

Valley Roofing LLC,

Employee Handbook

Owner's Welcome

Congratulations! You are now part of a team that is a leader in the roofing industry and we know that with your help we will continue as a leader. Our goal is to provide the best roofing services to our customers, and to maintain a safe and superior workplace for our employees. We value each person who is employed here and strive to develop each person so that they recognize the value of integrity and superior workmanship. It is our desire that your experiences here bring you satisfaction in your personal life as well as satisfaction in your employment.

This handbook is a description of our expectations of you, and way of directing you in your employment here. It will introduce you to the team, the game, and the rules of the game for our company. This handbook may not cover every situation in the work place. If you have a question about the nature of this document or the terms and conditions of your employment, it is your responsibility to ask them. If you have trouble reading or understanding this document and do not ask for assistance we will assume that you fully understand this document.

As a team member it is in your best interest to carefully read this document so that you understand the culture of our company and the terms and conditions of your employment at Valley Roofing. The content of this handbook supersedes any previous policies, written or unwritten. At the bottom of each page please initial in the space provided, and at the end of the document, sign and date. This will show that you have read and understand the content of this handbook.

Thank you for your interest in our company! Our wish is that you will discover your potential and find fulfillment in your employment here!

Sincerely,

Owner

Valley Roofing

Anson Martin

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Article II. Introductory Statements

Section 2.01 About the Company

Valley Roofing was started in 2004 to fill a need in the Harrisonburg area for a high quality shingle roofing company. Our reputation of quality, dependability and speed spread rapidly, and for the next three years we completed twice the number of roofs as the preceding year. In 2005, we began offering our services to existing home owners as well as the new home contractors we had been serving.

In 2007, we moved to our present location in Harrisonburg VA and continued to grow, completing over 250 roofs, and reaching Page, Shenandoah, and Augusta counties. In 2008 we qualified to become a GAF Master Elite Installer which continues our desire of providing superior quality roofing to the Shenandoah Valley for years to come. This Master Elite certification shows that our product manufacturer, (GAF) has acknowledged our accomplishments as a superior roofing contractor by giving us their stamp of approval to provide the best factory warranties to our customers. Our ability to provide these warranties means that GAF trusts us to install these products in such a way that they are willing to stand behind our work and their products.

Section 2.02 Mission Statement

It is the mission of Valley Roofing to provide quality roofing services to our customers in a timely and professional manner. Our hard working, certified, and friendly staff bring our customers the best in roofing through exceptional workmanship, various warranties, and guarantees of our work. It is our goal that every customer associates Valley Roofing with quality, integrity, dependability, and sees a company who is striving to honor God in all that we do.

Section 2.03 Culture Statement

Each topic of our culture described in this section refers to the work atmosphere at Valley Roofing. This statement is a definition of who we are and how others see us as a company. Each topic is of equal importance and is considered by those who are employed at Valley Roofing as values that set us apart from others and hold us together as a company. The topics of this statement describe the values of those who are a part of our organization. It also describes what can be expected of those who are employed here, as only those who “buy in” to this statement desire to be employed, and are desired of the currently employed to be a part of our organization.

Leadership – Valley Roofing is a leader in the roofing industry and our team members realize the importance of leadership in our company. Leadership is the element that provides the foundation for the structure of Valley Roofing, and sets the course for the direction of the company. Providing the paths to explore the full potential of Valley Roofing, is accomplished only by individuals who lead with a vision for the future of the company, and possess the ability to implement that vision in a way that quality, efficiency and profits are maximized.

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Quality – It has been and will always be the desire of Valley Roofing to maintain quality throughout the company, quality that is noticeable from the people who are hired to the work that they do. It is important that a quality work environment is maintained so as to encourage a common interest to provide the best of services to our customers, have meaningful interactions within our company, and exhibit the values of our company to our customers and the businesses we associate with. By continuously being a company that is focused on providing quality and being the best, this ensures success for our company and satisfaction for our customers.

Contentment – Valley Roofing believes that contentment should exist from our employees to our customers and suppliers. If the employer, employees, or customers are not content this obviously will eventually filter into all parts of the business complicating life for everyone; therefore, we make it a goal is to find where contentment lies with each individual and take the necessary actions to help them find contentment. We measure the success of our company by the overall contentment of everyone in the company and those affected by the company.

Generosity – What greater demonstration of appreciation is there than being generous? Valley Roofing, a company that has been very successful from the start, has always acknowledged its many blessings and expressed appreciation for them by being generous to its employees and those indirectly related to the company. Valley Roofing's idea of being generous is not limited to generosity to its employees, but includes being generous of time and skilled workers to assist with charity work and disaster relief for those less fortunate. Valley Roofing also has a very strong brotherhood among all levels of staff, which is very indicative of the generosity and consideration that takes place within our company on a day-to-day basis.

Competence – At Valley Roofing competence means knowing how to do what we advertise. Our competence comes from participating in training for certifications and using the experienced to teach the inexperienced. We consider competence as developing a thorough understanding of the basics so that in the event of an unforeseen situation, it is resolved in the best possible way by starting with the basics and working off that foundation. Seeking professional help in situations and referring work that is out of our scope of practice to other professionals is also considered by us as being competent in what we do.

Team work – Being able to work as a team is one of the biggest factors of production at Valley Roofing. For leaders, this means good management of the team, figuring out who is proficient at what, and developing the game the team will play. For employees, this means being able to work well with others, buy into the common goals, and figure out what position you will play for the team. At Valley Roofing the definition of "team" is: **Together Everyone Achieves More.**

Systems – Systems have been identified by Valley Roofing as an approach to business that reduces the margin for error, maximizes efficiency, and prevents communication breakdowns.

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There are systems in place at Valley Roofing from operational functions to executive functions, and every system in place is part of the big system we call Valley Roofing. At Valley Roofing, systems are developed by different people recognizing the need for a system, creatively developing incremental steps for the process, and communicating the steps so that no deviations are made. Systems put everyone on the same page and ensure consistency every time. If problems arise we make sure the system is working before we address the people.

Dependability – Quality and dependability go hand in hand at Valley Roofing. As described in point 2, quality people do quality work, and dependability works the same way with dependable people building a dependable company. Customers trust us as a legitimate roofing contractor and the source of their trust lies in the fact that the people who are working for them are personally committed to being dependable and trustworthy as individuals and to the company they work for.

Integrity – The values that set Valley Roofing apart as a unique and superior roofing contractor exist because of the integrity of the people within the company. We strive to be the best at what we do by maintaining strong morals, being conscientious, and using our abilities in a productive manner to give thanks to God, the one who gave them to us. Employees with honesty and integrity are highly valued and respected at Valley Roofing as people with the same values are the ones who defined this company, and laid a solid foundation for the future of the company.

Politeness – Let's face it, no one wants to work with a rude person, or have rude people working for them. What is the first thing that a person says when someone is treated poorly by a business they are seeking services from? "I'm never going back to those guys!" We don't want to be that company who treats customers or co workers rudely. We treat our co workers, customers, and business associates politely and considerately because it eventually trickles through to everyone making their day better, and it is often because of politeness and good customer relations that we get referrals and continued work.

Professionalism – Acting professional and being professional demonstrates to our customers that we are a professional roofing contractor capable of doing what we profess to do. We encourage employees to gain a thorough understanding of the job process, not only to do the job well, but to be able to professionally relate it to the customer so they understand what is happening also. To Valley Roofing, professionalism means good public relation, wearing uniform clothing, wholesome discussions on the job and refraining from explicit language, obscene gestures, loud music, inappropriate jokes, smoking on the jobsite. etc. We also consider it important to use these same principles when interacting with product suppliers and other businesses as it strengthens the integrity of our company in their sight.

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Learning – At Valley Roofing we like to call our ways of doing things “the Valley Roofing way”. Many of these methods have been around since the beginning, and our leaders relay these methods on to the next person so as to maintain consistency in our work, but this does not mean that we are not open to new ideas. We promote thinking outside the box and suggesting improvements to old methods. For learning to take place, there must be a desire to learn and a way to learn; so we ask questions, listen actively, use our leaders to demonstrate, and provide hands on experiences. We are continuously learning as a company and there is no one person at Valley Roofing who knows everything, but when problems are approached as a team there will be a solution and learning will take place. Our desire is that as we each continue to learn as employees and improve as individuals, our company will continue to grow and improve as a whole.

Enthusiasm – Since the birth of Valley Roofing there has been a visible aspect of the company that has sparked interest and impressed many people, especially customers: the ambition, enthusiasm and diligence of everyone who works here. We appreciate people who have a bright outlook on life and maintain an enthusiastic and positive spirit. These are the people who help boost the enthusiasm of the team when the going gets tough, and they keep the brotherhood strong. We realize that enthusiasm comes as people look to the rewards of a goal they wish to accomplish, work related or personal. We have a desire to be a place where people can set goals, and be provided the necessary support to accomplish the goals, whether it is moral support or financial support. The strong drive at Valley Roofing has defined us as a company that will get the job done, but to us it is the desire to grow/expand, satisfy needs, pursue interests, and innovate. Our enthusiasm and ambition comes from aiming high and working hard to get there.

Satisfaction – what is it that satisfies us? It is easy to figure out what satisfies customers; quality work by a dependable company, but customers aren’t the only ones who desire satisfaction, and their desires might not be fulfilled if we don’t have satisfaction throughout the company. We strive to help everyone gain satisfaction, from our employees to our customers, and it is important that we know what satisfies each person so we can do everything we can to help them find contentment and peace of mind.

Ownership – Every day we feel a sense of pride in the work we do, we are proud to represent the name displayed on our shirts, and we are loyal to the people at Valley Roofing. We swell with pride when we recognize that every investment the company makes (trucks, equipment, trailers, warehouse...etc); represents a part of us and helps us get the job done. When we feel this pride we realize that it is important to take ownership of the things that help make us proud. We realize we were hired to work for Valley Roofing and part of us accepting the job offer means taking the responsibilities of ownership. It also means that the company expects us and trusts in us to take ownership so as ensure its continuance and growth. It is our desire that

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each individual, whether vendor, employee or customer, will take ownership of themselves and their actions so we as a company can respect them and their values.

Section 2.04 Code of Ethics

Valley Roofing will exercise good ethics and honesty in every aspect of the business. We will continue improving our practices, the quality of our products, customer service, and efficiency of operations by upholding strong moral principles of honesty, integrity, fairness, and ownership. There will be no tolerance for illegal activity and unethical conduct of anyone affiliated with Valley Roofing. Being a company with strong ethics and morals is only possible if each person affiliated with Valley Roofing possesses these values; therefore, you are responsible for maintaining these values on a personal level.

The personal interests of employers or employees of Valley Roofing must never be allowed to conflict with the interests of the company, its clients, or other affiliated businesses. Representing Valley Roofing inside or outside of work in an unethical or demeaning way is highly discouraged and will merit disciplinary actions. The business contacts of Valley Roofing shall in no way be used to pursue personal interests that may negatively or financially affect the relationship of the company with that contact.

1. Employers and employees will often come into contact with, or have possession of, proprietary, confidential or business-sensitive information and must take all appropriate steps to assure that confidentiality of such information is maintained. This information - whether it belongs to our company or any of its clients or affiliates - may include strategic business plans, operating results, marketing strategies, customer lists, personnel records, upcoming acquisitions and divestitures, new investments, or production costs, processes and methods. Proprietary, confidential and sensitive business information about our company, other companies, individuals and entities must be treated with sensitivity and discretion, and only be disseminated on a need-to-know basis.
2. Employees will seek to report all information accurately and honestly, and as otherwise required by applicable reporting requirements.
3. Employees will refrain from gathering competitor intelligence by improper means and refrain from acting on knowledge that has been gathered in such a manner. Officers, managers and employees will seek to avoid exaggerating or disparaging comparisons of the services and competence of their competitors.
4. Employees will obey all applicable Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their dealings.
5. Employees must agree to promptly disclose unethical, dishonest, fraudulent and illegal behavior, or any violation of company policies and procedures, directly to management.

Violation of the Code of Ethics can result in discipline, including possible termination. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

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If you ever have any doubt about whether your conduct or that of another meets the company's ethical standards or compromises the company's reputation, please discuss it with your supervisor or the owner of Valley Roofing.

Section 2.05 At-Will Employment

Your employment with the company is "at-will". This means that your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to terminate your employment at any time, with or without notice and with or without cause. Nothing in the employee handbook or any other company document should be understood as creating guaranteed or continued employment, a right to termination only "for cause", or of any other guarantee of continued benefits. Only the owner of Valley Roofing has the authority to make promises with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the owner and employee.

Section 2.06 Revisions to the Handbook

This handbook is not a contract. However, your compliance with it is a condition of your employment. The company reserves the right to revise, add, or delete from this handbook, as well as the terms or conditions of your employment to the extent allowable by law. Written changes to the handbook will be distributed to all employees. No oral statements or representations can change the provisions of this handbook. If you believe any provisions of the handbook conflict with your understanding of the terms or conditions of your employment, then you should immediately speak to your supervisor for clarification.

Article III. Hiring Policies

Section 3.01 Equal Employment Opportunity/Discrimination

We believe that our employees play a major role in the success of Valley Roofing. We seek to create an atmosphere within our company that will allow all employees to feel a genuine sense of accomplishment. At no time will we permit discrimination toward an employee because of age, sex, race, color, religion, national origin, disability, and sexual orientation or for any other unlawful reason. Valley Roofing will make any reasonable effort to ensure that all applicants and employees will receive equal opportunity in personnel matters, including recruiting, selection, training, placement, promotion, wages and benefits, transfers, terminations and working conditions.

Section 3.02 Sexual Harassment/Harassment

Harassment of applicants and employees on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital status, or disability, including sexual harassment (all as defined and protected by applicable law) is unacceptable and will not be tolerated. Valley Roofing is an equal

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employment opportunity employer committed to a work environment in which all employees are treated with respect and dignity and free of unwelcome conduct which harasses or discriminates against the employee, disrupts or interferes with the employee's work performance, or creates an intimidating, offensive or hostile work environment.

This policy explains the types of discrimination and harassment that are prohibited and informs employees of the steps they must take if they believe they have been subjected to discrimination or harassment prohibited by this policy.

This policy extends to all terms, conditions and privileges of employment and to all employment decisions affecting employees and applicants for employment.

Definition of Harassment: Harassment is any unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, national origin, religion, sex, age, disability, marital status, or any other status or condition protected by applicable federal, state or local laws that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; and denigrating jokes or displays or circulation in the workplace (including through e-mail or text messaging) of written or graphic material that denigrates or shows hostility or aversion towards an individual or group because of a protected status or condition.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where (1) submission to such conduct is made or implied to be a term or condition of employment; (2) submission to or rejection of such conduct is used or threatened to be used as a basis for employment decisions; or (3) such conduct interferes with an employee's work performance or creates an intimidating, offensive or hostile work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different genders. Depending on the circumstances, these prohibited behaviors may include, for example, unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation (through e-mail or otherwise) of sexually suggestive objects or pictures; and other physical, verbal or visual conduct to a sexual nature.

Persons Covered: This policy applies to all employees of Valley Roofing and all applicants for employment and prohibits harassment, discrimination and retaliation by a fellow employee, supervisor, manager, officer and persons who do business with Valley Roofing, such as vendors, consultants, owners, guests and visitors.

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Employee Protections and Obligations: All employees are required to use the Complaint Procedure below in order to have the benefit and protections of this policy. If you believe you have been subjected to any discrimination or harassment prohibited by this policy you must report the conduct promptly according to the complaint procedure. Valley Roofing will investigate thoroughly and promptly, each reported complaint of conduct that may violate this policy, and will discipline, up to and including discharge, any person covered by the policy who is found to have engaged in prohibited conduct.

The procedures established in this policy are intended to protect the rights of both the complainant and the accused. Valley Roofing will maintain confidentiality to the extent it reasonably can do so and conduct a thorough investigation of the complaint. A person who believes he or she has been accused of harassment in bad faith and without cause may also file a complaint under these procedures.

Complaint Procedure: Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment **must immediately** notify their supervisor, or other manager at Valley Roofing. We will promptly and thoroughly investigate any claim and take appropriate action. We will impose appropriate sanctions against any person found to be in violation of this policy. These sanctions may include, but are not limited to reprimand, suspension, demotion, transfer and discharge.

Any employee who believes he or she has been subject to unlawful discrimination, harassment or retaliation may also raise his or her concerns to the Equal Employment Opportunity Commission. The address and telephone number for these offices is:

Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, DC 20507
(202)663-4263
(800)USA-EEOC toll free

Retaliation Prohibited: Valley Roofing prohibits retaliation against any team member who brings forth any complaint or assists in the investigation of any complaint.

Section 3.03 Employees with Disabilities

The American With Disabilities Act of 1990 (ADA), as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other terms and conditions of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities, as defined by the Act, with appropriate reasonable accommodation, if such accommodation does not impose undue hardship. If you believe that you have been discriminated against based upon disability, contact your supervisor immediately. If you believe you have a qualifying disability and require some reasonable accommodation, also contact your Human Resource Representative.

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Section 3.04 Job Descriptions

Valley Roofing maintains a detailed description of each position to the best of our abilities. The job descriptions at Valley Roofing serve as an outline only. You may be required to perform tasks in unforeseen situations or situations with variable factors which are not written in your job description. Valley Roofing reserves the right to revise, add to, or delete from, your job description if it is in the best interest of the company. Advance notice to job description changes may or may not be given to the employee. It is also important that you be familiar with the job descriptions of others so that in the event of an absence, you are willing and able to temporarily fulfill that position to the best of your abilities. If the position you currently hold is not summarized in a job description, you are encouraged to notify your supervisor of the need for a job description, and to assist your supervisor in developing it.

Section 3.05 Job Classifications

Employees are classified within one of the following three statuses:

1. Full-time: any employee that is regularly scheduled to work 40 hours a week or more.
2. Part-time: any employee that is regularly scheduled to work less than 40 hours per week.
3. Temporary or Seasonal: any temporary work that has a predetermined start and estimated end date of employment

Section 3.06 Probationary Employment Period/Initial Training

The first Thirty [30] days of your employment is considered a probationary/training period. During this period you are required to read, understand, and have initialed the terms and conditions of your employment (this handbook). During this period you will receive instruction and training in the skills required for your position. You will also be expected to participate to the best of abilities and communicate your progress to your supervisor. During this time you will be examined by your peers on different levels of job related criteria including but not limited to: promptness, diligence, job skills development, and the ability to work with a team of others. After completion of the probationary period, you and your supervisors will meet and discuss the progress you made during the period. You will receive advice from your supervisors regarding your long term employment here, and you should consider this a time to re-evaluate your commitment and goals with Valley Roofing. Completion of this probationary period does not guarantee continued employment and the nature of “at-will” employment does not change before or after the probationary period completion.

Section 3.07 Drug Screening and Alcohol

Alcohol and drugs impair work performance and endanger the life of you and others around you. The work place requires full attention and is no place for mind altering substances; therefore, it is in our best interest to adopt this policy regarding the use of drugs and alcohol.

The following conduct shall be grounds for immediate disciplinary action up to and including dismissal:

- Unsanctioned possession, use, distributing or offering of alcohol or drugs while engaged in Company activities, while on Company property, or while in a Company vehicle;

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- Reporting to work under the influence of alcohol or drugs or being under the influence of alcohol or drugs at work, or being incapable of safely performing duties;
- Unauthorized use of Company property for storage or transportation of alcohol or drugs.

These prohibitions do not include drugs taken according to the verifiable prescription and direction of a licensed physician. However, an employee who, under a physician's guidance, is taking prescription drugs or other medication, which may affect his or her ability to work safely, is responsible for bringing this information to the supervisor's attention before beginning work.

Employees are subject to random drug testing and are required to appear at an appropriate drug testing facility within 24 hours of notification. Any employee who fails to appear at a drug testing facility will be subject to investigation and appropriate disciplinary actions, up to and including termination of employment.

The Company will require employees to submit to a breath test, blood test, or urinalysis by a Company designated physician or facility whenever there is a reasonable suspicion of alcohol or drug use. The type of testing will be at the Company's discretion and expense. Refusal to submit to the examination when asked will be grounds for dismissal.

Employees involved in accidents or injuries on the job, which necessitate medical treatment or result in damage to property, may also be tested for the use of alcohol and/or drugs as soon as possible by a Company designated physician or facility. Refusal to submit to the examination when requested will be grounds for dismissal.

The Company reserves the right to inspect and/or search all Company property, as well as any employee's personal property on the Company's premises, for alcohol or drugs whenever there is a reasonable suspicion. Refusal to submit to any such inspection or search or refusal to cooperate in any investigation will be grounds for dismissal.

For the purpose of this policy, the following definitions apply:

Drugs – Illegally used controlled substances (encompasses narcotic and non-narcotic drugs, including prescription drugs not used in accordance with a physician's directions) and non-controlled (over-the-counter) medicine if it can impair an employee's work performance. Additionally, the use of any substance for the purpose of achieving a drug-like effect will fall under the prohibition against "drugs."

Under the Influence – Means the presence of any alcohol or drug in the body, as verified by a laboratory test, or impairment in any degree, as verified by an appropriate field test. In addition to or in lieu of scientific or laboratory tests, impairment may be determined by observation of the employee's actions or other means.

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Possession – Includes the presence of drugs or alcohol in the possession or control of the employee or in lockers, Company vehicles or personal vehicles located on Company property or while in use for Company purposes.

Reasonable Suspicion – Includes, but is not limited to, specific observations such as work performance, appearance (including, for example, the odor of alcohol), or the behavior or speech of an employee.

Article IV. Wage and Hour Policies

Section 4.01 Pay systems

Employees at Valley Roofing will be paid either by an hourly rate or sales commission rate. Valley Roofing attempts to maintain fairness and unity in its pay systems. If you feel (with good reason) that the attempts are insufficient, it is important that speak with your supervisor or the owner about adjusting your compensation. We will do our best to honor your desire to be treated fairly for the work you do.

The companies' compensation procedures are described in the following policies:

(a) Hourly:

Employees, whose job description does not entail sales or estimation work, will be paid on a weekly basis by an hourly rate. This rate will be determined by the owner of Valley Roofing by factors including but not limited to: promptness, ambition, and job skills (basically, how good you are at what you do). Your pay rate is confidential to the company and is only to be discussed on a need-to-know basis.

(b) Commission:

Employees, whose job descriptions include sales and estimation work, will be paid appropriately by the hour for the first six months (180 days) in that position. After the six months period is complete, a sales commission rate for future sales of the employee will be discussed by the supervisor and the employee. Completion of this period does not guarantee a rate will be established at that time. Sales commission rates will be determined according to which department within the company the employee is working, and the average monetary value of each job the employee is selling. Employees will not receive commission on unclosed jobs or unaccepted work proposals as this money does not represent actual sales. All sales of the employee shall be recorded as recording procedures state and a sales report will be given to the employee at the end of each month.

Section 4.02 Pay Periods/Direct Deposit

Employees will be paid on Thursday of every week unless otherwise notified. All payments will be sent via direct deposit to the employee's banking firm. During the probationary period, employees are required to meet with the office manager who will obtain the proper information regarding direct deposit. All information is to be kept strictly confidential and processed in a timely fashion. Employees

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are encouraged to obtain, from the office manager, a hard copy of their weekly payment report so as to ensure accuracy of payments. If no copy is obtained, Valley Roofing will assume payment was accurate. Payment reports are considered your responsibility when they are obtained from the office manager. Valley Roofing will not assume any responsibility for misplaced reports, or information disclosure after they are obtained.

Section 4.03 Time Tracking

Valley Roofing uses TimeSummit® software installed on handheld PDA's to track employees' time at work. This software keeps track of each employee's time as well as time spent on each job or in each department at Valley Roofing. The handheld PDA's are placed in a protective case for in the field usage. During the probationary period of employment, employees will be designated a four (4) digit PIN that will be used to clock in and out of every job. The PIN numbers are specific for each individual and should be memorized for ease of time tracking.

Programmed into each time clock is every department of the company (roofing, guttering, estimates...etc), and a list of all jobs that are currently in progress. It is the responsibility of the supervisor to notify employees on the crew, what job under what department they are working that day. It is the responsibility of the employee to clock in and out each day. All hours are tracked separately for each job; therefore, employees must clock in and out for each different job they work on. It is the responsibility of the driver of each crew to ensure that there is a time clock in the vehicle at every job, every day. If you miss recording your time correctly please notify the office manager by phone, text or email, the specific hours and locations of hours worked.

The following are detailed steps for time clock operation:

1. Press button on bottom of PDA to display PocketClock key pad (*some PDA's have different button designations).
2. Enter 4 digit PIN
3. Confirm that YOUR name is displayed at the top of the screen
4. Press green button that displays "Go"
5. Navigate to correct job name and select it
6. Navigate to correct business department and select it
7. That's it!

To clock into different job:

1. Enter 4 digit PIN
2. Clock out of previous job
3. Enter 4 digit PIN
4. Clock in to new job

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It shall be the responsibility of the supervisor to ensure that PDAs and desktop are synchronized with the Office Manager's desktop computer each week to ensure correct jobs are available in the PDAs.

If PDA malfunctions and/or employee fails to clock in or out of a job, it will be the employee's responsibility to report (in writing) the needed corrections to the office manager. If employee fails to clock in or out and no such actions are taken, Valley Roofing will assume time calculations are correct.

Section 4.04 Travel Time

Valley Roofing pays employees for time spent traveling to the jobsite from the company warehouse. Employees who are not operating a company vehicle to and from the jobsite must clock out at the jobsite at the end of the work period. Company vehicle drivers for that day may remain clocked in from the jobsite to the company warehouse both distances. If the jobsite is over one (1) hour from the warehouse, employees who are not driving a company vehicle to that job may remain clocked in at the end of the work period, until they are half (1/2) the distance to the warehouse from the jobsite. It will be the responsibility of the company vehicle driver or supervisor to determine an appropriate "clock out" location for distances over one (1) hour from the company warehouse.

Section 4.05 Overtime

Valley Roofing often provides the opportunity for hourly employees to work overtime. Hourly employees will receive time and a half (Hourly Rate X 1.5) for any time at work that exceeds the normal 40 (forty) hour work week. It is important that time spent during overtime hours is just as productive as time spent during regular hours.

Section 4.06 Attendance Policy

Punctuality and regular attendance are important to the smooth operation of Valley Roofing. If you are consistently late or excessively absent, Valley Roofing's ability to perform work is affected and an unfair burden is placed on your co-workers. Therefore, unless your absence is permitted or excused under Valley Roofing's holiday, vacation, sick or other policies, you are responsible for being at work and arriving on time. If you are going to be absent or late, it is your responsibility to call your supervisor as soon as possible, preferably in advance of lateness and no later than one hour after the start of the workday.

Employees, who are 2 minutes late after the designated work start time, will be required to report to work ½ hour earlier than the designated start time for the next proceeding five (5) work days. If problems with attendance still arise, employees will be subject to more drastic disciplinary actions, up to and including termination of employment.

Section 4.07 Leave of Absence Policy

You must notify the Owner or Supervisor as soon as possible, when you must be absent. Any time requested off shall be reported to your supervisor 7 days [1 week] in advance, failure to do so may result in disapproval of time off. If your absence will be longer than one day, your supervisor must be given an

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expected date of return. Should this date change, notify your supervisor at once. Your supervisor may require medical certification for any absence. When returning to work after an illness of five days or more, a written medical release from your doctor may be required. Valley Roofing reserves the right to request a doctor's statement or require the employee to be examined by a physician of the company's choice. If you are given a conditional medical release, the doctor must state what the conditions of the partial release are and specify any job limitations.

In case of serious personal illness or other situations in which advance notice is impossible, notify your supervisor as soon as you can. A member of your immediate family may, if necessary, fulfill this obligation.

Tardiness or absenteeism, which is considered by Valley Roofing to be excessive, may result in disciplinary action, up to and including termination. An absence for a period of three consecutive workdays without contacting your Human Resources Representative to request a leave of absence could be considered voluntary termination of employment.

Excused absences when supported with proper documentation or approval of management include but are not limited to the following examples:

- Bereavement
- Sickness
- Employee or family related medical leave
- Military Leave
- Jury Duty
- Facility Shutdown

Unexcused absences for purposes of corrective action, include, but are not limited to the following examples:

- Car Trouble
- No baby-sitter
- No Reason given
- Excessive or repetitious sickness without supporting documentation
- No ride or transportation
- Overslept
- Weather - Unless approved by management

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Section 4.08 Recognized Holidays

Valley Roofing recognizes the following holidays by providing its employees time off from work without pay: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Section 4.09 Vacation/Personal Days

Valley Roofing does not provide any paid vacation or paid personal days off due to the nature of the work schedule at Valley Roofing. Employees are provided 10 unpaid personal days off throughout the year. Personal days off cannot be rolled over to the next year, and sickness absences will deduct from the personal days off of the employee. Employees will also have plenty of time off work due to cancellations of work for various reasons such as inclement weather.

Section 4.10 Paycheck Deductions

Valley Roofing is required by Federal and State law to make certain deductions from your paycheck. This includes Federal and State income tax, Social Security Employee and Medicare withholdings. The amount deducted depends on how much you earn and the number of exemptions you provide on your W-4 form. If you feel the deductions from your paycheck are incorrect please notify the payroll manager. The amount of deductions from each paycheck can be found on your paycheck report.

Section 4.11 Business Expenses

All supervisors and company drivers will be entrusted a company credit card for business expenses. Pre-approved expenses may include gasoline, jobsite materials, and tool replacements. All other expenses must be approved by the owner. Company credit card holders are responsible for obtaining and placing all business expense receipts in the proper location in the office manager's office. Situations may arise when personal expenses for work are incurred. If this happens, it is the responsibility of the employee who incurred the expense to provide a receipt to the office manager for reimbursement. If no receipt is provided for the expense, Valley Roofing will not assume responsibility. No Valley Roofing credit card or any other form of company money shall be used for personal expenses.

Section 4.12 Job Abandonment

If an employee fails to show up for work or call in with a reason for their absence for a period of three consecutive days, they will be considered to have abandoned their job and voluntarily terminated their employment. If you can't give us a call - find somebody who can.

Section 4.13 Rest/Meal Period

It is important to Valley Roofing that our workers stay alert and oriented; therefore, we encourage giving your body needed rest and nourishment during allotted break periods. It is important that you maintain a healthy diet and get plenty of sleep at night as many of the job functions at Valley Roofing are physically and mentally taxing.

Employees are provided a fifteen minute morning break (9:30am-9:45am), a half hour break for lunch (12:00n-12:30pm), and an afternoon break of fifteen minutes (2:45pm-3:00pm).

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This is merely a suggested break schedule and if more convenient for the situation, the total allotted break time of one (1) hour may be scheduled as the employees see fit.

There will be an allowance of no more than ½ hour of break time for days of 6 or less hours worked (half days).

This policy is prone to much variability and allotted times may be altered due to factors such as, but not limited to: conflicting schedules, impending weather, frost, or extreme temperatures. It shall be the supervisor's responsibility to select an appropriate time for rest periods if factors such as described previously, prohibit rest according to policy.

Employees who rest more than the sum of the allotted rest period time shall "clock out" for the additional time spent resting. It shall be the responsibility of all employees to accurately observe break time.

Section 4.14 Bonuses

It is the goal of Valley Roofing to be profitable enough each year to be able to provide a monetary reward to its employees. This is our way of appreciating your hard work and efforts to grow the company. You must realize that this is a bonus and not considered a part of or guaranteed in your pay at Valley Roofing. Valley Roofing reserves the right to withhold bonuses from anyone and for any time period. If the company is profitable enough to give bonuses to its employees, there will be discrepancies between amounts given to each employee. Reasons for discrepancies may include, but are not limited to: varying hours worked, part time vs. full time employment, and job performance.

Article V. Performance, Discipline, Layoffs, and Termination

Section 5.01 Performance Evaluations

Every day can be considered a performance evaluation for employees of all levels at Valley Roofing. This maintains open communication throughout our organization and provides employees with constant feedback. We believe this creates a more dynamic business structure and provides an efficient way of solving problems, providing positive feedback, or providing constructive criticism.

A formal employee evaluation review is also given annually at the end of the year. Valley Roofing encourages employees to thoughtfully consider the following when completing the review:

- What is the company's purpose?
- What are the three most important things this company does?
- What is the company doing well and what can it do even better?
- Who are our most important customers and clients?
- What are their greatest needs?

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- What are the most important needs you are addressing?
- How can we provide our customers and clients with greater quality, lesser cost or something completely different?
- What are the three most important functions you perform?
- What are you doing well and what can you do even better?
- Who do you depend on?
- Who depends on you?
- What do you want or need to help you do your job better?
- What are your plans for career growth?
- How can you be a more effective supervisor, manager or leader?

Section 5.02 Pay Raises

Depending on the company's financial health, as well as numerous other factors, efforts will be made to give pay raises consistent with company profitability, and job performance. Valley Roofing may also make individual pay raises based on merit or due to a change of job position.

Section 5.03 Layoffs

From time to time, Valley Roofing may decide to lay off employees. We are quick to acknowledge that layoffs can be a trying experience for management and employees alike. The company will make its best effort to make sound business decisions while acknowledging the needs of its workforce. In the unfortunate event of a layoff, Valley Roofing will consider the following guidelines for retention decisions. Valley Roofing reserves the right to deviate from these guidelines if in the best interest of the company.

1. Employees shall be retained based on superior levels of mastery, knowledge, and teamwork.
2. Full-time employees shall be of preference over part-time employees
3. Seniority shall only be acknowledged if there are no differences between level of mastery, knowledge, teamwork, and commitment.
4. Reduction of force in a certain department shall affect only the employees within that department.

Retention decisions shall not be based on individual's salaries or popularity among others.

Section 5.04 Conduct Standards

Valley Roofing strives to maintain quality, integrity, and dependability throughout the company. We expect these values to exist in our employees as it is by these values that our company stands tall among others and gives peace of mind to our customers, vendors, employees, and owner.

As an employee at Valley Roofing, you have agreed to our standards of conduct and any deviations from the standards are considered grounds for dismissal. Below is a list including, but not limited to, behaviors or actions that are considered inconsistent with our goals and are grounds for disciplinary action, up to and including, termination of your employment.

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- Any violation of the policies and procedures set forth in this handbook
- Failure to abide by our safety policies and/or OSHA's
- Smoking on the job
- Whistling or catcalling
- Failed drug tests
- Inaccurate recording of hours worked by you or another employee
- Violence with another employee or customer
- Horseplay
- Making inappropriate gestures
- Inappropriate dress
- Insubordination
- Excessive tardiness or absence
- Harassment or discrimination against any fellow employee, customer or vendor.
- Dangerous/illegal vehicle or equipment operations
- Unnecessary drama or spreading rumors about others
- Failure to provide timely notification of absences
- Explicit language on the job (includes swear words and language that is offensive to gender, national origin, sexual orientation, religion and other legally protected criteria)

Section 5.05 Criminal Activity

Valley Roofing is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, we have adopted the following policy to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. Employees who violate this policy may be subject to disciplinary action, up to and including dismissal, arrest, and prosecution.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the company premises without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. Any person engaging in threats of (or actual) violence may be removed from company premises as quickly as safety permits. Individuals who have been removed from company premises shall

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remain off the premises pending the outcome of company and/or criminal investigations.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. No employee will be subjected to retaliation for reporting any threat or perceived threat.

Valley Roofing will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the company may suspend employees, either with or without pay, pending investigation. The company may also, at its option, discipline or terminate the offending employee, terminate or suspend business relationships with, reassign job duties, or initiate criminal prosecution of the person or persons involved. No existing company policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

Section 5.06 Disciplinary Process

The disciplinary process for violations of policies and procedures in this handbook or not in this handbook will vary based on the nature of the violation. Employees may be verbally warned at the first offense and if no attempts are made by the employee to correct the behavior or conduct, more drastic measures will be taken, up to and including, termination of employment. This process does not change the nature of “at will” employment and the company reserves the right to terminate your employment without following any process.

Article VI. General Policies

Section 6.01 Business/Safety Meetings

Valley Roofing meets in the break room on a monthly basis (unless otherwise informed) to discuss safety concerns and business progress. There is no regularly scheduled time that the meetings are held due to varying work hours. Employees will be notified of the time of the meeting by the owner or supervisor via text message, phone call, or email. Employees are encouraged to actively participate in these meetings by engaging in thoughtful discussions and expressing business/safety related concerns or ideas.

Section 6.02 Driving Record

Certain job positions at Valley Roofing require the employee to operate company vehicles. As a part of our insurance policy, it is required that you submit your driving record to the insurance company. If you are a driver, or considering applying to be a driver, you must realize that the company bases its decisions of company vehicle operators, on employees driving records. Your driving record determines how much

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the company will pay to insure you. Employees who are not company vehicle operators will not be required to submit a driving record.

Section 6.03 Company Vehicles

As a driver of company vehicles it is your responsibility to ensure safe and responsible operations of the vehicle. The driver and all passengers are to wear seat/safety belts at all times when in the company vehicle. It is the driver's responsibility to routinely check the company vehicle and the trailer mated to it. Below is a list of the check points to be inspected daily, weekly or monthly.

Daily

Visual inspection of tires
Fuel
Truck and/or Trailer Lights
Brakes
Steering
Trailer Brakes
Cleanliness inside and out

Weekly

Oil level
Tire pressure
Fluid levels
Hitch assembly
Stability of mounted equipment
(Ex. Ladder racks, air compressors, metal brakes)

Monthly

Tire wear
Oil level and quality
Valid State Inspection
Valid Registration

Company vehicle drivers are to ensure the security of the vehicle and trailer. The driver will make sure all windows are up and lock all the doors to the truck and trailer at the end of the work day. The driver shall also place the vehicle keys in the proper storage location at the warehouse. The driver shall use proper discretion of security measures when parking at locations other than the Valley Roofing warehouse.

(a) Trailers

Company vehicle drivers are responsible for ensuring that trailers are unloaded and cleaned out at the end of each job, or when the trailer is fully loaded. Company vehicle drivers are also responsible for ensuring materials are discarded at the proper facilities.

Section 6.04 Company Equipment

Employees must realize the equipment at Valley Roofing makes it possible for us to have jobs. This equipment will not work without routine and proper care and maintenance; therefore, rendering you unable to do your job. It shall be the responsibility of each employee to ensure that the equipment at Valley Roofing is in excellent working condition. If you are operating a piece of equipment, it is considered your tool and your responsibility. The following policy regarding company equipment usage shall be observed at all times at Valley Roofing.

Before use: Employees shall visually inspect the tool to ensure all parts are intact and working. Employee shall also follow pre-use procedures (Ex. properly oiling the tool, or cleaning the air filter). Employees shall also be familiar with the safety guidelines for operation of each tool.

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During use: Employees shall observe proper OSHA and Valley Roofing safety guidelines during tool operation (Ex. safety glasses, ear protection, or fall protection). Employees shall also be alert and mindful of others around them who are working and not paying attention to your equipment. It is important that the employee closely monitors the tool while in use so that malfunctions are quickly identified.

After use: After use of the tool, employees shall inspect the tool for any broken or worn out parts, (Ex. worn out blade, faulty switches, torn extension cord, or frayed safety rope). If any abnormalities are noted, it is the responsibility of the employee using the tool to replace the part or notify the supervisor of broken equipment. It is also the responsibility of the employee to place the tool in the proper storage location in ready-to-use condition (Ex. cleaned and oiled).

Tagging equipment out-of-service: Any tool that is broken or malfunctioning in any way is to be tagged out-of-service by the employee in the following manner:

1. Cease operation of the tool.
2. Find a yellow tool tag (tags are in every trailer or vehicle). If you can't find one, ask the supervisor.
3. Describe legibly, the nature of the malfunction on the yellow tool tag.
4. Print your name on the tag.
5. Fasten the tag securely and visibly on the tool.
6. Place the tool in the vehicle or trailer and remember where you put it.
7. At the end of the work period, place the faulty tool on the designated shelf in the warehouse.

It is the responsibility of the warehouse manager or designated person to check the out-of-service shelf weekly and take any faulty equipment to the proper repair shop.

Section 6.05 Employee Privacy/ Companies' Right to Inspect

Company property, including but not limited to, warehouse mail boxes, desks, work place areas, vehicles, machinery, remains under the control of the company and is subject to inspection at any time, without notice to the employee, and without the employee's presence. Employees should have no expectation of privacy in any of these areas. Valley Roofing will assume no responsibility for the loss of, or damage to, any employee property maintained on company premises including that kept in company vehicles and desks.

Section 6.06 System Programs, Internet, Email Policies

(a) Purpose:

Valley Roofing is a technologically advanced company and implements various forms of technology to make the job more efficient and maintain a strong communication flow. For purposes of this policy we will refer to internet programs, email accounts, voicemail access, and company text messaging as "The System". The purpose of this policy is to ensure that whatever medium of communication is used, it is

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used in an ethical, non-abusive, and considerate manner. Any internet, electronic communication medium or practice implemented at Valley Roofing is considered company property and will be regulated as such. This policy is intended to maintain employee privacy, prevent abuse, and protect the confidential information of Valley Roofing. Any violation of this policy or abuse of the system will be grounds for disciplinary action, up to and including termination of employment.

(b) Scope:

This policy applies to all employees, owners, vendors, or customers who use or are affected by Valley Roofing's technological practices.

General Provisions:

- The Voicemail/E-mail/System Programs, and all data transmitted or received through our system, is exclusive property of Valley Roofing. No individual should have any expectation of privacy in any communication over this system. The system is to be used solely for company-related business, and is not to be used for personal business or pleasure.
- Any employee permitted to access to a company email address, system programs (ex. Dropbox, Quickbooks) or mobile phone plan will make use of the provisions according to this policy. Access to these provisions will be on a case-by-case basis.
- The Company reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over the system. Any individual who is given access to the system is hereby given notice that Valley Roofing will exercise this right periodically, without prior notice and without the prior consent of the employee. Valley Roofing's interests in monitoring and intercepting data include, but are not limited to: protection of company proprietary and classified data; managing the use of the Company's computer system; preventing the transmission or receipt of inappropriate materials by team members; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. **In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on the company system.**

Professional Considerations: Employees are encouraged to maintain professional conduct when using the system (this includes text messaging). All communications are to be done in manner that represents the high ethical standards that are the trademark of Valley Roofing. Below is some examples that include, but are not limited to, communications that employees are forbade from downloading, opening, forwarding, or sending, and will be grounds for disciplinary actions, up to and including termination of employment.

Communications that:

- Contain obscene, profane, abusive or threatening language or graphical representations.

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- May be construed as discriminatory, harassing or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.
- Contain references to any sexual acts, sexual relationships, or personal relationships.
- Further an illegal activity.
- Contain company proprietary or classified information, without prior approval of the company.
- Reveal customer/client sensitive information, without the prior consent of the customer/client.
- Are used to solicit or approach others for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations, without permission from the company.

It is important to maintain a proper spirit and tone to your communications. The following guidelines are suggested:

- Make your communications positive, constructive, complete, factual.
- Don't write when angry and edit before sending.
- Be careful with humor
- Never use all caps – that is perceived as —SHOUTING!
- Avoid belaboring disagreements in e-mail – there is a time for face-to-face meetings.
- Always guide your recipient in responding by stating what you need and when.
- Pay attention to grammar and spelling, both to protect your own reputation and intelligence, and to avoid irritating your recipients who are distracted by careless mistakes.

Section 6.07 Cell Phone Policy

Cell phones are vital to the communication process at Valley Roofing. The following policy will set the guidelines for cell phone usage of each employee position at Valley Roofing.

Installation/operations employees: As an installation/operations employee you are forbidden to use your cell phone during time spent working. You are permitted to use your cell phone during your allotted break periods. You should expect to receive business related messages via phone calls or text messages.

Foremen/Supervisors: You are required to carry your cell phone during work hours so that you are available for communications with managers, vendors or customers. You are to use your cell phone for business related purposes only, and not for personal reasons such as social networking, or texting. You

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are encouraged to purchase a hard cover case for your cell phone to protect it from getting damaged. If you are a company vehicle driver, you are forbidden to text message while driving or use your phone in any way that is a distraction from driving the vehicle. You are encouraged to pull off to the side of the road to answer any phone calls.

Sales Representatives/Managers: You are required to carry your cell phone at all times. Depending on your job description, the Company may see fit to add you to the business cell phone plan. Sales representatives/estimators should become familiar with using mobile WIFI hotspot for in-the-field internet connections. You are also required to purchase a cell phone that has picture taking capabilities, and data services. You are encouraged to pull off to the side of the road to answer phone calls, and you are forbidden to text message, access system programs or social network while driving.

Section 6.08 Personal Appearance

Valley Roofing considers the personal appearance of every employee a reflection of the integrity of Valley roofing. All employees are to maintain good hygiene, practice socially acceptable behaviors, dress according to the following policy for each position.

Installation/operations employees: As an installation employee you are to dress in the company provided clothing while at work. Valley Roofing will provide you with T-shirts that have your name and the company logo printed on them. You will have the option of being provided company trousers if you so wish. Regardless of being provided company trousers, the trousers you wear should be free of any large or inappropriate holes/tears, and should be washed on a regular basis. You are also encouraged to wear tennis shoes that have a fine tread pattern so as to ensure good grip on the roof, and prevent roof damage while installing.

Management and Sales employees: As a sales representative or office manager you are to dress in khaki or denim trousers that are absolutely free of holes or stains. You are to also wear the company provided 3 button shirt or button down shirt. Your clothes should be washed and pressed on a regular basis.

Section 6.09 Safety Policy

At Valley Roofing we strive to provide our employees the safest possible work place. Roofing can be a very dangerous trade if proper safety guidelines are not in place; therefore, as an employee at Valley Roofing it is in the best interest of your safety to strictly follow all procedures put in place by Valley Roofing and the Federal Government. If any employee is in violation of a safety policy at Valley Roofing, the violation will be investigated and disciplinary action will be taken, up to and including termination of the employee. The federal government also has the right investigate our company at anytime, anywhere and cite the company or the individual employee if in violation. Upon employment you will receive safety training and literature regarding the safety procedures in practice at Valley Roofing.

If an accident occurs on the job, notify your supervisor immediately. Call 911 if immediate medical assistance is required. Unsafe conditions or employee conduct, which jeopardizes your safety or the

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safety of others, should be reported immediately to your supervisor. Such reports will be investigated and appropriate action will be taken, including disciplinary action, where appropriate.

If you are injured on the job in the normal course of your employment, you are directed to report the injury to your supervisor immediately, and seek medical attention. In a life or limb-threatening emergency, call 911 and then notify your supervisor immediately. All job site injuries must be reported within 48 hours. If on the day of your work-related injury, you are, in the opinion of your supervisor, unable to work the remainder of the day, you will be compensated. Check with your supervisor for information on reporting accidents and obtaining medical assistance.

Section 6.10 Closing Statement

Thank you for your interest in our company! Through this handbook, we have attempted to the best of our abilities to provide you with an insight of who we are and what we expect, and we hope that you will regard the contents of this handbook as values and criteria necessary to your satisfied employment here at Valley Roofing. It is our desire that you will be one that honors, respects and abides by the contents of this handbook, and in doing so is an example to others around you as a model employee. We hope you enjoy your job here at Valley Roofing

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Thank you for taking the time to read the Valley Roofing handbook, please feel free to contact a superior for any questions you might have about the articles in this handbook.

Please take the time to write down a topic from each section that was interesting to you or stood out to you in any way. We appreciate the feedback!

I. _____

II. _____

III. _____

IV. _____

V. _____

VI. _____

I, _____, confirm that I have read and understand the contents of this handbook. I realize that the articles in this handbook are the basis of my employment at Valley Roofing and I agree to uphold them as such.