



**RESIDENTIAL AND
COMMERCIAL BUILDING
SYSTEMS**

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Wall Construction, LLC Employee Manual

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Introduction

Welcome

Dear Fellow Employees,

We would like to start off with a “Thank You” because you have been hired to help us achieve our goals. We believe that our employees are by far our most important asset and the key to success. This handbook has been prepared to help you understand more about the operation of the company and the benefits available to you. Employees with questions concerning anything with in this handbook should consult their supervisor.

Code of Ethics

Ethical conduct requires hard work, courage, and difficult choices. Ethics exist in the individual or they do not exist at all. Integrity and high standards must be upheld by the individual or they will not be held up at all. If they are not upheld then the company will be a failure. We who make Wall Construction must strive to be:

- Honest
- Reliable
- Trustworthy
- Cooperative
- Fair
- Law-abiding
- Committed
- Dedicated

Management Philosophy

Our management philosophy at Wall Construction is to treat each employee as a family member and each customer as a friend. Wall Construction will strive to provide our employees with a safe, challenging, rewarding place to work along with providing our customer with a quality product they can be proud of.

Employment

General Conditions of Employment

The future of the company depends to a large extent on the hiring decisions made at all levels; accordingly, the company is committed to selecting and employing the best and most qualified person for the available position without discrimination of any kind. Our Compensation program is designed to attract and retain employees that strive to make this company successful. Each employee is entitled to fair wages for good job skills and adequate performance, and a safe place to work. In return each employee is obligated to give the company his or her cooperation and best efforts, to be productive, to work safely, and to help maintain the equipment, tools, and facilities they may be using. With these objectives in focus, there are several policies, rules, and regulations you should know.

Equal Employment Policy

The company is an Equal Opportunity Employer and its policy is to provide equal employment without regard to race, color, religion, sex, age, national origin, disability or veteran's status. This policy relates to, but is not limited to, all aspects of recruitment, employee training, placement, promotion, demotion, transfer, layoff, recall, termination, rates of pay or other forms of compensation, the use of all facilities and the participation in all company sponsored employee activities. When job openings do occur, we request your assistance by referring minorities for these openings.

Employment at Will Policy

We hope that your employment with the Company will be a long and rewarding experience. However we recognize that circumstances change with the passage of time and that some employees may seek job opportunities elsewhere or choose to leave the company for other reasons. Others may not fulfill the operational needs of the company or changed circumstances may reduce available employment, which may result in involuntary termination. We sincerely hope that none of these situations occur, but realistically, we have to acknowledge that the possibility does exist. Because employment at this Company is based upon mutual consent, the right of the employee or the Company to terminate the employment relationship "at will" is recognized and affirmed as a condition of employment, therefore, the employment relationship may be terminated by either party at any time for any reason. This does not represent a departure from long standing company policy and is only referred to here so there are no misunderstandings. Any statement or

promises to the contrary are hereby disallowed and should not be relied upon by any prospective or current employee.

Employee Attendance

Regular and prompt attendance at work is required of all employees. The successful operation of the company depends upon the attendance of each of its employees. Your job is important! Unnecessary and unexcused absences are undesirable because they affect not only company operations but the way in which your fellow employees are able to do their jobs. If you are going to be absent, it is your responsibility to notify your supervisor as soon as reasonably possible. Nonetheless, the Company recognizes that emergencies do occur and that an employee may have to be absent. An absence may be recorded as an excused absence for reasons of personal or family illness or for jury service or for several other reasons, which can be substantiated by the employee if requested to do so by the Company. Failure to get your supervisor's permission will result in an unexcused absence. Excessive absences will be handled by your supervisor and the President on a case-by-case basis. The company considers a poor attendance record to be very a serious matter, which can result in suspension or termination.

Initial Employment Period

Each new employee shall work an initial employment period during the 1st three months of his or her employment. This period is a time of learning and growth in which employees determine whether the position meets their personal and economic needs and the Company is afforded an opportunity to evaluate new employees. Following this period, the employee will become a regular employee subject to any and all terms and conditions covered in this handbook.

Misconduct

In any well-ordered society, rules are necessary to protect the rights of the citizens as well as their lives and property. The same situation exists within our company. We all realize that one person's misconduct may harm all of us. At the same time, we take for granted the fact that the large majority of our employees will maintain an acceptable standard of honest and decent human behavior.

For the occasional instance where self-discipline and mutual cooperation do not prevail, management will take corrective action. Corrective action may include: a verbal warning, a written warning, a suspension without pay, or termination.

Although the Company attempts to offer corrective counseling whenever possible, immediate dismissal may result from situations where, in the opinion of the

Company, corrective counseling is not appropriate. This decision is the sole responsibility of company management. The following conduct is prohibited and will subject the individual involved to corrective action up to and including termination:

1. Falsification or material misrepresentation of job applications or other Company records.
2. Excessive or consistent absenteeism and tardiness.
3. Failure to comply with the duties, responsibilities and performance standards of the job.
4. Deliberate violation of oral or written policy and procedures.
5. Insubordination or refusal to follow instructions.
6. Smoking in a non-smoking area.
7. Off the job conduct having detrimental impact on job performance.
8. Appearance, apparel, and personal hygiene not considered to be reasonable for the work place and environment.
9. Possessing, using, distributing or reporting to work with detectable presence of drugs alcohol, or narcotics in the system. (See Drug Policy)
10. Damage, abuse or injury to company property, other employees, business relationships, or the general public resulting from negligent or purposeful behavior.
11. Threatening or intimidating actions toward other employees, business relationships, or the public.
12. Interfering with job performance by participating in scuffling, horseplay, pranks, throwing material, etc.
13. Theft of Company or personal Property.
14. Engaging in any form of sexual harassment. (See Sexual Harassment)
15. Deliberate or willful violation of safety rules. Consistent failure to practice good safety habits. Failure to notify your supervisor of a known unsafe condition.
16. Any other actions considered by management to not be in the best interest of the company or its employees.

Drug and Alcohol Abuse Policy

We want to emphasize to our employees that work related possession, use, distribution or sale of drugs or alcohol poses a serious threat to safety of our employees and the Company's operations. Accordingly, the use, possession, having a detectable presence of such substances in one's system, distribution or sale of such substances on company premises or on the job, or off the job, abuse of such substances which adversely affects an employee's job performance or other company interest is prohibited. "Drugs and alcohol" include any substances with the potential to produce physical, mental, emotional or behavioral change which could adversely affect an employee's ability to safely and efficiently perform his job. This prohibition includes any prescription or over the counter drug unless an employee's possession and use of such drug on Company premises or on the job has been expressly approved by the company. The term "Company Premises" in this notice is used in its broadest sense and includes all land, property, buildings, structures, equipment, cars, and trucks, and all other means of conveyance owned or leased by the company, or otherwise being utilized for Company business. Any company employee who violates the above policy will be subject to appropriate disciplinary action up to and including discharge and employees of other companies and subcontractors who do so will not be allowed to remain on Company premises or perform further services for the Company.

To help insure a safe and healthy work environment, entry upon any Company premises is conditioned upon the Company's right to search the person and personal property of any entrant for drugs, alcohol or drug paraphernalia, and the company therefore reserves the right to carry out reasonable searches of persons and their personal property (including but not limited to automobiles, toolboxes, lunch kits) when such persons and property are on Company premises or engaged in Company business.

The Company may also conduct searches of company property (including but not limited to: vehicles, lockers, desks, offices, and work areas).

The Company may further request an employee to participate in drug/or alcohol testing when the Company has reason to believe that the employee has violated this policy. Employed who suffer an occupational on the job injury (requiring treatment from a doctor) or who are involved in a serious or potentially serious accident or incident in which safety precautions were violated, equipment or property damaged, or the employee committed an unusually careless act, or upon return of duty, may be asked to participate in drug and/or alcohol testing. A breath alcohol content of .02 or greater will be evidence of a person testing alcohol positive. Your participation in searches and testing, described above is voluntary;

however, refusal of an individual to permit same will result in appropriate disciplinary action up to and including discharge for Company employees (and will cause for not allowing subcontractor employees upon Company premises or to perform further services for the company).

Employees who have drug and/or alcohol abuse problems are encouraged to seek help. The company assists employees with drug and/or alcohol problems by helping them obtain appropriate rehabilitation and counseling. The company will take no disciplinary action against employees who voluntarily seek such assistance. However, an employee participating in rehabilitation or counseling is not relieved of compliance with the terms of this notice or other applicable standards governing performance and conduct.

If you are convicted of a criminal drug statute, you must notify the Company within five days of said conviction.

Your cooperation in the enforcement of this policy will assist the Company in providing you and your fellow employees with a healthy and safe work environment.

Sexual Harassment

The Company is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of our employees by anyone, including any supervisor, co-worker, vendor, client, or customer.

Sexual harassment, according to 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.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

All Company employees are responsible for helping to assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to immediately notify your supervisor or David Wall @ 434-238-4332.

The Company's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the Company will keep complaints and the terms of their resolution confidential. If an investigation confirms that sexual harassment has occurred, the Company will take corrective action, the result of which can be suspension or termination of the offender.

Non-Union Employee Relations:

Wall Construction is a non-union employer. It is the sincere belief of our company that the best and most rewarding employee relationship structure is one which is based on a direct relationship between employees and management. Putting a third party or union between supervisors and employees would only serve to frustrate our employee relationship objectives.

As an employee of the Company, you have the opportunity to help shape our policies and practices and to have any concerns or complaints heard and resolved in a fair and open manner.

The commitment of the Company to its employees is to be among the best in the construction industry in our markets for pay, benefits, working conditions, safety and job security. The Company's success in maintaining these advantages is based in large part on the ability of its employees to work together as a team in outperforming other companies with whom we compete for customers. We have been able to achieve all these things over the years without any third-party involvement, and we look forward to continuing operations on this basis.

Company Property

All employees are expected to exercise due care in their use of Company property and to utilize such property only for authorized purposes.

Company property issued to an employee must be returned to the Company at the time employment is terminated or when it is requested by the Company.

The foregoing notwithstanding, responsible company officials may from time to time lend small tools or office equipment to employees for their limited personal use.

Automobile/Pickup Policy

The Company will provide certain employees with a vehicle to assist them in carrying out their job duties. No employee is issued a company vehicle or allowed to drive a company vehicle without first submitting to a drug screen and motor vehicle report. The Company will review both reports before allowing an employee to drive a company vehicle. As an employee, it is your responsibility to ensure compliance with this policy by not driving a Company vehicle unless the above steps have been taken.

Safety

Safety and Health

The Company is committed to providing the best possible working conditions for all its employees. To do so the Company shall not only comply with all current occupational health, safety and environmental laws, it shall also develop procedures and programs designed to provide such conditions. Company policy in this area is aimed at preventing any employee, visitor, customer or person residing or working near company facilities from being subject to any unusual health or safety risk. It is your duty to work safely and to inform your supervisor of all unsafe conditions.

All new field employees are required to read and understand all aspects of the Safety Handbook and agree to follow the work safety rules it contains by signing and returning an acknowledgement to their supervisor before starting to work.

Work Related Injuries

If you are injured in the course and scope of your employment, you are to report the injury **immediately** to your supervisor, foreman, boss, the main office, etc.

According to Section 65.2-603 of the Virginia Workers' Compensation Act, an injured employee must select his/her treating physician from a list of at least three (3) physicians chosen by his/her employer or insurance carrier. Failure to choose and treat with one of the physicians from the Panel of Physicians can result in the suspension of benefits; both loss of wages and payment of unauthorized medical treatment.

If an emergency condition exists, please seek care at a minor emergency facility or emergency room, but keep in mind that the treating physician must be chosen from the Panel of Physicians. Your Panel of Physicians is located in the office trailer. Please speak with your superintendent now if you have any questions. It

is best to understand this requirement before an accident occurs, because this procedure will be adhered to and enforced by the Company and our insurance carrier.

Time missed from work due to work related injuries runs concurrently with leave provided under the Family and Medical Leave Act. (See information under FMLA leave).

Workers' Compensation

Each year we spend thousands of dollars to provide insurance coverage against all work related injuries. By law the Company is required to:

1. Report all medical treatment required of work related injuries.
2. Report all job related injuries to the state industrial commission within five (5) days of the accident.
3. Provide compensation for disability beyond the seventh day.

Payroll

Wage and Hourly Policy

The Company will closely follow the rules and regulations for wage and hour administration as set forth in federal and state labor laws. The Company's goal is to pay reasonable and equitable compensation to each employee based on their position and performance. In situations where the rate of pay is discretionary, the Company shall pay wages that are comparable for similar positions within the industry and the region and that allow the Company to be competitive in the market place.

FLSA Classification

The Fair Labor Standards Act requires all employees to be classified into either an "exempt" or a "non-exempt" status.

Employees classified "exempt" are not required to be paid overtime. To be classified as exempt from overtime, an employee must be paid on a salary basis and, further, must normally perform in an executive, supervisory, professional or outside sales capacity.

Employees classified as "non-exempt" are required to be paid overtime for all hours worked over 40 in a workweek. Non-exempt employees normally do not work in an executive, supervisory, professional or outside sales capacity.

Payday

Pay day and time will be set by each job superintendent so long as checks are not handed out before 2:00 p.m. every other Monday. If Monday is a scheduled holiday, then pay time will be after 2:00 p.m. on the Tuesday after Monday. In many cases pay day will be Monday. The Company reserves the right to alter payday as necessary for efficient operation.

Lost Pay Checks

If an employee loses his payroll check, Company policy is to pass on to the employee the cost of bank fees for placing a "stop payment". A replacement check will be issued within a reasonable time after the bank has confirmed to the Company that the check has not cleared and that the "stop payment" is in place. If, after a replacement check is issued, the original check is found, the employee may return the original check to Payroll and the stop payment fee will be refunded.

Pier Diem and Out of Town Expense:

Anytime an hourly employee is asked to stay out of town overnight, 25.00 dollars will be added for each day spent out of town. Travel time pay will be determined on job by job basis. Employees will be expected to work a minimum of 8 hours per day when travel time is being paid. Travel time is not considered in figuring overtime. Foreman must code travel time on time cards.

Garnishments

Garnishments and child support payments usually result from an employee's failure to settle an outstanding debt. A garnishment or child support summons is a legal procedure through which a portion of an employee's earnings are required to be withheld for payment to the court or related agency. A summons is normally served on the Company by a representative of the Court. To offset the cost of processing a garnishment, Company policy is to charge the employee the maximum fee allowed by the court.

Social Security (FICA) Tax

The Company matches dollar-for-dollar the money withheld from your payroll check and paid to the Social Security Administration. The tax paid by the Company varies from year-to-year but is approximately 7-1/2 percent of your gross earnings.

Workers' Compensation Insurance

The Company purchases insurance to protect its employees against work related personal injuries or sickness. The premium is determined by the type work being performed and the Company's safety record. The cost of this insurance normally falls between 5 and 9 percent of your gross earnings.

Federal and State Unemployment

The unemployment tax is based on a percentage of annual wages paid to an employee - usually the first \$7,000 or \$9,000. The combined federal and state rate varies from year-to-year but is normally seven percent. The Company pays this tax directly to government agencies.

Federal and State Income Tax Withholding

It is your responsibility to ensure your withholding information is current in the payroll department. If you transfer to a job located in another state, you must immediately complete a state withholding form for the state in which you are working.

Employee Privacy

The Company respects the rights and dignity of each employee. Accordingly, the Company protects the individual employee's right to privacy by requesting and retaining only that information required for business and legal purposes. The principle guideline for gathering such personal information will be a business "need to know". The confidentiality of such information will be protected. Release of information, without employee approval, will be limited to employment verification and to legal requirements. It is your responsibility to notify the payroll department of changes in your name, address, phone number, marital status, contact in the event of an emergency, and any other relevant personal information.

Benefits

Employee Benefits

With the exception of wages, no area of employment is of more interest to the employees of the Company than benefits. The Company is dedicated to providing employees with reasonable economic and personal security. Your benefits have been designed to meet this goal in a fair and uniform manner consistent with other Company objectives. Since the Company wishes to reward those employees who

have been and will remain here over the years, the benefit package increases with years of service.

Consistent with this goal, and for legal requirements, the Company has established certain standards of eligibility. Employees have the privilege of not participating in any part of the benefit program available to them without prejudicing their right to reinstate these benefits at a subsequent entry date or to participate in other Company benefits.

Hourly Employee Benefits

- Health Care plan with 50% paid by Wall Construction, LLC after 90 days of employment
- 5 vacation days after six months of employment and good attendance
- 7 holidays (after six months of employment) to be determined year to year depending on the day of week the major holidays fall (for example: Christmas Day). Employees must be available the work day before and after the paid days off to be paid for the holiday.

Salary Employee Benefits:

- Health Care plan with 75% paid by Wall Construction, LLC after 90 days of employment
- 5 vacation days after six months of work and good attendance
- 7 holidays (after six months of employment) to be determined year to year depending on the day of week the major holidays fall (for example: Christmas Day). Employees must be available for work the day before and after the paid days off to be paid for the holiday.
- Project Profit sharing which will be given at Owners Discretion.