

Hometown Builders of Greater Lansing LLC.

# Employee Manual

---



Building better for the next generation.

# **Table of Contents**

## **Table of Contents**

### **Introduction**

Welcome Letter

1.1 Workplace Conduct

1.2 Core Values

1.3 At Will Employment Relationship

### **Employment Categories**

2.1 Tradesmen

2.2 Administrative Assistant

2.3 Safety Manager

2.4 Foreman

2.5 Finance Officer

2.6 Pay Types

### **Employment Policies**

3.1 Changes in Policy

3.2 Non-Disclosure/Confidentiality

3.3 Personnel Files

3.4 Personnel Data Changes

3.5 Privacy Rights and Limitations

3.6 Outside Employment

3.7 New Employee Orientation

3.8 Lunch and Break Periods

3.9 Inclement Weather/Emergency Closings

3.10 Building Security

3.11 Insurance on Personal Belongings

3.12 Supplies and Expenditures; Financial Authority/Obligation

3.13 Expense Reimbursement

3.14 Visitors in the Workplace

3.15 Immigration Law Compliance

3.16 Conflicts of Interest

3.17 Disciplinary Action

    Level of Disciplinary Action:

        Disciplinary Action options as follows:

3.18 Safety

    Safety Non-Negotiables

    Overview

- 3.18a. Personal Protection Equipment
- 3.19 Record Retention
- 3.20 Employment Termination
- 3.21 Scheduling
- 3.22 Boarding and Traveling Expectations
- 3.23 Outboarding

### **Wage and Salary Policies**

- 4.1 Wage Rates
- 4.2 Timekeeping/ Record Keeping
- 4.3 Overtime
- 4.4 Paid Sick Leave
- 4.5 Pay Deductions and Offsets
- 4.6 Benefits \*
- 4.7 Holidays
- 4.8 Jury Duty
- 4.9 Military Leave
- 4.10 Family and Medical Leave Act

### **Employee Communications**

- 5.1 Open Door Policy
- 5.2 Solicitation/Distribution
- 5.3 Family Visit Policy

### **Standards of Conduct**

- 6.1 Standards
- 6.2 Business Ethics
- 6.3 Drug and Alcohol Policy
- 6.4 Attendance, Punctuality, and Requesting Time Off
- 6.5 Absence Without Notice
- 6.6 Equal Employment/ Anti-Harassment/Discrimination Policy
- 6.7 Workplace Violence
- 6.8 Electronic Communications
  - Electronic Mail
  - Downloading Files
  - Monitoring Usage

### **Employee Manual Acknowledgement Form**

## Introduction

Welcome to Hometown Builders of Greater Lansing LLC. On behalf of our company, and our family, we would like to welcome you to our organization and wish you success, belonging, and prosperity.

It is our sincere belief that every employee, in the field and otherwise, contributes directly to the growth and sustainability of this company; therefore, we hope that you take pride in becoming part of this team. Our mission at Hometown is to **build better for the next generation**. We believe “building better for the next generation” starts with our teams today!

Hometown Builders strives to provide a safe, healthy, and encouraging work environment for each and every person under our care and direction. This manual is designed to clarify the expectations of our employees, as well as outline the policies, programs, and benefits that may apply to you. We ask that all of our employees make every effort to familiarize themselves with the information presented in this manual. In the event that you have a question concerning the preceding material, please do not hesitate to contact our office for assistance.

As always, we hope your experience working with us will be mutually fulfilling and enjoyable!

Sincerely,

Jacob and Amber Redmond

## **Statement of Workplace Conduct**

Hometown Builders of Greater Lansing LLC. sees safety as the responsibility of the whole, which begins with the accountability and trustworthiness of the individual. One core value of Hometown is Collaborative Safety which means that each individual strives to collaborate with their fellow workers to provide the safest environment possible to work in. Collaborative safety requires the *ethic of reciprocity*, which means we assume that all people will aim to treat each other as they would like to be treated. We will accept nothing less than respect, consideration and compassion. *This means all personnel representing Hometown Builders of Greater Lansing LLC. are expected to be treated professionally through actions and language with dignity and respect at all times.*

Threatening, intimidating, coercive, retaliatory or any other type of disruptive behavior **will not be tolerated** and will result in disciplinary action or immediate termination, depending upon the site foreman, supervisor or management's direction.

## **Core Values**

The mission of Hometown is to build better for the next generation. You will often hear us asking: What brings the "hometown" to the "builders"? Our core values are a reflection of what that means in everyday terms. These core values are meant to be the foundation of how we do what we do. These values are meant to lead you in any decision you make throughout your time with Hometown and can help to be guideposts as you grow within the company.

The Core Values of Hometown are:

- **Servant Leadership** - At Hometown we recognize that every person that sets foot on our team is a leader in their own right, and because of that our very first core value as a company is Servant Leadership. Servant Leadership is defined by "a leadership style that prioritizes the growth, well-being, and empowerment of employees." We believe in your growth, your well-being, and your empowerment.

That means that we also believe you are capable of serving others in that same way during your interactions on the job. The reason Hometown is what we are is because Jacob has defined his work around this kind of leadership, where he has always been willing to do every part of the job, every day. We believe in working with the same integrity when you are scrubbing the floor as you do when you are supervising a team. We believe and hold you accountable to that kind of leadership because every part of the job is equally as important as the seemingly least important part of the job. We are building better for the next generation by empowering our teams to operate as strongly as they can.

- **Trustworthiness** - Honesty and credibility are currency when working in the industry of construction. Building trustworthy teams is our top priority. We foster trustworthiness by holding our teams to a standard of integrity unlike the culture around us. We want you to know every day that you walk onto the job site that you can trust the people surrounding you. Beyond that, we operate as a trustworthy business for our clients.
- **Transparency** - Transparency requires us to drop our ego and replace it with honesty and openness, in order to grow together and provide a highly integrated team. We believe the act of transparency will allow everyone to see that nobody is without flaws, and everyone is capable of character growth in every role on our teams. Each of us will make a mistake during the job, how you handle that mistake (not the mistake itself) is what defines you as a worker. Be open and honest and we will do the same for you.
- **Collaborative Safety** - Collaboration improves work quality and safety as team members share, combine, and improve ideas and strategies to deliver high-quality work through accountability. We believe that every person in our workplace is responsible for providing a safe environment and that begins with accountable collaboration from every team member. Safety in construction is paramount, that is why we require each person that comes on our team to at minimum complete the OSHA 10 safety training, and to stay up-to-date with that certification and requirement. There is nothing more important than making sure each of you come home from each job to your people.
- **Innovation** - Innovation is marked by striving for ways to better serve our clients, employees and the company. We at Hometown believe in a high level of curiosity

that can allow each of our employees to build upon each other's strengths with innovative thinking, and the openness required to share that innovation.

- **Respect** - We expect everyone within Hometown to treat everyone they encounter, whether it be on the job, with the clients, or fellow employees with the utmost respect. We believe in the dignity of all humans, and we desire to create a workplace that lives that out every day. We place a very high value on how you treat everyone while you are working.

## **At Will Employment Relationship**

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Hometown Builders of Greater Lansing, LLC. is free to conclude the relationship with any employee at any time for any reason.

# **Employment Categories**

## **2.1 Tradesmen**

"Tradesmen" refers to employees working directly on our job-sites. The tradesmen are hired to create teams that are dispatched to projects nationally to complete rehabilitation and renovation of commercial projects. Depending on the project, these positions may include: painting, demolition, carpentry, millwork, finishing work.

## **2.2 Administrative Assistant**

Administrative assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Administrative assistants are responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices, and procedures.

## **2.3 Safety Manager**

The Safety Manager provides appropriate safety and health, accident prevention, and investigation training for managers and supervisors. Assists management in the annual

inspection of workplaces to assure safe and healthful conditions for workers. Prepares appropriate notices for management to issue for abatement of any identified hazards. Provides promotional materials and develops and administers recognition systems to promote safe and healthful work performance. Assists management and supervisors in investigating accidents and developing measures to prevent recurrences. Supports the Safety Management Information System (SMIS) by recording all accident reports in a timely, complete, and accurate manner. Assures that claims for injuries and illnesses posted in SMIS are posted in the Occupational Safety and Health Administration log.

## **2.4 Foreman**

A working foreman is a person who oversees daily operations for a construction project including but not limited to:

- Coordinate tasks according to priorities and plans
- Produce schedules and monitor attendance of crew
- Allocate general and daily responsibilities
- Supervise and train workers and tradespeople
- Ensure manpower and resources are adequate
- Guarantee all safety precautions and quality standards are met
- Supervise the use of machinery and equipment
- Monitor expenditure and ensure it remains within budget
- Resolve problems when they arise

## **2.5 Finance Officer**

- Develops and Maintains financial systems
- Prepares reports & documents for accounting management
- Establishes budgets, forecasts future cash flows, providing periodic financial analysis
- Monitors budget performance, expenditure control

## **2.6 Pay Types**

***Salary*** - Our office administrative and leadership team

***Full-time- Will be determined by the job and week flexing; Part-time <=31***

***All staff will be paid on a Friday weekly basis with a Sunday-Saturday pay period.***

# **Employment Policies**

## **3.1 Changes in Policy**

Given that our business and working circumstances are subject to change, Hometown Builders of Greater Lansing, LLC. reserves the right to interpret, change, suspend, cancel or dispute with or without notice all or any part of our policies, procedures and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the company, and after those dates all superseded policies will be null.

If you are uncertain about any policy or procedure, speak with your direct supervisor or the Chief of Operations.

## **3.2 Non-Disclosure/Confidentiality**

The safeguarding of confidential business information and trade secrets is a high priority at Hometown Builders of Greater Lansing, LLC. Such confidential information includes, but is not limited to:

- Financial information
- Customer lists
- Personnel records
- Pending projects and proposals
- Proprietary production process

Employees are not permitted to access, copy, modify, forward, or disclose such information to unauthorized individuals.

### **3.3 Personnel Files**

Employee personnel files may include the following: job application, job description, resume, compensation information, records of disciplinary action and employee performance documents. Personnel files are the property of Hometown Builders of Greater Lansing, LLC. and access to the information is restricted. Only management personnel of Hometown Builders of Greater Lansing, LLC. who have a legitimate reason to review the file are permitted to do so. Employees who wish to review their own file should contact their supervisor or the Chief of Operations. With reasonable advance notice, the employee may review their personnel file in the company's office and in the presence of their supervisor or the Chief of Operations. Employees may not copy, remove, add to or modify the contents of their personnel files without the express permission of the Chief of Operations.

### **3.4 Personnel Data Changes**

It is the responsibility of each employee to promptly notify their supervisor or the Chief of Operations of any changes in personnel data such as:

- Mailing address
- Telephone numbers
- Name and number of dependents
- Individuals to be contacted in the event of an emergency
- Valid email address

An employee's personnel data should be accurate and current at all times.

### **3.5 Privacy Rights and Limitations**

Our company continues to respect the interests of employees and their privacy; however, Hometown Builders of Greater Lansing, LLC. also has a right and duty to protect the safety of its employees, to safeguard company assets, and to enforce its workplace policies. Therefore, all property, effects, and equipment on company property, or being used in connection with the performance of work on a company assignment, are subject to unannounced inspections by the company. Employees should not expect that any property or items that are brought or left at work are private. If an employee does not want any

property or items inspected, they should refrain from bringing them to the workplace. Furthermore, the company reserves the right to inspect company equipment, including computers, telephone, voicemail, and electronic mail systems.

### **3.6 Outside Employment**

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the requirements and performance standards of their job description with Hometown Builders of Greater Lansing, LLC. Our company's office space, equipment, and materials are not to be used for outside employment. Employees may not perform work for outside jobs while on the clock for Hometown Builders of Greater Lansing, LLC.

### **3.7 New Employee Orientation**

Orientation is an ongoing process that is designed to make the new employee feel comfortable, informed about the company, and prepared for their position.

New employee orientation begins when you are dispatched to the first project, starting with project specific materials such as: the job offer and wage codes, the Site-Specific Safety Plan and expense reports to be filled out and submitted by the end of each week.

New employee orientation is continued by supervisors on the job-site, and includes position requirements and company goals and objectives. The new employee's supervisor then introduces the new hire to staff throughout the company, reviews their job description and scope of position, and works with the employee on job functions. In addition, the new employee will be given an overview of compensation and benefit matters and complete any necessary paperwork via the office of Hometown Builders of Greater Lansing, LLC. via the Chief of Operations. Employees are presented (when applicable) with all codes, keys, and procedures needed to navigate within the workplace.

## **3.8 Lunch and Break Periods**

### ***Lunch Period***

Employees are generally allowed a one-hour, unpaid lunch break, unless otherwise specified by the supervisor. Lunch breaks are not held at a specific time, and will be announced by the supervisor on-site.

### ***Break Period***

Hometown Builders of Greater Lansing, LLC. provides one ten minute paid break for every four hours of labor during production activities. If employees have unexpected personal business to take care of, they must notify their direct supervisor **at least one day in advance of the needed leave, other than in the event of an emergency**. Personal business should be conducted on the employee's own time. Employees who do not adhere to the break policy will be subject to disciplinary action, including termination.

## **3.9 Inclement Weather/Emergency Closings**

At times, emergencies such as severe weather, fires, or power failures can disrupt business operations. The decision to close the office will be made at the discretion of management/the Chief of Operations. When the decision is made to close the office, employees will receive official notification from their supervisors. In the event of inclement weather and/or emergency situation(s), tradesmen in the field will refer to their direct supervisor for guidance and information. Time off from scheduled work due to emergency closings will be unpaid for all employees.

## **3.10 Building Security**

All employees who are issued keys to the office are responsible for their safekeeping. The last employee, or designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, thermostats are set on appropriate evening and/or weekend settings, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are

not allowed on company property after hours without prior authorization from management.

### **3.11 Insurance on Personal Belongings**

Hometown Builders of Greater Lansing, LLC. assumes no risk for any loss or damage to personal property. All employees should be aware that their own personal insurance policies, should they choose to obtain them, cover the loss of personal property, including but not limited to vehicles, clothing, and electronic devices.

### **3.12 Supplies and Expenditures; Financial Authority/Obligation**

Only authorized persons may purchase supplies in the name of Hometown Builders of Greater Lansing, LLC. No employee whose assigned duties do not include purchasing shall incur any expense on behalf of Hometown Builders of Greater Lansing, LLC. or bind Hometown Builders of Greater Lansing, LLC. by any promise or representation without written approval from the Chief of Operations.

### **3.13 Expense Reimbursement**

Expenses incurred by an employee must have ***prior approval*** by a supervisor and/or the Chief of Finances. Reimbursements must be submitted on a "Reimbursement Request Form" complete with attached receipts/vouchers.

To be reimbursed you must follow the steps outlined within this policy.

1. Receive prior approval
2. After expenditures are incurred, employees must fill out an ***expense report*** and file the expense report via email with the Chief Operations Officer, the Chief Financial Officer or HR.
3. The Chief Financial Officer must approve the expense report, and will send approval to the Chief Operations Officer.
4. Expense Reports received *before* the 1st of the month will be returned on or before the 15th of the month. If they are received *before* the 15th of the month, they will be returned before or on the 1st of the month. Checks may be sent via mail.
5. Expense reports are kept in employee files for 12 months.

### **3.14 Visitors in the Workplace**

To ensure the safety and security of employees, visitors, and the facilities at which Hometown Builders of Greater Lansing, LLC. performs work, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. All visitors must be approved by the related employee's direct supervisor and the Chief of Operations. All visitors must wear the appropriate personal protective equipment (PPE) while on premises. Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times.

Steps to take to follow our **Family Visit Policy**

- Let admin know your plans to have company so that they can make arrangements for accommodations
- (supervisors)- another supervisor put in place for teams for per diem needs
- friends/family does not stay at lodging with team
  - HTB does not pay for family lodging nor reimburse for family lodging
  - HTB also does not provide transportation for family or for you to see your family (meaning we do not allow for the use of company vehicles for personal visits)
- Visits absolutely cannot interfere with work

### **3.15 Immigration Law Compliance**

Hometown Builders of Greater Lansing, LLC. only employs U.S. citizens and non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986, as amended. Each new employee, as a condition of employment,

must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I9 with Hometown Builders of Greater Lansing, LLC. within the past three years or if their previous I-9 is no longer retained or valid.

### **3.16 Conflicts of Interest**

Our company relies on the good faith of its employees as they exercise their responsibilities with the company. This company fully respects employees' right to privacy in their personal affairs and financial activities. However, employees must avoid situations in which personal activities are or may appear to be in conflict with their responsibilities to the company.

Generally, a conflict exists when personal interests or activities of an employee (or immediate family member) may influence the exercise of their independent judgment in the performance of one or more duties to the company. This may include:

- Ownership by an employee or by a member of the employee's family of a significant financial interest in any outside enterprise which does or seeks to do business with, or is a competitor of, the company.
- Serving as a director, officer, consultant, or employee of an outside enterprise which does, or is seeking to do business with, or is a competitor of, the company.
- Acting as a broker, go between, or otherwise for the benefit of a third party in transactions involving or potentially involving the company.
- Any other arrangement or circumstance, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the company.

It is not possible to list all situations or relationships which might create conflicts of interest problems; therefore, each situation must be evaluated on a case by case basis and employees should promptly disclose to their supervisor any circumstances which might constitute a conflict of interest or give the appearance of such a conflict. No employee shall suffer any adverse employment action as a result of having reported in good faith suspected unethical conduct by others under this policy.

### **3.17 Disciplinary Action**

Owner and the Designated Foreman will hold each person on the jobsite accountable by providing behavior correction when necessary. Violation(s) will require disciplinary action to be taken by the Hometown representative who witnesses the violation(s). Disciplinary action must be documented in accordance with the Hometown disciplinary action procedure, and completed documentation must be submitted to Mission Control electronically, to be submitted to the appropriate local and state governments as needed.

#### ***Level of Disciplinary Action:***

The level of disciplinary action will be administered with the involvement of project team supervision and will be determined by the severity of the infraction and the employee's disciplinary action history. All disciplinary actions remain in the employee file for the preceding 12 months.

#### **Disciplinary Action options as follows:**

- Verbal Warning: Recorded as a Verbal Warning on our Disciplinary Action Sheets.
- Written warning: to go in the employee's record.
- Written warning 2: a corrective contract will be implemented with a 90 day probationary period.
- Suspension without pay: 2-5 days suspension without pay, time based on the violation.
- 12 month suspension without pay from all commercial projects
- Termination

Owner/Designated Foreman will record all workplace violations (safety and otherwise) using our Disciplinary Action Write Up Form, and submitting the *employer copy* to Mission Control electronically, while maintaining a physical copy on-site; then providing the offending employee with the *employee copy* with **a note for changes needed/opportunity for growth.**

The steps in this process may be bypassed up to and including immediate removal from all commercial projects if the infraction(s) is serious as determined by Hometown Management.

If it is determined permanent removal from Hometown projects, this must be reviewed and approved by the project executive and ownership of Hometown.

### **3.17b Incident Reports**

Incident Reports are filled out when an unexpected cost has been incurred by the company, including cost of time. Examples of times when Incident Reports are necessary are: Damage to property, wrongful purchasing, unexpected travel costs, vehicle maintenance or repairs, missed flights, scheduling changes that result in missed time on the job, etc.

Incident Reports are to be filled out and filed weekly, as they occur. These reports differ from disciplinary action in the respect that these show the cost to the company. They may overlap a disciplinary action, in which case both reports must be filed. The purpose of incident reports is to keep record of instances when Hometown has accrued losses, and so that administrative staff can attempt to recover lost funds when necessary.

It is a requirement of all Supervisory staff to be aware of when incident reports are necessary, and to fill them out in a timely fashion so that administrative staff can try to recover lost funds when applicable.

### **3.18 Safety**

#### **Safety Non-Negotiables:**

- Violation of 100% Fall Protection 6' or higher
- Operating equipment without proper licensing or certification.
- Performing work without completion of necessary permits for that work.
- Throwing material/debris from upper elevation to lower elevations.
- Not reporting injuries/property damage to project supervisors immediately.

The purpose of this section is to introduce employees to Hometown Builders of Greater Lansing, LLC.'s safety policy. For further information on safety policies & procedures please refer to the Hometown Builders of Greater Lansing, LLC Safety Manual. Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment. In the case of an accident that results in an injury, property and/or equipment damage, regardless of how insignificant the injury/property/equipment damage may appear, employees should notify their supervisor immediately. If an employee is unsure how to operate a piece of machinery or equipment, or he believes that it may not be in a safe condition to operate, the employee should report the same to his direct supervisor. Under no circumstance is any person allowed to operate any piece of equipment without being properly qualified.

### **3.18 a Personal Protection Equipment Policy:**

All personal protection equipment (PPE) **must** be worn per OSHA standards. If this policy is disregarded, disciplinary actions will be undertaken as follows: one (1) verbal warning will be received; upon a second incident, a day-long suspension from the workplace will proceed; upon a third incident, a week-long suspension will take place. Hometown Builders of Greater Lansing, LLC. reserves the right to terminate an employee if these disciplinary actions are deemed ineffective. AW 4/20/2024.

### **3.19 Record Retention**

Written reprimands will remain on file for a period of 12 months from the time of the violation. Any additional reprimand written during the 12-month period will be considered a second offense, and likewise with a third offense. After 12 months, reprimands will be "removed" from file and additional reprimands will be viewed as a first offense.

## **3.20 Employment Termination**

Common circumstances under which employment is terminated:

- *Resignation*- voluntary employment termination initiated by an employee.
- *Termination*- involuntary employment termination initiated by Hometown Builders of Greater Lansing, LLC.
- *Layoff*- involuntary employment termination initiated by Hometown Builders of Greater Lansing, LLC. for nondisciplinary reasons.

When an employee intends to terminate their employment with Hometown Builders of Greater Lansing, LLC. they shall give Hometown Builders of Greater Lansing, LLC. at least two (2) weeks written notice. Since employment with Hometown Builders of Greater Lansing, LLC. is based on mutual consent, both the employee and Hometown Builders of Greater Lansing, LLC. have the right to terminate employment at will, with or without cause. When an employee cannot be contacted, they will be terminated as "voluntarily quit". Any employee who terminates employment with Hometown Builders of Greater Lansing, LLC. must return all files, records, keys, and any other materials that are the property of our company within 24 hours of separation. Failure to return the property of Hometown Builders of Greater Lansing, LLC. will be considered theft. All thefts will be pursued with applicable law enforcement.

Employee benefits will be affected by employment termination as follows: benefits generally end on the employee's last day of employment. Some benefits may be continued at the employee's expense if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

## **3.21 Scheduling**

### **Scheduling**

#### **Scheduling Pulls**

Tradesmen of Hometown Builders are scheduled for pulls. Pulls are defined as times in which tradesmen are to travel to a work site, stay in that geographical

area on a per diem basis, and are to complete a specified time out with the team. The following procedure outlines how Pulls are scheduled.

Scheduling is found in Busy, Busy; where scheduling goes into the calendar on Thursdays the week before the applicable week. Any scheduling discussed before it is input in Busy, Busy on Thursdays is considered a ***Skeleton Schedule***.

### **What is a Skeleton Schedule?**

Skeleton Schedules are no more than a framework, it's the bones of a schedule. At the beginning of each month Skeleton Schedules are made between Admin, Ownership and Project Management. These schedules are essentially intentions written in pencil because we *know* they are subject to change. Skeleton Schedules are based on three factors:

1. Work projected to be complete on each project. ,
2. Staggering of employee's schedules (dependent on full time or part time).
3. Time off requests.

Skeleton Schedules are why it is *imperative* you put in for time off as ***early*** as possible, following the appropriate time off request procedure ([found in 6.4](#)) Skeleton Scheduling is also the time in which Admin and Owners set intention to stagger time off for employees based on (1) the needs of work and employee's specialization, (2) hours worked the previous month, (3) time off requests.

Skeleton Schedules are **NOT** a schedule that we are bound to. These are simply an intention that is created at the beginning of the month. Given the context of our work at HTB, with traveling and frequent changes to work goals, we cannot be bound to a scheduling intention up and until the schedule is implemented.

### **How is Scheduling Implemented?**

On Thursdays, the week before work, the COO conducts a final scheduling decision with Administrative staff including but not limited to:

- Check ins with Senior and Associate Supervisors,

- Check ins with client expectations,
- Delivery times of materials,
- Approving/denying time off requests,
- If necessary, communication with applicable employees that will be scheduled within that week.

When schedules are input on Thursdays, employees can know what to expect for the week following for outboarding, work expectations and otherwise.

Supervisors that are outboarding are expected to contact their teams to ensure seamless and smooth outboarding (see outboarding procedures 3.22).

Employees who receive their schedules will be able to see who their Supervisors will be and at this time are to direct all questions, concerns, etc. to the appropriate Supervisor. Supervisors will direct communication to the appropriate parties, as needed.

### **What about Scheduling Changes?**

Due to the nature of our work, and the ever-changing client expectations, delivery schedules, etc. *all Supervisors* are emboldened and permitted to make scheduling changes on the jobsite when necessary and applicable up to the day before the applicable schedule.

Supervisors are bound to the employees who are out at that time; and it is fully expected that their decisions are based on meeting client expectations, current work goals, and their employees' needs. ***Any and all scheduling changes must be clearly communicated to and approved by the CEO, COO or Administrative Staff.***

### **Extensions of Pulls**

There are many factors that may cause an extension of pulls, Hometown scheduling staff does everything to the best of their ability to keep pulls consistent for tradesmen and supervisory staff. However, it is not always within our control. Pull extensions may be required by Hometown if/when it is necessary to meet client needs, expectations and standards.

That means, if a client representative has clearly communicated a specific part of a job needs to be completed by a certain date, or before leaving a pull, Hometown and its tradesmen are bound to that expectation.

If Hometown is requiring an extension of your pull, the following procedure will take place:

1. Supervisor on-site receives word from client.
2. Supervisor *immediately* fills out an *extension form*, which initiates extension to be sent to office admin staff.
3. Supervisor clearly and concisely communicates scheduling needs with tradesmen on site and office admin.
4. Priority staff will be chosen for extension
5. If extension exceeds 48 hours from the scheduled pull, tradesmen will receive communication from CEO, COO, or HR about extension.
6. If extension does not exceed 48 hours from scheduled pull, staff that are on-site are required to meet these needs.
7. If there is a personal issue with an extension, tradesmen are to contact HR directly to communicate their needs, clearly and concisely.

## **Requesting an extension**

There are times when tradesmen or supervisory staff are **requesting** an extension, for personal reasons. If a tradesmen is choosing to extend their pull, meaning they do not want to go home at their scheduled time, they are **required** to fill out an extension form.

Extension forms are sent to Office Administrative staff to approve or deny. All extension forms must include: originally scheduled pull, reason for extension, code to be performed/work to be completed during extension, and an acceptance of the terms of an extended pull.

When tradesmen are *requesting* an extension on their pull, it must be under the understanding that they are **forfeiting their scheduled time home** and this forfeiture may cause them to be out longer than expected. All tradesmen work in a delicate balance with each other, and one person's extension is *never, under any circumstances, allowed* to cause another tradesman to miss their scheduled

time home. This is why if you are requesting an extension, it must be under the understanding that you may not be scheduled home again until scheduled time off staggers correctly for all tradesmen involved.

Additionally, a tradesman's extension may cause him to be home longer, depending on work needs when they do go home.

**Extensions are never to be taken lightly, and are always to go through the procedure of an extension form regardless of the circumstances.**

## **Scheduling Meetings**

In order to meet our goals, there are often meetings that have to be scheduled. If we are scheduling a meeting with you, it is typically a required meeting. This is due to our strange context of travel work, a meeting gives staff the opportunity to meet face-to-face or virtually in a way that helps us stay in alignment of our goals. If you are receiving a meeting in your schedule, it is expected that you attend. If you cannot attend, you must communicate that to HR/Office Staff, as soon as possible.

### **Meeting Categories**

#### *Employee Reviews*

Employee Reviews are mandatory meetings scheduled after your first 90 days and then every year following. If you are receiving an employee review before this time period, there may be circumstances that need to be discussed, including but not limited to: pay changes, role changes, etc.

#### *Realignment Meetings*

There are times when it will be required to come back into alignment over policies and procedures, your employment role, or work goals. If there is something that Supervisory staff or HR staff deem necessary, we will schedule a mandatory realignment meeting. These meetings are mandatory and are required to attend before leaving on your next pull.

If a tradesman feels there is a need for a realignment meeting, they are to contact HR staff to set up that time and date under the understanding that these meetings are to be completed before returning to work.

#### *Disciplinary Action Meeting*

Disciplinary Action Meetings may occur between Supervisory staff and tradesmen on the job, or between HR and staff in the office. If you are scheduled for a Disciplinary Action meeting it is required to attend before returning to work. These meetings are further outlined in **3.17** of your handbook.

#### *Associate Supervisor Training*

These trainings are required, and typically held quarterly, in order to help new supervisors learn their position. It also gives on-site supervisors a time to be together to work out ongoing issues, work goals, or ways to better our approach on the job.

#### *Project Management Meetings*

These meetings are scheduled, and are typically required, when a work goal has changed. These meetings can be held virtually or in-person depending on the needs of the work goal at the time. This is a time in which office staff and supervisory staff can ensure clarity and precision in ongoing work goals, it may also be a time to go over contracts, T&M, or upcoming work.

#### *Descope*

Descopes are scheduled between estimating staff and CEO or COO, in order to descope estimates before submitting. Descope meetings may also be scheduled between client and estimating/supervisory staff in order to negotiate estimates and contracts.

#### *Administrative Meetings*

Admin staff is to meet quarterly, at minimum, in order to allow for all office staff to stay on the same page. Any Administrative Staff can request this meeting at any time, if they feel that we are straying away from our goals as a company, need to realign from the top down, or other likewise sentiments.

## Scheduling Training

Hometown Builders reserves the right to schedule training as needed. We will conduct at minimum a yearly safety training. Other training may include but not be limited to: policy and procedure training, staff training, new work scope training.

## 3.22 Boarding and Traveling Expectations

### Intrapersonal Expectations

- Respect people's personal boundaries.
  - Do not go through other people's stuff.
  - See also: Harassment (hyperlink back to this section of handbook)
  - There should never, under any circumstances be fighting on or off the job site.
- Though there will be times that you will be away from the job site, while you are out with teams, and boarding, ***you represent our company and those you work with/for.***  
Please keep our company values in mind.
  - **Please keep alcohol consumption under control.** Bystanders should never make comments to your supervisor about your behavior/ amount of alcohol consumed. **If it's being “noted” by others, it is likely violating our company values.**
  - Hyperlink back to the company drug and alcohol policy.

### Company and Financial Expectations

- **Team Meals - Meals are to be provided by the Supervisor.**
  - Team meals during the week and weekends will be provided.
  - You may opt out of team meals at your own expense.
- **Team Travel - It is expected that you will ride with the team, with an insured driver within a company truck for travel from location to location.**
  - You may opt out of team travel at your own expense.
  - Mileage will be paid ***if you are required*** to take your own vehicle.
  - Insured drivers named on our company insurance policy will include all Supervisors, only insured drivers are permitted to drive company vehicles.
- **Occupancy Per Diem**
  - **Hotel** - Hometown will provide for hotel stay based on **double occupancy**.
  - **Single Occupancy:** You may choose to board alone. This is **not company standard**. If you choose to board alone, **it is your responsibility to book and**

**pay for your room.** Hometown will reimburse your stay at \$65/night and after you complete an expense report turned in to the financial officer. There is a **15 day** turn around for all expense reports.

- **Air BnB-** it is expected that all team members contribute to the cleanliness and overall well-being of the house rented. Cleaning up, dishes, and all other housework is to be completed by ALL team members staying in the house. When checking out, it is expected that the supervisor will upload pictures of the house at close down to basecamp to avoid any unnecessary fees. The cleanliness and closing down of the house should NOT all fall on the supervisor.
- **Travel Time Pay -**
  - Hometown will pay your “at home pay” for the drive time **for your first trip to a new location, and for your last trip home from each location.** (Meaning you get paid a total **one round trip** per project.)
- **Revolving Schedules** - Every effort is made by administration to create revolving schedules for per diem employees that take into account everyone’s needs. While every effort is made, scheduling is always dependent upon work needs and work available.

### **3.23 Outboarding**

Outboarding is the process in which the team gathers, understands their wage, work and supervisor for the job, departs together for their next job. The outboarding process is as follows:

1. The schedule is decided by Jacob and Amber per work available/need to be completed.
2. HR Enters the schedule into workforce stating the day the team will leave and the day they will begin work.
3. Prior to the drive date (ideally a day or two), the team supervisor will come into the office to collect:
  - a. Updated binder needs
  - b. The business card
    - i. To be signed in and out by supervisor on record keeping form
  - c. The truck needed for the job
    - i. To be signed in and out by supervisor on record keeping form
  - d. An updated estimate
  - e. T & M sheets

- f. PPE as needed
4. Leaving (driving) day: All teams will DEPART from the office at 11am on every job, every outboarding. \*If you are not ready to leave the office at 11am, you will receive a disciplinary action. This is when you will collect a parking pass if needed and review your job/pay.
5. Upon arrival to the hotel, the supervisor will check the team in and check in with Amber that the team has arrived.
6. The team will start work the following day.

## **Wage and Salary Policies**

### **4.1 Prevailing Wage Rates**

Each and every job that Hometown Builders of Greater Lansing, LLC. participates in that **A.** pays in excess of \$2,000 and **B.** in which the Federal Government of the District of Columbia is a party, the Davis Bacon Act requires that all employed mechanics or laborers be provided a minimum wage based upon job classification and job-site location. This prevailing wage is determined by the Secretary of Labor.

Due to its subjective nature, an employee's wage on such job-sites will vary depending on the civil subdivision they are working within, and the work they are performing. The prevailing wage rates for each job will be freely given to our employees in a reasonable time period before the commencement of said job, and the scale of wages to be paid will be housed at an easily accessible location on each site of work.

### **4.2 Timekeeping/ Record Keeping**

Record keeping is under the authority of the Chief of Operations. Timekeeping, via the provided electronic service to clock-in/clock-out, is the responsibility of the affected employee.

#### **What is per diem?**

Per diem is an allowance paid to employees for:

- Meals at a daily allotted dollar amount while out of town for work
- Fuel traveling to and from a job site that exceeds 100 miles in distance. This only applies if you are required to drive your own vehicle (not company owned).
- Per diem rates are job specific and will be outlined in the job specific onboarding paperwork per job. Per diem reimbursements requests must be accompanied by an expense report with itemized receipts.

### **4.3 Overtime**

All work above 40 hours is deemed as overtime pay, and is calculated by multiplying the currently applicable wage (prevailing or otherwise) by 1.5. **Fringe rates, if applicable, are not used to calculate overtime pay.**

### **4.4 Paid Sick Leave**

Employees are granted one hour of paid sick leave for every thirty hours of work, up to 56 hours of paid sick leave each year. Employees are permitted to use paid sick leave for their own illness, injury, or other personal health-related needs. This includes preventative care; assisting a family member or similar persons who is ill, injured, or experiencing a health-related need; or to assist a family member or similar persons who is a victim of domestic violence, sexual assault, or stalking, as per the Davis Bacon Act.

### **4.5 Pay Deductions**

The law requires our company to make certain deductions from every employee's compensation. Among these are applicable Federal, State, and Local Income Taxes. The company also must deduct Social Security taxes (FICA), Medicare, and matching programs required by law, on each employee's earnings.

### **4.6 Time Off**

Due to the nature of our per diem work, HTB does not grant PAID time off. On your pay stub, you will find that you accrue sick time/pto. After 6 months, this is meant to be used as necessary while out for work should you fall ill or cannot complete work for the day. Because most of our work is out of state you don't lose a full day.

The “sick pay” is used as the home pay rate starting at \$20.00/hour and up to 40 hours/ week. If you have already accumulated 40 hours for the week, you cannot claim additional paid sick time.

Our jobs pay a base rate, plus a fringe rate hourly totaling a high hourly rate for employees. HTB could opt to NOT pay this fringe rate hourly (so you would only acquire the base) in order to add additional benefits such as paid time off/health ins., etc. HTB has opted out of withholding your hourly fringe to allow for a higher pay rate in lieu of these benefits. Should you want benefits such as health, dental, etc, it is expected that you should utilize the fringe rate for those needs. There is no singular option to opt out of the fringe pay for benefits at this time.

Should you want/need time off:

- Submit your request in busy busy (please note that even if you request *paid* time off, this is NOT an option at this time and your request will remain unpaid.)
- Send an email to the office staff [Shelby.Darr@OurHomeTownBuilders.com](mailto:Shelby.Darr@OurHomeTownBuilders.com) letting them know you have requested time off in busy busy.

\*Please note that HTB diligently works to allow for time off requests as we understand the nature of our work can be demanding however, the company and work we do must come first to allow us to remain in good standing with our contracts. There may be times when HTB simply does not have the allowance with work to grant time off due to the workload presented. If your request is denied, there will be an explanation given in the denial.

If you have further questions, please contact admin staff at the email listed above.

## **4.7 Holidays**

Hometown Builders of Greater Lansing, LLC. observes the following Holidays:

1. New Years Day
2. Martin Luther King Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veteran's Day
7. Thanksgiving Day
8. The day after Thanksgiving
9. Christmas Day

## **4.8 Jury Duty**

Employees will be granted time off to serve on a jury. Employees will not be compensated for their time served on a jury, as per Michigan state law. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

## **4.9 Military Leave**

Leaves of absence for military or reserve duty are granted to employees in accordance with applicable federal and Michigan law. Employees called to active military duty or to reserve training must submit copies of their military orders to their supervisor as soon as is practicable. Employees will be granted a military leave of absence without pay for the period of military service. Employees who are reservists or members of the National Guard will be granted time off without pay for required military training. Employees on military

leave should report to work after being released from such duty. Eligibility for benefits during military leave and for reinstatement after military duty or training is completed is determined in accordance with applicable federal and Michigan law.

## **4.10 Family and Medical Leave Act**

A. In accordance with the Family and Medical Leave Act of 1993, as amended, and applicable Michigan state law, Hometown Builders of Greater Lansing, LLC. shall grant each eligible employee unpaid leave entitlements consistent with the provisions of the law. The terms used in this Section which are defined in the Act shall have the meanings assigned to them therein. Hometown Builders of Greater Lansing, LLC. will grant leave pursuant to this section:

- For the birth of a son or daughter, and to care for the newborn child.
- For the placement with the employee of a son or daughter for adoption or foster care.
- To care for the employee's spouse, son, daughter, or parent with serious health conditions.
- Because of a serious health condition that makes the employee unable to perform the essential functions of the employee's job; A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
- Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.
- For certain "qualifying exigencies" arising out of the fact that the employee's spouse, child of any age, or parent is a covered military member on active

duty (or has been notified of an impending call to active duty) in support of certain military contingency operations.

- To care for a spouse, child of any age, parent, or next of kin who is a member of the Armed Forces and incurs a serious injury or illness in the line of duty.

B. To be eligible under the FMLA, the employee must: (1) have been employed by Hometown Builders of Greater Lansing, LLC. for at least 12 months; (2) have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; (3) work at a location where there are at least 50 or more employees within 75 miles. The eligible employee is entitled to a total of 12 workweeks of unpaid leave during any 12 month period. The term "12-month period" shall be defined as a rolling 12-month period measured backward from the date an employee uses any FMLA leave.

C. Female employees who are not covered by the FMLA are eligible for up to six (6) weeks of maternity leave. All available balances of paid leave must be used while absent during the six (6) week period. When all available paid leave is exhausted, the employee will be placed on leave without pay for the remainder of the application period. If there is a medical complication as a result of the pregnancy, the female employee is entitled to a maximum of sixteen (16) weeks of maternity leave. Once again, all available balances of applicable paid leave must be used during this period. Non-FMLA eligible employees seeking leave beyond six (6) weeks will be required to present a doctor's certification verifying the employee's inability to return to work due to medical complications from the pregnancy. The employee is required to submit a doctor's certification of continued disability once every two (2) weeks.

D. If FMLA leave is requested for a purpose for which the company grants vacation and/or sick leave, the employee shall be required to use accumulated vacation and/or sick leave for all or part of any (otherwise) unpaid FMLA leave.

E. In cases in which the need for leave is foreseeable, such as an expected birth or a planned medical treatment, the employee is required to provide the employer with at least thirty (30) days' notice before the date the leave is to begin. In cases when

circumstances do not permit this, the employee is to provide notice as soon as practical. The notice shall be sufficient to make the employer aware that the employee needs leave, and the anticipated timing and duration of the leave. The notice shall be communicated to human resources. In cases of leave for planned medical treatment, the employee is required to make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of his or her department.

F. Once Hometown Builders of Greater Lansing, LLC. has information that leave is FMLA-qualifying, Hometown Builders of Greater Lansing, LLC. will, within five business days, provide the employee with a notice specifying whether the leave is FMLA qualifying, whether additional information is needed, and other information concerning the leave and the employee's rights and responsibilities.

G. FMLA leave may be taken on an intermittent basis or to work a reduced leave schedule when medically necessary either for his/her own serious health condition or to care for a covered family member's serious health condition. Employees who require intermittent leave or a reduced leave schedule must try to schedule their leave so that it will not disrupt the department's operations.

H. An employee requesting FMLA leave: (1) to care for the employee's serious ill spouse, son, daughter, or parent, (2) due to the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, or (3) for a qualifying exigency shall provide certification supporting the need for leave within fifteen (15) calendar days of the request for verification on a form prescribed by Hometown Builders of Greater Lansing, LLC. The company may require recertification if the employee requests an extension of leave, if circumstances described by the original certification have changed significantly, or if Hometown Builders of Greater Lansing, LLC. receives information that casts doubts upon the continuing validity of the certification. Prior to returning to work, each employee shall provide a fitness-for duty certification from the health care provider.

- I. During an absence, Hometown Builders of Greater Lansing, LLC. shall request a periodic report on the employees status with respect to returning to work. These may be made by telephone, written correspondence or sent by email.
- J. While an employee is on FMLA leave, Hometown Builders of Greater Lansing, LLC. will continue to pay the company's portion of the employee's monthly health insurance premium. The employee will continue to be responsible for any co-payment or premium for dependent coverage. If the FMLA leave is unpaid, the employee shall pay to Hometown Builders of Greater Lansing, LLC. their co-payment or premium for dependent coverage on the same schedule as payments are made under COBRA. If the employee does not return to work after the exhaustion of the applicable leave, a qualifying event will have occurred, and the employee will be entitled to elect continuation coverage under COBRA.
- K. If an employee fails to return to work after the employee's leave entitlement has been exhausted or expires, the employee shall reimburse Hometown Builders of Greater Lansing, LLC. for the monthly health insurance premiums paid, unless the reason the employee does not return is due to (1) the continuation, recurrence, or onset of a serious health condition which would entitle the employee leave under FMLA; or (2) other circumstances beyond the employee's control. When an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition, the employee shall provide medical certification of the employee's or family member's serious health condition.
- L. At the end of the leave, an employee will be returned to his or her position or to a position with equivalent pay, benefits, and other terms and conditions of employment.
- M. Failure to report to duty at the expiration of a leave of absence, unless an extension has been requested and granted, shall be considered a resignation.
- N. If an exempt employee takes Family and Medical Leave, the employee will be paid only for actual hours worked during workweeks that include leave. Hours not worked due to leave will be charged to sick leave and/or vacation time or will be leave without pay.

## O. Employee Entitlement to Service member FMLA

**1. Leave Entitlement-** The FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons:

- a. An employee may take Qualifying Exigency Leave for certain "qualifying exigencies" arising out of the fact that the employee's spouse, child of any age or parent is on active duty (or has been notified of an impending call to active duty) in support of covered military operations. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment reintegration briefings and any other circumstance that Hometown Builders of Greater Lansing, LLC. and the employee agree should be a qualifying exigency and as to which they agree about the timing of the leave for that event.
- b. An employee may take military caregiver leave to care for a spouse, child of any age, parent or next of kin who is a current member of the Armed Forces (including a member of the National Guard or the Reserves) and incurs a serious illness or injury in the line of duty or active duty that may render the service member medically unable to perform his or her duties, if the illness or injury occurred at any time during the five years preceding the treatment and is one for which the service member (1) is undergoing medical treatment, recuperation or therapy, (2) is in outpatient status, or (3) is on the temporary disability retired list.
- c. Certification forms for qualifying exigency leave and military caregiver leave are required and available from human resources.

### **2. Duration of Service member FMLA**

- a. When leave is due to a "qualifying exigency": An eligible employee may take up to 12 workweeks of leave during any 12-month period.

b. When leave is to care for an injured or ill service member: An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

Service member FMLA runs concurrently with other leave entitlements provided under applicable law. Employees are prohibited from working for any other employees while on leave permitted by this policy. Employees who fraudulently obtain leave under this policy will be subjected to discipline, up to and including termination.

**Employees are prohibited from working for any other employees while on leave permitted by this policy. Employees who fraudulently obtain leave under this policy will be subjected to discipline, up to and including termination.**

## **Employee Communications**

### **5.1 Open Door Policy**

Our company has always maintained and emphasized an open-door policy for its employees. Transparency and sustaining an environment to encourage teamwork are main components of our organization's philosophy. Hometown Builders of Greater Lansing, LLC. encourages employees to communicate their concerns, ideas, or suggestions to their supervisors, and employees also have the option of bringing their concerns or ideas to higher levels of management without any concern of retaliation.

As a first step, the employee should verbally discuss the matter with their immediate supervisor. At this meeting the employee should discuss the specifics of the issue, and the supervisor should provide feedback on those specifics. The purpose of this informal meeting is to provide open lines of communication in an attempt to resolve the matter, as the supervisor knows more about the employee and is often in the best position to handle

the matter quickly and satisfactorily. If due to the nature of the matter, the employee cannot discuss the issue with the immediate supervisor, the employee is free to skip this step.

The employee should next attempt to bring their concerns or ideas to the attention of the next level of management with the company, such as the Chief of Operations or Chief of Finances. However, if an employee feels that a satisfactory response still has not been received, the employee may address the matter with any other manager they choose.

There also may be times when an employee may wish to submit a matter of concern for consideration to a specific level of management. Employees should feel free to approach whatever level of management they choose. All members of management have a basic responsibility to see that open-door matters are considered carefully and seriously, and that an answer is timely given. Management and supervision also have the responsibility to ensure that no employee is penalized in any way for exercising their privileges to utilize this open-door policy.

## **5.2 Solicitation/Distribution**

Employees may not solicit any other employee during working time, nor may employees distribute unrelated literature in work areas at any time. Similarly, non-employees may not solicit Hometown Builders of Greater Lansing, LLC.'s employees for any purposes on company premises or job-sites.

## **5.3 Family Visit Policy**

At HTB, we value family and family time. Due to the nature of our work, we understand that being away from loved ones for a prolonged period of time can be difficult and cause strain. We welcome family visits on the road so long as they don't interfere with the work expectancy. The family visit policy is as follows:

- Let admin know your plans to have company so that they can make arrangements for accommodations
- (supervisors)- another supervisor put in place for teams for per diem needs
- friends/family does not stay at lodging with team

- HTB does not pay for family lodging nor reimburse for family lodging
- HTB also does not provide transportation for family or for you to see your family  
(meaning we do not allow for the use of company vehicles for personal visits)
- Visits absolutely cannot interfere with work

## Standards of Conduct

### 6.1 Standards

The work rules and standards of conduct for Hometown Builders of Greater Lansing, LLC. are paramount, and the company regards them seriously. All employees are required to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the company's business. Please note that any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment . While not intended to list all forms of behavior that are considered unacceptable in the workplace, the following are non-exclusive examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Excessive absenteeism or any absence without notice .
- Unauthorized absence from assigned work sites during the work day.
- Sleeping on the job.
- Theft or inappropriate removal or possession of property.
- Failure to report to management information relating to a theft, disappearance, damage, destruction, or improper use of company property or that of others.
- Falsification of timekeeping records, applications, medical records, etc.
- Giving false or misleading information to the company or withholding other information required or requested by the company.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace.

- Possession of dangerous or unauthorized materials, such as firearms or explosives in the workplace.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of company-owned or customer-owned property.
- Insubordination including the refusal to comply with work orders, assignments, or other instructions of supervisor, or other disrespectful conduct.
- Unsatisfactory performance or conduct.
- Violation of safety and health rules.
- Smoking in unauthorized areas.
- Sexual or other unlawful or unwelcome harassment.
- Unauthorized use of telephones, or other company equipment.
- Using company equipment for purposes other than business.
- Unauthorized disclosure of business secrets or confidential information.
- Violation of personnel policies.

## **6.2 Business Ethics**

Hometown Builders of Greater Lansing, LLC. is committed to complying with all applicable laws and regulations and expects its managers, supervisors, and employees to conduct business in accordance with the letter, spirit and intent of all relevant laws, and to refrain from any illegal, dishonest, or unethical conduct. The use of good judgment, transparency, and high ethical principles is of utmost importance to our company, whether it be in our office or in the field.

If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Chief of Operations for advice and consultation. Compliance with this policy of business ethics and conduct is the responsibility of every Hometown Builders of Greater Lansing, LLC. employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

## **6.3 Drug and Alcohol Policy**

## ***1.0 Purpose***

1.1 The purpose of this Policy is to establish minimum substance use and abuse control requirements that Hometown Builders of Greater Lansing, LLC. (hence known as the Owner) expects from all employees, contractors and their subs, and those visiting the Owner's sites. It is the Owner's core value that employees have the right to work in a drug free environment and to work with persons free from the effects of drugs and alcohol.

1.2 The purpose of this document is to set policies and procedures in the Owner's vital interest in maintaining safe, healthful, and efficient working conditions for our employees, contractor's employees to create workplaces that are safe and productive without the presence of illegal or inappropriate drugs and/or alcohol in the body and/or on company property.

1.2.1 Minimum expectations are that the use of illegal drugs, on or off duty, as well as the misuse and abuse of alcohol, is inconsistent with law-abiding behavior expected of all citizens.

1.2.2 Use of a prescription drug issued in another person's name is deemed a violation of this policy. Use of a prescription drug in excess of the prescribed dosage is deemed a violation of this policy.

1.2.3 The use of controlled substances, possession, or sale of alcohol or drugs, including, but not limited to, narcotics, hallucinogens, depressants, stimulants, marijuana, or other controlled substances including the use of recreational marijuana where permissible by state or local laws, shall not be allowed on any Owner's site or consumed by employees, contractor's employees, or site visitors that would cause impairment that possibly impair the ability of employees to perform tasks that are critical to proper work performance.

## **2.0 Definitions**

2.1 Illegal Drugs - Any substance defined or classified as a controlled substance pursuant to the Title II of The Federal Comprehensive Drug Abuse Act of 1970.

2.2 Alcohol - Any beverage, over-the-counter and/or prescription medication that contains alcohol.

2.3 Prescription Drugs – Any controlled or otherwise regulated substance which is authorized by a licensed medical professional that is taken in specified amounts at specific times to treat a confirmed medical condition.

2.4 Positive Tests; Test results having been confirmed by a medical review officer which indicate a presence of any legal or illegal substances at or above the threshold limits as set forth in Schedule I through V of Part B of the Controlled Substance Act (21 USCS Section 812) or as defined by any applicable Federal Government regulations.

2.5 Negative Tests; Test results indicating that legal or illegal substances are at levels below the threshold limits as set forth in section 2.4 above.

### **3.0 Responsibilities**

#### **3.1 Contractual Requirements**

3.1.1 New employee or a prospective employee of HTB shall not be permitted to work on the Owner's site unless such employee has acknowledged his understanding in writing of the requirements of the testing program and has submitted to testing as required by this specification.

### **4.0 Substance Abuse Testing Required:**

4.1 PRE-ENGAGEMENT TESTING: All employees or prospective employees shall be required to submit a 10-panel drug test prior to or on their first day of work at the owner's site of construction.

4.1.1 Contingent on the approval of the Owner's site Safety Representative, any employees or prospective employees may be allowed to begin work on a contingent basis upon completion of the testing process on a temporary basis pending their negative test results.

4.2 Exemptions from Pre-Engagement testing shall include:

4.2.1 Employees who can provide the owner or his authorized agent with certification of a previous 10-panel + alcohol drug test that has occurred within 90 days that meets the standards as set forth in section six (6) of this policy. Certification must indicate a negative result for each of the drugs listed herein.

4.2.2 Employees who participate in a recognized substance abuse testing program that has been previously approved by the owner.

4.3 RANDOM TESTING: All employees on the owner's site of construction shall be subject to unannounced random drug and alcohol testing.

4.3.1 Random Drug testing policy

Unless otherwise determined appropriate by the Owner in its sole discretion, random testing may be conducted on a monthly basis at a random selection rate of ten percent (10%). Random selections shall be made by a third party utilizing a numerical computer program designed to insure that no employee can be singled out. Employees selected for random testing shall report within one hour to the collection site for testing. Probationary status employees shall be included in all random selections.

4.4 REASONABLE SUSPICION AND/OR FOR CAUSE TESTING: All employees on the owner's site of construction will be subject to a drug and alcohol test when an owner or employer representative has reason to believe that the employee may be under the influence of a legal or illegal controlled substances and/or alcohol. Reasonable suspicion means suspicion based on specific personal observations that the employer or owner representative can document concerning the appearance, behavior, speech or breath odor of the employee. Suspicion is not reasonable and thus not a basis for testing if based solely on third (3rd) party observation and reports.

4.5 POST-ACCIDENT/INCIDENT TESTING: All employees on the owner's site of construction shall be subject to a drug and alcohol test following:

4.5.1 An on-the-job injury requiring medical treatment,

4.5.2 Following a potentially serious incident, including near misses in which safety precautions were violated,

4.5.3 Unsafe instructions or orders were given,

4.5.4 A potentially serious accidents occurred were vehicles, equipment or property was damaged in excess of \$500,

4.5.5 Unusually careless acts were performed,

#### 4.6 Procedures for Post-Accident/Incident Testing:

Your Site Supervisor or HTB Officer will accompany their injured employee(s) or those involved in the accident or incident to the clinic or medical facility. The employee(s) will not be allowed back on the work site without a negative test result for drugs and alcohol.

4.6.1 If the injured employee refuses to give a specimen of body fluid, the supervisor is to call the Project Manager and/or Project Superintendent. The Project Manager and/or Project Superintendent are to advise the employee again that refusal to submit to drug screening is a violation of the Site Specific Safety Plan's Substance Abuse Policy and that refusal will result in removal from the Owner's jobsite then subject to the HTB's substance abuse and/or disciplinary protocols.

4.6.2 If the injured employee continues to refuse to submit to a drug screening, the doctor or clinic shall be advised to treat the employee for his/her injuries.

4.6.3 After treatment is rendered the supervisor and the injured employee should return to the project, meet with the Owner's Safety Representative, Project Superintendent, and Project Manager where they will be formally removed from the Owner's jobsite by HTB.

4.6.4 Documentation of the employee's removal from the Owner's jobsite should be attached to the employee's First Report of Injury form.

### **5.0 Testing Requirements**

5.1 HTB shall perform pre-engagement, random, reasonable suspicion and/or for cause, and post-accident or incident testing as follows:

5.2 Drug Testing: All urine samples collected under this program shall be analyzed by a NIDA/ SAMHSA certified laboratory and shall include an initial Enzyme Multiplied Immunoassay Screening test and a Gas Chromatography/Mass Spectrometry (GC/MS) confirmation test with all positive test results interpreted by a licensed Medical Review Officer (MRO).

5.2.1 As a minimum, all samples will be screened for the standard Substance Abuse and Mental Health Agency six (6) drugs profile with the Department of Health and Human Services Mandatory Guidelines (most recent version) cut off levels.

5.2.2 In addition, the recommended testing for barbiturates, benzodiazepine, methadone, and propoxyphene shall be included except for those HBT employees, and their Subcontractor employees falling under DOT requirements.

### 5.3 Alcohol Testing:

5.3.1 The initial screening tests for alcohol shall be performed by using either a saliva test or a DOT approved Breathalyzer.

5.3.2 Alcohol confirmatory tests shall be performed by either a blood alcohol test or a DOT approved Breathalyzer.

5.4 Threshold Limits - The minimum substance abuse testing requirements for this policy shall include the following substances and cut-off levels: Confirmed Screen Level Confirmation Test Cut-Off Level

	Confirmed Screen Level (Ng/ml)	Confirmation Test Cut-Off Level (Ng/ml)
Drugs tested for		
Amphetamines	300	300
Barbiturates	300	100
Benzodiazepines	300	100
Cocaine Metabolite	300	150

Marijuana Metabolites	20	10
Methadone	300	100
Methaqualone	300	200
Opiates	300	150
Phencyclidine (PCP)	25	25
Propoxyphene	300	200
Alcohol	.04%	.04%

5.4.1 An alcohol screening or confirmation result of 0.0299-0.0399% shall be sufficient cause to remove the employee from the owner's site for a minimum of 24 hours.

5.4.2 For an employee working under the provisions of a DOT driver/operator, an alcohol screening or confirmation result of 0.0299-0.0399% shall be sufficient cause to remove the employee from the owner's site permanently.

These cases must be reported to the DOT.

## **6.0 Policy Violations**

6.1 An employee's failure to comply with any provisions of this policy shall be considered a violation of the owner's policy and shall necessitate the employee's completion of the reinstatement procedures.

6.2 A determination for violation of the owner's policy shall include, but not be limited to: 1. A confirmed positive drug or alcohol test. 2. Failure or refusal to sign notice of policy. 3. Failure to contact the medical review officer as directed. 4. Failure to report as directed for any drug and/or alcohol testing. 5. The use, possession, sale or distribution of alcohol or a controlled illegal or unauthorized substance, or the presence of any employee in the workplace with such ingested substances for non-medical reasons. 6. Working, reporting to work, being in the workplace, or in an owner or employer owned, leased or rented vehicle while under the influence of alcohol. 7. The refusal to submit a specimen for testing, or the

switching, adulterating, or attempting to tamper with any sample submitted for drug or alcohol testing, or otherwise interfering or attempting to interfere with the testing process will be viewed as a positive test and will carry with it the same consequences as specimens tested and reported as positive. 8. The use of a controlled substance by an individual other than the individual for whom the controlled substance was prescribed or the abuse of a controlled substance by the individual for whom it was prescribed is prohibited.

## **7.0 Compliance Procedure**

7.1 The owner reserves the right to audit any substance abuse program required by this specification to verify compliance within twenty-four (24) hours of the owner's notification of intent to audit and the owner or his authorized agent shall have free right of access to all relevant records of the employee for this purpose.

7.2 Employees who violate any portion of this policy shall be required to immediately leave the owner's site of construction and shall be prohibited from returning to any of the owner's sites of construction for a period of sixty (60) days.

7.3 Employees desiring to return to the owner's site of construction after the sixty-day period must first provide evidence of their completion of the reinstatement procedures as set forth in Section 8.0.

## **8.0 Reinstatement Procedures**

8.1 An employee may be returned to the Owner's site of construction at the discretion of the owner after the following conditions have been satisfied:

1. Evidence is submitted to the Owner or his authorized agent that the employee is employed with, and that individual has completed or is actively participating in an approved drug/alcohol assessment, treatment, and/or counseling program.
2. Evidence is submitted to the Owner or his authorized agent that the employee is employed and that a negative drug and alcohol test that meets the requirements in Section 5 of this policy has been achieved .
3. The employee submits a signed statement to the Owner or his authorized agent that the employee is employed acknowledging that the employee will be subject to additional

random testing under a probationary status. Probationary status employees shall be included in the monthly random while on any of the Owner's site(s) of construction.

## **9.0 Cooperation and Review**

9.1 The Contractor's and subcontractor's substance abuse program shall be furnished to the owner or his authorized agent for review prior to hiring the contractor.

9.2 The subcontractor shall provide summary reporting of their program compliance as required by the owner to the general contractor who shall include the same with his compliance reporting.

9.3 The owner reserves the right to amend this specification upon written notice to the contractor.

## **10.0 Record Responsibility and Retention**

10.1 Each Contractor and their Subcontractor is responsible to maintain all documents in support of this policy for the life of this project – plus seven years beyond at a minimum.

10.2 Records shall be maintained in such a manner to prevent any deterioration and protect the integrity of data and content of each record.

10.3 Copies of these records shall be made available upon demand plus one business day to the Owner as needed and in accordance with HIPPA and ADA laws.

## **6.4 Attendance, Punctuality and Requesting Time Off**

Our company expects that every employee will be committed to punctuality in attendance. This means being in the office/job-site, ready to work, at their starting time each day. Absenteeism and tardiness place a burden on other employees and on the company and can result in discipline, up to and including termination.

If you are unable to report to work for any reason, notify your supervisor BEFORE regular starting time. You are responsible for speaking directly with your supervisor about your

absence. It is not acceptable to leave a message on your supervisor's voicemail, except in extreme emergencies. In the case of leaving a voicemail message, a follow-up call must be made as soon as possible.

If there comes a time when you see that you need to work some hours other than those that constitute your usual work week, permission from your supervisor will be required at least two hours in advance. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of the company. Such requests may or may not be granted at the sole discretion of the company.

#### **Requesting time off:**

Requests for time off MUST be submitted through the busy busy app, followed by an email to Human Resources letting them know you have requested the specific dates off, and with a week in advance notice. . Without notice, it becomes difficult to ensure the needs of jobs/company are met. We will do our best to accommodate requests that are submitted in an efficient manner. Please understand that without notice as listed above, we cannot ensure your request.

### **6.5 Absence Without Notice**

When employees are unable to work for any reason, they are required to notify their supervisor as soon as possible. This will allow the company to arrange for temporary coverage of your duties, and aids other employees to continue work in your absence. If you do not report for work and the company is not notified of your status, your contact information will be utilized to contact you. After an unreasonable absence, it will be assumed that you have resigned/voluntarily quit, and you will be removed from the payroll.

If you become ill while at work or must leave the office/job-site for another reason before the end of the workday, be sure to inform your supervisor of the situation. Failure to do so could be cause for disciplinary action up to and including termination.

### **6.6 Equal Employment/ Anti-Harassment/Discrimination Policy**

Hometown Builders of Greater Lansing, LLC. is committed to a work environment in which all individuals are treated with respect and dignity. Each employee has a right to work in a

professional atmosphere promoting equal employment opportunities. Therefore, the company mandates that all relationships among persons in the workplace will be professional and without bias, prejudice, or harassment.

## **1. Equal Employment Opportunity**

It is the policy of the company to ensure equal employment opportunity without discrimination or harassment on the basis of race, sex, color, national origin, age, religion, disability, citizenship, marital status, or any characteristic protected by law. The company prohibits and will not tolerate any such discrimination or harassment.

## **2. Harassment**

It is Hometown Builders of Greater Lansing, LLC.'s policy that our company does not discriminate on the basis of race, sex, national origin, color, age, creed, religion, veteran's status, disability, genetic information, or any other protected category. Further, Hometown Builders of Greater Lansing, LLC. will not tolerate verbal or physical conduct by any employee which undermines employee morale; harasses, disrupts, or interferes with another's work performance; or which creates an intimidating, offensive, or hostile environment. This also includes conduct directed at an employee's relatives, friends or associates.

While all forms of discrimination or harassment are prohibited, Hometown Builders of Greater Lansing, LLC. wants to emphasize that sexual harassment is specifically prohibited. Sexual harassment is any unwanted sexual advances, requests for sexual favors, or any other verbal or physical conduct sexual in nature. Each employee has a responsibility to maintain the workplace free of any form of sexual harassment. No supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, work location/hours, or any other condition of employment or career development.

Sexually harassing conduct in the workplace, whether committed by supervisors or nonsupervisory personnel, may, alone or in a cumulative effect, include, but is not limited to:

- sexual flirtations, obscene gestures, advances or propositions
- verbal abuse of a sexual nature; sexual innuendos, humor or jokes about sex, whistling, threats, sexual demands, etc.
- graphic or suggestive comments about an individual's dress or body
- insults or sexually degrading words to describe an individual
- the display in the workplace of sexually suggestive objects or pictures, including activities, etc.

Other prohibited conduct/harassment in the workplace, whether committed by supervisors or nonsupervisory personnel, may, alone or in a cumulative effect, include, but is not limited to: threats, intimidation or hostile acts; slurs or epithets about an individual; stereotyping or making jokes that belittle or make fun of an individual; distributing, circulating or posting written or graphic material.

### **Procedure for Making a Complaint**

Any employee who believes that the actions or words of a supervisor or fellow employee constitute unwelcome harassment, discrimination, or a threat of any type has a responsibility to report or complain as soon as possible to their immediate supervisor or directly to the Chief of Operations. If a supervisor is notified of a complaint, the Chief of Operations is to be notified immediately in person or by telephone by the supervisor. It is not necessary for an employee to complain first to the offending person in order to report harassment.

Hometown Builders of Greater Lansing, LLC. recognizes that false accusations of harassment can have serious effects on innocent individuals and trusts that all employees will act responsibly and in good faith when reporting harassment.

Hometown Builders of Greater Lansing, LLC. will not engage in or allow retaliation against any employee who makes a good faith complaint or participates in an investigation. Employees that feel they are being subjected to any kind of negative treatment due to filing a complaint or participating in an investigation should report the conduct immediately to the CEO or the Chief of Operations.

### **Investigation**

All complaints of harassment or discrimination will be investigated promptly and in as impartial and confidential a manner as possible by the Chief of Operations, with advice of legal counsel. In all cases, the employees involved are to be advised of management's findings and conclusions. If the complaint is found to be valid, Hometown Builders of Greater Lansing, LLC. will take prompt remedial action to end the harassment and to prevent a recurrence of any such misconduct. In addition, Hometown Builders of Greater Lansing, LLC. will make subsequent inquiries to ensure that any such harassment has not resumed and that the subject of any such harassment has not suffered any retaliation.

All employees are expected to cooperate completely in any internal investigation conducted by the company and, where instructed, to keep such matters confidential. This includes investigations conducted of another employee while that employee is on administrative or disciplinary suspension or cooperation with management or its representatives during complaint procedures. Failure of an employee to cooperate with any investigation as defined herein may result in disciplinary action up to and including termination.

### **Discipline**

Any employee who is found to have engaged in harassment of another employee or discrimination, or to have threatened another employee, will be subject to disciplinary action, up to and including termination.

### **6.7 Workplace Violence**

Our company is committed to providing a safe work environment for its employees. Part of that commitment is a ZERO TOLERANCE policy against any type of actions that could be considered violent or intimidating. If an employee engages in violence in the workplace, or threatens violence in the workplace, discharge will result. No talk of violence or joking about violence will be tolerated.

"Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in such activities. In an effort to fulfill this commitment for a safe work environment, access to the company's property is limited to those with a legitimate business interest. The company specifically

prohibits the possession of weapons by any employee while on company property. Employees are also prohibited from carrying a weapon when performing services off of the company's premises.

The behavior described above or any other behavior an employee considers to be threatening or potentially dangerous should be reported immediately to a supervisor, and, if warranted, to the local authorities. The key to preventing injury or damages is reporting an incident quickly. All cases will be promptly investigated. No employee will be subject to retaliation, intimidation or discipline as a result of reporting violence under this policy.

## **6.8 Electronic Communications**

The company's computer system, including its connection to the internet has been made available to certain employees for the benefit of the company and is to be used for business purposes. Any unauthorized use of the internet, through the company's system or with company equipment, is strictly prohibited.

Unauthorized use includes, but is not limited to, accessing, posting or downloading sexually explicit or pornographic material or material which contains offensive or discriminatory remarks based upon race, religion, sex, national origin, disability, or other protected class; posting information which contains confidential information about the company or its customers; engaging in computer hacking and related activities; attempting to evade or compromise the security of information contained on company computers; solicitation of orders or donation which are not company related; promoting personal political candidates or opinions; and engaging in any activity prohibited by law, including posting, copying, transmitting or otherwise reproducing information which has been authorized by others without the express permission of the author or copyright holder(s).

Use of company computers, including the internet connection, is limited to company personnel. Passwords must not be shared or revealed to anyone else, nor should any employee use the password of another.

### ***Electronic Mail***

Our company's electronic mail system, and all information stored in company-provided computers, belongs to the company. Like all other company property, the computer and

email systems are to be used only for business purposes and not for your own personal use.

All electronic mail, and other information stored in company computers, is subject to review by company management or its designee. Accordingly, you should not use company computers to send messages or store information that you do not want others to see. The company's EEO and anti-harassment policy apply to all electronic mail communications. Thus, inappropriate or offensive content in electronic mail messages, such as racial, sexual or religious slurs or jokes, is strictly prohibited. Furthermore, employees may not use the electronic mail system for solicitation purposes.

Violation of this policy, or violation of any other company policy through the use of electronic mail, may result in disciplinary action, up to and including immediate termination.

### ***Monitoring Usage***

Hometown Builders of Greater Lansing, LLC. may, at its discretion, monitor use of the internet or company computer equipment, including the content of electronic mail, postings and downloads, as well as the names of the internet sites visited and personal file directories, without specific or advance notice to the user. By using the company network or equipment, users are assumed to have consented to this monitoring.

## **Employee Manual Acknowledgment Form**

This acknowledgement form shall be completed by all new hires/employees and submitted to the Chief of Operations within the first 14 days of their employment, or prior to the commencement of their first job.

All existing employees hired prior to May 2023 are required to read this handbook and submit this acknowledgement form to the Chief of Operations within 30 days of receiving this manual. After you have read this manual, you should discuss any information that you do not understand with a Hometown Builders of Greater Lansing, LLC.'s Operations Representative. You may submit the form by mailing, emailing or by personally submitting the form. This will be filed as part of your permanent personnel record.

I have received the Hometown Builders of Greater Lansing, LLC. EMPLOYEE MANUAL. I understand the company's policies and practices and will refer to this manual periodically as needed. I will also contact my supervisor and/or the Chief of Operations if I have any further questions.

I understand that, by following these rules, I will create a safer place to work for my co-workers and myself. I also understand that violation of these and/or customer rules, policies, procedures, regulations etc. are grounds for disciplinary action, up to and including termination of my employment.

---

Employee Name (please print)

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

---

Employee Signature

Please name your favorite of the Hometown Company Values so that our leadership knows:

---