January 1 <sup>st</sup> , 2026)                                                                                    | *                                                                                  |
| * Employee will be paid their regular rate of pay for the number of hours indicated under "Holiday Pay". | * ER - Employee Responsibility - Employees may use vacation time to cover these hours or take the day unpaid without penalty. | * Holiday Pay hours are determined according to employee's normal scheduled shift. |

EDWARDS INTERIORS  
AEROSPACE

*Time-Off Request Form*

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Dates Requested: \_\_\_\_\_

Won't Be In: ☐

Leaving: ☐ Time: \_\_\_\_\_

Coming in: ☐ Time: \_\_\_\_\_

☐ Approval (must be signed by your Supervisor) ☐ Not Approved

**\*\*\*Must have appropriate management signature for approval**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**\*This section MUST be completed for HR to accept the form.**

**Scheduled time = 3 days prior notice. You must indicate if you want to use vacation.**

**\*\*\*Vacation can only be used in one-hour increments.**

☐ Scheduled Time/Use vacation: How many hours? \_\_\_\_\_

☐ Unscheduled time/Use vacation=Attendance Occurrence: How many Hours? \_\_\_\_\_

☐ Scheduled Time/ Do not use vacation= Attendance Occurrence

☐ Unscheduled time/Do not use vacation=Attendance Occurrence

☐ Unscheduled time/Absent Without Pay/No Attendance Occurrence

**Reminder: Any unscheduled time away from your shift or scheduled time not covered by vacation will have the appropriate attendance occurrence applied.**