

WOLF CONSTRUCTION

EMPLOYEE HANDBOOK



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Wolf Construction Employee Handbook

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Welcome

Welcome to Wolf Construction! We are excited that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Wolf Construction's goals.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department.



WE WILL

Principles we live by.

We Will: PLAN

“The best maps with the war” is a strategic advantage that has been proven repeatedly in world history. At Wolf Construction, we believe planning is our map to success. We commit to make daily, weekly, monthly, and yearly plans and set goals to accomplish them. Our plans are realistic, measurable, and trackable. Without planning, our successes will be mere accidents, and our losses will be our fault; therefore, we will plan.

We Will: SERVE

Leaders at Wolf Construction will lead through serving others. We will set others up for success by asking “how can I help you”, then following through. Serving doesn’t mean, doing it for you. Serving others means training, setting expectations, encouragement, accountability, listening, and following through with our commitments. We acknowledge that no one is perfect, and mistakes will happen, but we will serve in the midst of our human nature.

We Will: ENCOURAGE

We recognize that kind words build one another up... “At-a-boys” and “Wolfies” will be a part of our culture. The world lets the bad stuff rule the day; we see it on the news all too often. At Wolf Construction, we will work to highlight the good stuff; we will encourage.

We Will: ENDURE

Doing what is right, even when it’s difficult is a tough thing to do. The ‘easy way’ and the ‘right way’ require different effort. As job progress slows, in the times when we don’t have enough manpower, during bitter winter months, when GC’s are unprepared for us, or customers refuse to pay us, Wolf Construction chooses to push forward. We learn from our day to day problems, so when the tough times come, with our heads high and with a good attitude we will endure.

We Will: FINISH

No matter how a project goes, no one remembers how we start, they remember how we finish. Starting strong is good; finishing strong is EPIC! With our plans made and goals in mind, it is our desire to see every project, whether internal or external, to the finish line; we will finish.

Section 1 - INTRODUCTION

This handbook is designed to give you basic information that applies to your employment with Wolf Construction. This handbook is yours to keep but remains the property of Wolf Construction.

Since the employee handbook is based on company operational policies and procedures required by federal and state statutes and present employee benefit programs, all of which are subject to change, this handbook is also subject to change. The management of the company reserves the right to revise by addition, reduction, correction, deletion, or updating any part or all the materials in this handbook with or without advance notification. Any changes made in the materials now covered in this handbook and those that may be covered in the future will be brought to the attention of all employees through company meetings, memos, or a re-issuance of the handbook. Any reference to the "Company" in this handbook means Wolf Construction.

Neither this handbook, company practices, policies, job descriptions, work and disciplinary guidelines, regulations nor other communications create an employment contract or term of employment by implication or otherwise. Employment at Wolf Construction is "at will." This means you and the Company have the right to continue or discontinue the employment relationship at anytime and for any reason.

A. PROOF OF IDENTITY & AUTHORIZATION TO WORK

The Immigration Reform and Control Act of 1986 requires the Company to hire only persons who are United States citizens or aliens authorized to work. All employees, even United States citizens, hired after November 6, 1986, must provide certain documents, which prove their identity and authorization to work. The most commonly provided document for identity is a driver's license and for authorization to work is an original Social Security card; many other documents can satisfy these requirements. If you have any questions, see your Human Resources Department. New employees have three (3) workdays to provide those documents. Employees who do not have the required documents must within three (3) workdays show a receipt that they have applied for those documents. Under such circumstances, they then have ninety (90) days from the date of hire to provide the documents. If employees cannot provide the documents, the law requires the Company to terminate them.

B. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Wolf Construction is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits practices, including harassment. Therefore, Wolf Construction expect that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

1. EQUAL EMPLOYMENT OPPORTUNITY AND COMMITMENT TO DIVERSITY

It is Wolf Construction's policy to ensure equal opportunity without discrimination or harassment based on race, color, religion, sex, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation, gender, identity, veteran status, or any other protected class by federal, state, or local laws. Wolf Construction prohibits and will not tolerate any such discrimination or harassment.

Wolf Construction is committed to diversity and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Wolf Construction and is an important principle of sound business management.

2. DEFINITIONS OF HARASSMENT

Harassment based on any protected characteristics is strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation, gender, identity, veteran status, or any other protected class by federal, state, or local laws or that of their relatives, friends, or associates, and that:

- a. Has the purpose or affect of creating an intimidation, hostile or offensive work environment;
- b. Has the purpose or affect of unreasonably interfering with an individual's work or performance; or

c. 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; denigrates or shows hostility or aversion toward an individual or group (including through email). **For this policy, harassment also includes any forms of bullying or violence to an individual or groups of people.**

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when, for example:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- d. Sexual harassment may occur between members of the opposite sex and members of the same sex

3. INDIVIDUALS AND CONDUCT COVERED

This policy applies to all applicants and employees, and prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to Wolf Construction (e.g., an outside vendor, consultant, or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

4. RETALIATION IS PROHIBITED

Wolf Construction prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination of employment.

C. COMPLAINT PROCEDURE

1. REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

Wolf Construction strongly urges the reporting of all incidents of harassment or discrimination regardless of the offender's identity or position. Any Employee who believes he or she has been discriminated against or harassed by a fellow Employee, a Supervisor, any other representative of the Company, or a visitor, or anyone who has a business relationship with the Company, such as a vendor, etc., or who witnesses the discrimination or harassment of another, should immediately report the facts of the incident or incidents to any of the following individuals: the Employee's Supervisor, or Human Resources. **DO NOT TOLERATE THE SITUATION, AND DO NOT ASSUME THAT WOLF CONSTRUCTION IS AWARE OF AN INCIDENT. REPORT ALL INCIDENTS OF DISCRIMINATION AND HARASSMENT.** Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other Wolf Construction designated representatives identified above.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Wolf Construction strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Wolf Construction will make every effort to stop alleged harassment before it becomes severe or pervasive but can only do so with the cooperation of its employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

2. INVESTIGATION

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly, and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

3. RESPONSIVE ACTION

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as Wolf Construction believes appropriate under the circumstances.

Individuals who have questions or concerns about these policies should talk with Human Resources.

D. AMERICANS WITH DISABILITIES ACT (“ADA”)

Wolf Construction is committed to complying with all applicable provisions of the ADA. It is the policy of Wolf Construction not to discriminate against any qualified employee or applicant regarding any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Wolf Construction will strive to provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made Wolf Construction aware of their disability, if such accommodation does not constitute an undue hardship on Wolf Construction

1. PROCEDURE FOR REQUESTING AN ACCOMMODATION

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their direct supervisor and Human Resources. Wolf Construction encourages individuals with disabilities to come forward and request reasonable accommodations. On receipt of an accommodation request, Human Resources will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Wolf Construction might make to help overcome those limitations.

Wolf Construction will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, Wolf Construction's overall financial resources and organization, and the accommodation's impact on the operation of Wolf Construction, including its impact on the ability of other employees to perform their duties and on Wolf Construction's ability to conduct business.

Wolf Construction will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request to Human Resources. If the request on appeal is denied, that decision is final.

The ADA does not require Wolf Construction to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

Section 2 - CONDITIONS OF EMPLOYMENT AND WORK RULES

A. OPEN DOOR COMMUNICATION

A basic part of Wolf Construction philosophy is the belief that employees are the most important asset of our company. You are the key to the Company's future success. Because each employee is unique and important as an individual, the Company's employee relations program is based on individual performance. Open, direct, and personal communication is encouraged. To facilitate this open communication, the Company practices an

open-door policy. We encourage you to address any area of discussion with Human Resources. There should be no fear of reprisal against any employee for the use of this open-door policy.

B. PROBLEM SOLVING

It is your immediate supervisor's responsibility to see that you have every opportunity to perform your job to the best of your ability and to the standards of your position. If you have a problem or concern, discuss it with your immediate supervisor. In most cases, you will find it can be handled on the spot. If the problem can't be resolved, you should speak with Human Resources. This process should be followed until you have exhausted all avenues within your division. If your problem or concern is still unresolved at this point you should speak with Human Resources. All employees are encouraged to follow this procedure in a sincere effort to find answers that are fair and honest.

C. OUTSIDE EMPLOYMENT

Wolf Construction depends on you to devote your full attention and effort to the duties that have been assigned to you. Therefore, full-time employees are asked to refrain from working elsewhere if possible. If you find it necessary to take an additional job, a letter stating the conditions of your second employment must be presented to management for approval. This action should be taken prior to the acceptance of any outside position. Under no circumstances will approval be given for work at another company in our same line of business. Outside employment will not be considered an excuse for poor job performance, attendance problems, or the refusal to work overtime or outside normal hours.

1. WEEKEND OR AFTER-HOURS WORK

On occasion, Wolf Construction employees get the opportunity to do short-term "side" jobs. Such "side" jobs are acceptable provided the work is done as a personal business AND is approved in advance by Human Resources. The use of Wolf company vehicles and/or tools must also be approved in advance. Use of Wolf Construction tools will be charged at the current Rental Rate Fee which is available from the Project Manager. In NO situations, may a Wolf Construction company phone, nor a personal phone for which the employee receives reimbursement contain a greeting for another company or a personal business.

D. RELEASE OF EMPLOYEE INFORMATION TO OUTSIDERS

In response to external inquiries, the Company will verify dates of employment, job titles, confirm salary and rehire eligibility, but will provide no other information. If you want wage information released to a creditor or other party, submit a signed written request to Human Resources. It is the Company's intention that confidential employee information, other than what is set forth above, not be released to any outside source unless required by statute or an appropriate court order. If you receive an external inquiry about a current or former employee, do not provide any information. Immediately direct the inquiry to Human Resources.

Identity of customers and other customer information are confidential information and should not be misused or released to third persons without prior approval by Human Resources.

E. SOLICITATION

In order to avoid interruptions of your work and to protect you from unnecessary annoyances, employees are not permitted to solicit other employees on working time for any purpose, e.g., collection boxes, memberships, selling, contributions, subscriptions, "chances", or similar activities. Solicitation by an employee for any cause or organization is prohibited during his working time or during the working time of the employee being solicited. Distribution of literature during working time also is not permitted. This section does not apply during those periods of time when employees are properly not performing actual job duties, such as break or lunchtime. However, distribution of literature in working areas is prohibited at all times.

F. RIGHT TO INSPECT

The Company reserves the right to inspect the property and person of all individuals while on Company property or during the workday. This right includes, but is not limited to, the inspection of vehicles, parcels, packages, purses, lunch boxes, brief cases, lockers, work computers, work stations, desks, company cellphones, company funded cellphones, and other storage facilities/items.

G. ATTENDANCE

Efficient operation of our company, excellent service to our customers, and a positive relationship with fellow employees depends on the prompt and regular attendance of each employee. Good attendance is one of your regular contributions to the success of our organization and a requirement of each position. Your attendance record will be considered when performance is being reviewed, for job advancement, and/or pay increases.

1. PLANNED ABSENCES

Planned Absences are defined as any scheduled time off approved in advance by Wolf Construction, such as, pre-approved paid or unpaid time off, jury duty, approved leaves of absence, military leaves, or approved absence due to a work-related injury or illness. Time off, for any foreseeable reason, must be requested as soon as the need for the time off is known, and requests are subject to approval. Some requests for time off may be denied if little or no notice is given. All planned absences are tracked each week.

a. REQUEST FOR TIME OFF FORM

1. All requests for time off should be made using the Request for Time Off form;
2. One form for each time off period should be used (if non-consecutive days are requested, please use additional forms for each time period);
3. **All requests for paid time off ALSO need to be indicated on your TIMESHEET for the week during which the time off occurs. Please indicate the number of hours of PTO you want to use on that day;**
4. Requests for time off need to have your supervisor's signature, and then sent to Director of Field Personnel or Director of Human Resources before 1 p.m. on Thursday of the week prior to the time being taken.

2. UNPLANNED ABSENCES

Unplanned Absences include being late to work, leaving work early, calling in to work for illness or for personal reasons, or an absence in which proper procedures are not followed and notice is not given, such as an employee's failure to call in and speak to a supervisor prior to the beginning of their shift. All planned absences are tracked each week.

a. TRACKING CALENDAR

For tracking purposes, a one-year, 365 day rolling calendar will be used. All absence and earn-back points are counted back to 365 days from the current date. Points for unplanned absences and earn-back points 365 days or older will be removed from the employee's record.

b. POINT SYSTEM

The following point system will be applied to all unplanned absences.

Type of Absence	Description	Points
Late 1	Less than 2 hours-called Supervisor	0.25
Late 2	Less than 2 hours-no call	0.5
Late 3	More than 2 hours	1
Leave Early 1	Leave after noon	0.5
Leave Early 2	Leave before noon	1
Missed Entire Day	Sick or other reason (Dr. note .25 point)	1
No Call-No Show	No notification given of absence	3
Earn Back Point	Each full month with no occurrence	-.25

c. PROGRESSIVE COUNSELLING

The following process will be followed to provide employees feedback regarding unplanned absences.

- 4 pts: Verbal Notification (to be recorded on Unplanned absence calendar)
- 6 pts: Written Notification
- 8 pts: Written Notification (may include job suspension) (may also make an employee ineligible for pay increase or promotion at annual review)
- 10 pts: Written Notification (may include job termination)

d. BONUS POTENTIAL

If an employee has had less than four unplanned absence points recorded between work anniversary years, and is not on any current progressive counseling, eight additional hours of PTO will be given on their annual anniversary with the company. (Earn Back points do NOT count toward this bonus)

e. LATE

A “Late” occurs when employees fail to begin working at their scheduled starting time, and/ or are not at their desk or workstation ready to work at the scheduled start of their shift or work day. Permission to be away should be granted by your supervisor in advance of any planned absence.

f. ABSENCE DUE TO ILLNESS

Wolf Construction recognizes that illnesses occur, depending upon the number and pattern of absences, employees may be disciplined for violating our attendance policy. In the case of excessive absence due to illness, Wolf Construction reserves the right to require a doctor’s note for past or future absences due to illness. Employees who are planning a medical leave of absence are required to notify the Company as far in advance as possible and must request leave in writing.

g. MULTIPLE DAY ABSENCES

Multiple absences, up to three, will be counted as one point if appropriate documentation is provided. Three or more days of absence due to illness, will require a doctor’s note ensuring “fitness to return to work”. Employees are required to call in each day updating the company of their condition.

h. CALL IN PROCEDURE FOR ABSENCES OR LATE

Good communication is necessary to keep Wolf Construction informed of your availability. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, they should notify their immediate supervisor at least one hour prior to the beginning of their shift. Ideally, employees should speak on the phone with their supervisor directly. If that person does not answer their phone, the employee should leave a voice message and/or send a text or email. If the immediate supervisor does not answer their phone, the employee should also notify the office and leave a voice message if no one answers. Notification from another individual such as a fellow employee or relative is not acceptable, except in emergency situations. Failure to notify or show up for work for three or more consecutive days, excluding extenuating circumstances, will be considered job abandonment and Wolf Construction will consider the employee to have voluntarily resigned from his or her position without giving proper notice.

H. CONFIDENTIALITY AND PROPRIETARY INFORMATION

Confidentiality is a very important part of our business. Our customers rely on us to maintain confidentiality of the work we do for them. Likewise, it is equally important for all employees (current and past) who encounter sensitive or proprietary company information to keep that material confidential. This includes, but is not limited to, company financial information, statistics, pricing, processes, payroll, proprietary technology, or methods of doing business, and any trade secrets.

Proprietary company information includes, but is not limited to the following:

1. Customer lists and any information disclosing either the identity of customers or information with respect to the same.
2. Pricing information and pricing formulas.
3. Company forms, documents, logos, graphics, and other work product created by any employee or contractor of the Company.
4. Prospective and executed contracts with customers or any third parties.
5. Financial statements and financial information of the Company.
6. Information relating to the suppliers or vendors of the Company.
7. Business arrangements, plans, methods, marketing plans, strategies, and forecasts of the Company.

8. Company-owned or leased computer software.
9. Any material or knowledge conveyed in circumstances or by means such that a reasonable person would understand it to be confidential or proprietary material or knowledge, and any material or knowledge conveyed with the express instruction that such is confidential or proprietary information.

It is essential to our business operations that the above types of information remain confidential and are not distributed without authorization and specific permission from Wolf Construction. Proprietary or confidential information may not be reproduced or removed from Wolf Construction property or equipment, including email, photocopying, or removing information from Company premises, unless the employee has express authorization to do so during his or her employment as appropriate for his or her position with the organization. Upon termination of employment for any reason, employees are required to return all proprietary information, documents, equipment, software, and electronically stored documents to Wolf Construction immediately. Retention of such information and company property or refusal to return company property, including information or documents, may be considered theft.

Unauthorized and intentional distribution or revelation of confidential or proprietary information is considered misconduct and will result in termination of employment. Other violations of this policy will result in disciplinary action up to and including termination of employment.

I. GIFTS FROM OUTSIDE PARTIES

You may not accept any gift, either in the form of money, products, or services from anyone supplying services or products to the Company that has a value of more than twenty-five dollars without consent from Human Resources. To do so may place you in a position of obligation to the supplier or vendor, which may affect your ability to perform your job in an effective and conscientious manner. In addition, employees may not receive additional compensation from current or past customers (including general contractors) without consent of Human Resources.

J. RULES OF CONDUCT

All employees of the Company are employees at will. Any employee may be terminated, with or without cause, at the sole discretion of the Company. If any employee violates any of the provisions in this handbook or if an employee breaches his/her duty of trust to the Company, he or she may be immediately terminated without further notice.

Grounds for dismissal include, but are not limited to:

1. Theft
2. Dishonesty
3. Drinking while on duty, or coming to work intoxicated or under the influence of drugs and/or alcohol
4. Refusal to take a drug test
5. Conviction of any drug related offense or other convictions that may pose harm to the Company
6. Possession or sale of a controlled substance on company property
7. Falsifying reports or records
8. Falsifying employee's, or others, time sheets, which includes recording time that has been used inefficiently during the day
9. Willful destruction of company property or equipment
10. Insubordination
11. Intimidation or abusive language toward customers or other employees
12. Sexual or other type of discriminatory harassment of any kind
13. Violence in the workplace
14. Slander against another employee or the Company
15. Being late or not showing up for work at all without prior permission

K. INVENTIONS AND DISCOVERIES

Any inventions, discoveries, improvements, documents, programs, or processes created by the employee while in the employment of Wolf Construction which fall within or are in any way related to the existing scope of the business of the Company, shall be considered the property of the Company. For former employees, any invention, discovery, improvement, or process shall be deemed to have been made while the employee is

employed by the Company if it is made or conceived within six months after leaving the Company.

L. EMAIL USE

The email system is used to facilitate business-related communication throughout the company and with our customers and vendors. The email system is to be used for company business as it relates to the application of your position. Information within the email and computer system is considered proprietary and belongs to Wolf Construction. Wolf Construction reserves the right to review material with or without employees' knowledge. Personal use of the email system is to be approved in advance and limited to non-working hours. Users of email should understand information on the system is not protected. Highly confidential and sensitive material should not be placed on the email system and should be communicated directly to the applicable parties by other means.

M. INTERNET AND EMAIL CODE OF CONDUCT

Access to the Internet and email has been provided to employees for the benefit of the organization and its customers. It allows employees to connect to information resources around the world. Every staff member has a responsibility to maintain and enhance the company's public image and to use the Internet in a productive manner. To ensure that all employees are responsible, productive users and are protecting the company's public image, the following guidelines have been established for using the Internet and email.

1. ACCEPTABLE USES OF THE INTERNET AND EMAIL

Employees accessing the Internet or sending Email using Company technology or equipment are representing the company. All communications should be for business related reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. The Internet or email may be used or accessed to only conduct official company business, or to gain technical or analytical advice. Databases may be accessed for information as needed. Email may be used for business contacts.

2. UNACCEPTABLE USES OF THE INTERNET AND EMAIL

Unacceptable uses of the Internet and/ or email include, but are not limited to: viewing or downloading pornography, gossiping, shopping, instant messaging, playing games, streaming or downloading music, gambling, accessing websites that are not appropriate for a professional environment, sending any type of harassing or discriminatory communication, advancement of individual views, blogging on non-Company related issues, accessing other networks or websites without proper authorization, copyright infringement, posting or sending Company information, documents, forms or logos without specific advance authorization, personal gain, conducting or solicitation of non-company business, or any type of excessive personal use during work hours. Use of the Internet must not disrupt the operation of the company network or the networks of other users.

3. COMMUNICATION

Each employee is responsible for the content of all text, audio, or images that they send via email or over the Internet while using Company equipment or technology, on Company time, or while representing the Company. Fraudulent, harassing, or obscene messages are prohibited. All messages communicated on the Internet should have your name attached. Messages may not be transmitted under a false name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. Abusive, profane, or offensive language is prohibited in all communications using Company technology and in all communication with co-workers, customers, and vendors.

4. SOFTWARE

To prevent computer viruses from being transmitted through the system, software or other applications may not be downloaded from the Internet without advance approval. All downloads must be scanned for viruses.

5. COPYRIGHT ISSUES

Copyrighted materials belonging to entities other than this company may not be transmitted by staff members on the Internet. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add, or delete information or programs

belonging to other users unless given express permission to do so by the owner of the copyright. Failure to observe copyright or license agreements may result in disciplinary action from the company or legal action by the copyright owner.

6. SECURITY

All messages created, sent, or retrieved over the Internet using Company technology are the property of the company, and should not be considered private information. The Company reserves the right to monitor internet usage, as well as access and monitor all messages and files on the Internet and computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

7. SOCIAL NETWORKING/SOCIAL MEDIA AND ELECTRONIC DISCLOSURE OF INFORMATION

Wolf Construction recognizes that many employees may participate in blogs or simply post items of interest from their own lives on a variety of general internet sites, social media, social networking sites or on their own personal website. While these sites may be personal for employees, it is important that employees consider that there are limitations regarding information that can be posted or disclosed on the Internet. Internet sites are public, and Wolf Construction may review public information of this type at its discretion. Information posted on personal sites or pages with limited access are additionally subject to all the provisions of this policy.

Employees may not post information on the Internet about the Company, co-workers and/or clients including general addresses or locations, or any information which would be construed by the Company, co-worker, or client to be personal, confidential, or private. Further, employees may not post any confidential, proprietary, or trade secret information belonging to Wolf Construction on any blog or other internet or personal site, regardless of the site's level of privacy.

Employees may not take photos or post photos on the Internet of the Company property, premises or any Wolf Construction co-worker or client without the express written permission of Wolf Construction, the co-worker, and/or the client.

Wolf Construction recommends that employees use discretion when considering whether to invite customers or co-workers to view personal websites, social media, or social networking pages. Using company computers to post information on personal websites or social networking sites, or otherwise posting information on the Internet that is not work-related is prohibited. Additionally, employees are not permitted to engage in these activities during working hours using a personal computer or cellphone or using other means to access the Internet.

Information obtained on Company premises or during business is considered private, confidential, and/ or proprietary. Revealing private, confidential, or proprietary information or posting negative or inappropriate comments about the Company, co-workers, associates, or customers on the Internet could result in disciplinary action up to and including termination of employment.

8. HARASSEMENT

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group are prohibited in accordance with our Non-Discrimination and Anti-Harassment Policy.

N. EMPLOYMENT RECORDS

Wolf Construction will maintain your employment records. If you would like to view your employee file, please contact Human Resources.

O. PERSONAL TELEPHONE CALLS

While personal telephone calls and texting are not prohibited, their frequency, duration, and volume should not interfere with on-going work duties nor distract fellow employees. This includes both incoming and outgoing telephone calls. Abuse of this privilege may lead to disciplinary action.

1. CELLPHONES AND TEXT MESSAGES

Cellphone use should be limited to the business needs of Wolf Construction while signed in during the work day. Other personal cellphones must be turned off or set to ring silently during work hours.

Employees may not answer or place calls, check messages, or send text messages on their personal cellphones during work hours, except during approved breaks and lunches.

P. SMOKING AND VAPING

Smoking and vaping is prohibited in all areas of our properties, facilities, and job sites, except in those outdoor areas specifically designated for that purpose. You should, always, exercise extreme care and caution regarding the fire hazards with smoking. We ask that you keep your smoking to a minimum and be considerate of your fellow employees. Wolf Construction will comply with the Iowa Smokefree Air Act and expects all employees comply with the Act. The full text of the Iowa Smoke Free Air Act is available upon request or at www.iowasmokefreeair.gov.

Q. DRUG AND ALCOHOL POLICY

1. STATEMENT OF PURPOSE

Wolf Construction recognizes the problems of substance abuse in society and in the workplace. Substance abuse poses a serious threat to our employees, others with whom we work on job sites and the public. It is also an obstacle to the profitable, efficient, and safe operation of our business. The intent of the following substance abuse policy and program is to combat the problems associated with substance abuse by creating a drug and alcohol-free workplace.

Our substance abuse policy seeks to balance our respect for individual privacy with our need to keep a safe, productive, drug free environment. Our intention is to prevent substance abuse and promote its treatment. We encourage those who illegally use drugs or who abuse alcohol to seek help in overcoming their problem.

Nothing in this program or policy is intended, nor should it be construed, as creating any rights (contractual or otherwise) in any individual, nor any obligations or duties on the part of Wolf Construction. While Wolf Construction believes wholeheartedly in the plans, policies and procedures described, it is committed to reviewing them continually, and reserves the right to change, interpret, or to terminate or deviate from them at any time. **Nothing in this program is intended, nor should it be construed, as requiring "cause" for termination or otherwise alter in any manner the at-will nature of the employment relationship.**

With these basic objectives in mind, Wolf Construction has established the following program and policies for a drug and alcohol-free workplace.

2. DEFINITIONS AND NOTIFICATIONS

- a. **"Abuse" of a legal drug:** Any use of a legal drug which impairs an individual's faculties (other than use of a legal drug for appropriate purposes in accordance with applicable medical directions). In addition, the taking of a prescription drug that was prescribed for another shall be considered "abuse" of a legal drug
- b. **"Alcohol":** Ethanol, isopropanol, or methanol
- c. **"Controlled Substance."** The term "controlled substance" used in this policy is:
 - any drug or substance defined as a controlled substance and included in schedule I, II, III, IV, or V under the federal Controlled Substances Act, 21 U.S.C. §801 et seq., and
 - any substance regulated by the "Iowa Imitation Controlled Substances Act" (which includes, "a substance which is not a controlled substance but which by color, shape, size, markings,

and other aspects of dosage unit appearance, and packaging or other factors, appears to be or resembles a controlled substance”) found at Iowa Code 124A, and

- any controlled substance or counterfeit substance under the Iowa “Uniform Controlled Substances Act,” found at Iowa Code Chapter 124
- d. **“Drug”:** Any drug or substance defined as a controlled substance and included in schedule I, II, III, IV, or V under the federal Controlled Substances Act, 21 U.S.C. §801 et seq.
- e. **“Legal drug”:** A drug for which there is a valid prescription or an over-the-counter medication for the employee.
- f. **“Prospective employee”:** A person who has made application, whether written or oral, to our company to become an employee.
- g. **“Refusal to submit to a test”:** An individual will be deemed to have refused to submit to a test if he or she declines to consent to a test, fails to provide an adequate specimen or engages in any conduct which impairs or obstructs the testing process. Refusal to submit to a drug and or alcohol test may result in termination.
- h. **“Safety-sensitive position”:** For purposes of this policy, one is in a “safety-sensitive position” if s/he is in a job in which an accident could result in loss of human life, serious bodily injury, or significant property or environmental damage, or if one is in a position which immediately supervises a person in a “safety -sensitive position.”
- i. **“Sample”:** A sample from the human body capable of revealing metabolites, such as urine, saliva, skin, or hair. “Sample” does **not** include blood, except in situations where a blood test was made on an employee involved in a workplace accident if the test was administered by or at the direction of a person providing treatment to the employee and the test was not made at the request of or by the suggestion of Wolf Construction.
- j. **“Under the influence”:** An employee or prospective employee shall be conclusively deemed, for purposes of this policy, to be “under the influence” of any substance regulated by this policy if he or she has any drug or its metabolite(s) which are tested for in an amount such that a “positive” test is confirmed by the laboratory to the Medical Review Officer used by the company, or if the level of alcohol detected by testing under this policy equals or exceeds the cutoff level established by this policy.

3. WORKING RULES

a. Legal Drugs/Medications

- **Prescription Drugs.** An employee may bring to work and take a prescription drug during work hours only if the drug has been prescribed for the employee by a physician or other authorized prescriber and only if the drug is taken in accordance with the prescriber’s directions.
- **Over-the-Counter Medications.** An employee may bring to work and take an over-the-counter medication during work hours only if the over-the-counter medication is used for its intended purposes and in accordance with package directions and any supplemental directions of the employee’s physician.
- **Notification.** An employee must notify the employee’s immediate supervisor whenever he or she is using a legal drug (i.e., a prescription drug or an over-the-counter medication) only if it may affect safety or work-performance. In making this determination, the employee should rely on the warnings or cautions that are received with the lawful drug. Wolf Construction does **not** seek information on all drugs that an individual may be taking, but only those where there is an indication that the drug may affect performance, or there is a caution that one should not engage in certain activities which are part of the employee’s job duties while taking the drug. Wolf Construction reserves the right to take appropriate action (including relieving the employee from work) if the use of the drug is impairing or is deemed likely to impair the employee’s faculties or work performance.
- **Abuse.** Abuse of legal drugs will not be tolerated and will be dealt with in the same manner as the illegal use of a controlled substance.

b. Impairment During Work Hours

- It is our intent that an employee whose faculties appear to be impaired during work hours will

- not be allowed to work, regardless of the cause.
 - An employee whose faculties are impaired during work hours because of the use of alcohol or illegal use of a controlled substance (including the abuse of a legal drug) is subject to discipline including discharge, even for the first offense. However, if a drug or alcohol test is done, discipline will be imposed only as described below.
- c. Drug-Related Criminal Convictions**
- Any employee who has been convicted of or has pled either “guilty” or “no contest” to, a drug-related crime must notify Wolf Construction of the conviction or plea no later than five (5) days after it is entered. Wolf Construction will evaluate the factual circumstances underlying the criminal conviction or plea and will decide as to what actions — which may include termination of the employment relationship — to take as a result. The failure of an employee to provide timely notice as required by this policy may result in disciplinary action, up to and including termination of employment.
- d. “Qualifications” for Prospective Employees**
- Prospective employees may be required to undergo a drug test under certain circumstances (see “Prospective Employee Substance Abuse Program,” below). To be considered qualified for employment in positions for which we require a pre-employment drug test, we must receive a “negative” report on a valid pre-employment drug screen. If that qualification is not met, the prospective employee will be deemed “not qualified,” and either the application process will be terminated or any conditional offer of employment that has been extended will be withdrawn. A prospective employee’s positive drug test result, or the refusal of the prospective employee to provide a testing sample, does not prevent the prospective employee from later re-applying.
- e. Employee Discipline in Connection with a Drug or Alcohol Test**
- Employees are required to undergo a drug or alcohol test under certain (see Current Employee Substance Abuse Screening Program”, below). Except as provided by law, the action taken against the employee upon receipt of a confirmed positive drug or alcohol test result, or upon the employee’s refusal to submit to such test is **uniform** and is based only on the results of the drug or alcohol test.
 - **Refusal to Submit to a Drug or Alcohol Test.** An employee’s refusal to submit to a drug or alcohol test when requested, may subject him/her to discharge, even for a first offense.
 - **First Positive Drug or Alcohol Test Result.** An employee’s first confirmed positive drug or alcohol test may result in suspension, without pay, until the employee complies with the rehabilitation, treatment or counseling program described below. The employee will be required to enroll in an approved rehabilitation, treatment, or counseling program. The program may include additional drug testing. If the employee participates in and successfully completes the program, the employee will not be subjected to further discipline based on the results of such drug test. However, failure to comply with these requirements will result in discharge. Employees will be encouraged to participate in the Company’s Employee Assistance Program (EAP). The employee will be responsible to pay all costs of the rehabilitation, treatment, or counseling program, unless the employee has applicable health insurance which covers the costs.
 - **Second Offense Provision.** If an employee who has previously tested positive under this drug or alcohol testing program tests positive under a drug or alcohol test performed on a second occasion, the employee will be discharged.
 - **Pre-Result Suspension.** Prior to receipt of the results of the employee’s drug test, the employee’s employment may be suspended without pay, pending the outcome of the test. If the result of the test does not violate the terms of this written policy, the employee will be reinstated, with back pay provided.

4. DRUG AND ALCOHOL TESTING PROGRAMS

Wolf Construction has adopted this general drug and alcohol testing program. The types of testing may vary from facility to facility, location to location or be limited to certain job classifications or departments. Wolf Construction has the option to choose between various testing options described below. However, the employee discipline will be uniform from facility to facility and/or location to location, etc.

a. Pre-Employment Substance Abuse Screening Program

- **Drug Testing.** Wolf Construction Company requires a pre-employment drug test of prospective employees. The pre-employment drug test is designed to prevent hiring individuals who illegally use controlled substances or who abuse legal drugs.
 - To be considered qualified for employment we must receive an unqualified “negative” report on the pre-employment drug screen. If that qualification is not met, the prospective employee will be deemed “not qualified,” and either the application process will be terminated or any conditional offer of employment that has been extended will be withdrawn.

b. Current Employee Substance Abuse Screening Program

- **Circumstances When Testing May Be Required.** An active or current employee may be requested or required to submit to a drug or alcohol test under any of the following circumstances:
 - **Reasonable Suspicion:** A specific active employee may be required to submit to a drug or alcohol test when there is evidence that an employee is using or has used alcohol or drugs in violation of this written policy. Evidence must be drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Examples that might support such are:
 - ✓ Observations made at work, such as direct observation of alcohol or drug use or the physical symptoms of being impaired by alcohol or drug
 - ✓ Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance
 - ✓ A report, by a reliable and credible source, of alcohol or drug use.
 - ✓ Evidence that an individual has tampered with any alcohol or drug test during the individual’s employment with the current employer.
 - **Unannounced Testing of Current Employees:** Employees may be subject to random drug and alcohol testing which is conducted on a periodic basis, **without notice** of the test to employee’s subject to testing prior to the day of testing, and without individualized suspicion.
 - **Pools for Selection:** Unannounced testing may be conducted of employees in the following pools and employees will be advised as to which pool has been selected for testing prior to any actual testing.
 - ✓ The entire employee population except for employees who are not scheduled to be at work at the time the testing is to occur, because of the status of the employees (i.e. leave of absence, lay-off, works a different shift, etc.) or who have been excused from work pursuant to applicable policies prior to the time the testing is announced to employees.
 - ✓ All employees at a work site who are in a pool of employees in a safety-sensitive position except for employees who are not scheduled to be at work at the time the testing is to occur, because of the status of the employees or who have been excused from work pursuant to applicable policies prior to the time the testing is announced to employees. *Employees regarded as being in a “safety-sensitive position will be informed prior to any testing.*
 - **Selection of employees from the pool.** If there is to be unannounced testing, employees who are in the pool all have an equal chance of selection, regardless of whether the employee has been selected or tested previously. A random selection process conducted by an independent entity will be used.
 - **Rehabilitation Testing:** A current employee may be required to undergo drug or alcohol testing during or following completion of drug or alcohol rehabilitation, without any prior notice that such a test will be conducted.

- **Workplace Accident Testing:** An employee may be required to submit to an alcohol or a drug test in conjunction with an investigation of any accident in the workplace which results in damage to property, including equipment, in an amount (estimated at the time of the accident) to exceed more than \$1,000.00, or which results in an injury to any person, unless the injury does not require medical treatment other than first aid. For purposes of this standard, where there is a death or where the condition of the individual is such that he or she may lose work time other than the day of the accident, was unconscious, or may have some restriction in work or motion, the standard of “requiring medical treatment” will be deemed to have been met. **It should be emphasized that testing in conjunction with the investigation of a workplace accident is not limited to the individual who was injured.**
- **Federal Laws/Regulations:** Employees may be subject to drug or alcohol testing as required by a federal law or regulation or by law enforcement.
- **Types of Testing That May Be Required.**
 - Drug Testing:** Wolf Construction has determined to conduct controlled substance, or “drug,” testing to discourage and prevent employees from illegally using drugs, be it the use of an illegal drug or the abuse of a legal drug. At the time the sample is collected, an employee may provide any information that may be relevant to the drug test. Such information may include identification of prescription or nonprescription drugs currently or recently used or any other relevant medical information.
 - Alcohol Testing:** **Wolf Construction** has determined to conduct alcohol testing to prevent employees from abusing alcohol. *An alcohol concentration equal to or greater than .02 grams of alcohol per two hundred ten liters of breath (or its equivalent) is considered a positive alcohol test result and violates this policy.* Testing for violations of this policy regarding “alcohol” may be done through a “breath test” type standard rather than using other specimens.,
- **Standards Applicable to All Testing of Current Employees.**
 - **Test Scheduling:** Drug or alcohol testing shall normally occur during, or immediately before or after, a regular work period. The time required for testing, including travel time, will be work time for purposes of the FLSA, compensation and benefits.
 - **Test Costs:** The actual costs for testing, other than for a second, confirmatory test if one is required, and one is requested as provided by law, are paid by the employer at whose facility the employee works. If the drug or alcohol sample collection, or alcohol screening is conducted at a place other than the employee’s normal work site, the employer at whose facility the employee works will provide transportation or pay reasonable transportation costs to the employee. If an employee refuses the provided transportation, Wolf Construction reserves the right to take the means appropriate to protect the employee and the public. This may include contacting local law enforcement and imposing disciplinary action, up to and including discharge.
 - **Confidentiality:** Test results are considered confidential.

R. VEHICLE SECURITY

1. MOTOR VEHICLE RULES

Assigned employees who drive a company car or delivery vehicle must abide by the following safety rules:

- a.** Employees are required to have a current valid driver’s license.
- b.** Seat belts and shoulder harnesses are to be worn always.
- c.** Employees assigned a Wolf Construction vehicle are expected to not text on cell phones while driving for work purposes. Employees must pull off the road and stop their vehicles before texting. Hands free devices are encouraged while driving and talking on a cell phone.
- d.** Employees are required to inspect their assigned vehicle (before taking it on the road) to ensure that it is in proper driving condition.
- e.** Any defects in the company vehicle should be reported promptly.
- f.** Employees are required to obey all state and local traffic regulations.
- g.** Employees should drive safely. All employees must practice defensive driving.
- h.** Vehicles must be parked in legal spaces and must not obstruct traffic. Any tickets that are issued for such things are the employee’s responsibility.

- i. Employees should park their vehicles in well-lighted areas at or near entrances to avoid criminal misconduct.
- j. A vehicle when loaded with any material extending 4 feet or more beyond its rear shall have a red flag or cloth 12 inches' square attached by day, or a red light visible for 300 feet by night, on the extreme end of the load.
- k. Articles, tools, equipment, etc. placed in cars or truck cabs are to be hung or stored in such a manner as not to impair vision or in any way interfere with proper operation of the vehicle. In addition, loading and unloading should be done out the rear of the vehicle and in such a manner as to not damage the vehicle in any way. (i.e. removing hoses, equipment out of the bed of a truck should be done out the rear and not over the side of the pickup.)
- l. When you cannot see behind your vehicle (truck), the driver shall walk behind the truck prior to backing.
- m. Personal use of vehicles, including family members, is not permitted without approval from management. If personal use of vehicles has been approved, no company vehicle is to be parked at an inappropriate location, which would reflect poorly on the company (ex. bars, adult oriented clubs, etc.) If this rule is violated, all company vehicle privileges for that employee may be terminated.
- n. Operating a company vehicle while under the influence of alcohol and other drugs is prohibited. Violators are subject to termination of employment.
- o. Every accident should be reported directly to the Safety Director. The Safety Director will then investigate and review all accidents.
- p. If possible, do not park directly in front of jobsites as to obstruct traffic or equipment.
- q. *Note:* When utilizing or stopping at the Shop, extended parking needs to be away from the garage and dumpsters, in appropriate parking spots.
- r. **Negligent** acts may result in an employee paying for the destruction. (i.e. theft, etc.)
- s. Non-business, out-of-town travel with a company vehicle or equipment should be approved by Human Resources
- t. Smoking is prohibited in vehicles
- u. No pets in vehicles

2. VEHICLE ACCIDENT REPORTING

a. Driver Conduct at the Scene of the Accident

- Take immediate action to prevent further damage or injury
- Pull onto the shoulder or side of the road
- Activate hazard lights (flashers) promptly
- Assist any injured person, but don't move them unless they are in danger of further injury
- Call the Police
- If someone is injured, request medical assistance immediately
- The vehicle should not be left unattended, except in an extreme emergency.
- Exchange identifying information with the other driver.
- **Make no comments about assuming responsibility.**
- Collect names, addresses, and phone numbers of all witnesses, or the first person on the scene if no one witnessed the accident.
- Call the Company immediately and report the accident, if possible, take photos and send to the Safety Director.
- If you are in an accident on company miles and it is **not** your fault the Company will pay the deductible.
- If you are in an accident on company miles and it **is** your fault **you will** pay half the deductible and the Company will pay the other half.
- If you are in an accident not on company miles **you will** pay the full deductible.

3. VEHICLE INSPECTION RECORDS & PREVENTATIVE MAINTENANCE

- a. All drivers must regularly inspect, repair, and maintain their company vehicle. All vehicle parts and accessories must be in a safe and proper working order at all times. The following rules apply:

- Before the vehicle is driven again, any safety defects must be repaired.
- Persons who are assigned a company vehicle are responsible for reporting mileage and any other vehicle problems on their weekly time sheets.
- Persons who are assigned a vehicle should wash and clean it out regularly. The wash bay at the company shop is available for use. The goal with vehicles is to always maintain Wolf Construction professional image.

S. EQUIPMENT AND TOOLS

1. EQUIPMENT AND TOOLS

- a. The rules regarding equipment belonging to Wolf Construction are as follows: All jobsites are subject to random inventory evaluation. If, upon evaluation, missing equipment cannot be accounted for, the funds to replace the tools will be generated by the employees working with that specific equipment.

2. PERSONAL USE OF EQUIPMENT

- a. Tools and equipment are for the Company's use and employees' use during work hours. However, renting of tools or equipment by employees for their personal use will be allowed after approval is granted. Use of Wolf Construction tools must be approved in advance by Human Resources or a Project Manager. Rental or deposit payment must be made to the Wolf Construction Controller before any item can be checked out and removed from Wolf property or job site. Items must be returned in the condition they were released. If damage has occurred, it is the employee's responsibility to fix or replace before returning. Rental Prices are available from Project Managers.

3. TOOL INVENTORY

- a. A daily tool inventory will be conducted by the Site Supervisor. At the end of the working day, all tools must be accounted for. All broken tools must be tagged immediately and brought to the Shop in a timely manner so that they can be fixed.

T. EMPLOYEE KEYS

Employees who are issued Wolf Construction company traditional keys and "key cards" are responsible for the respectful use of this privilege. Keys that are issued for work related reasons are not to be "loaned out" or transferred to other employees or family members. Employees who lose keys or key cards, will be charged \$3.50 to receive replacement keys.

Employees upon acceptance of key card access to the Wolf fitness center/gym also agree to "release and discharge" Wolf Construction Services Inc. from any liability, loss, damage, or injury resulting from fitness center/gym usage

U. DISCIPLINARY ACTIONS—PROGRESSIVE COUNSELING

Violations of the "Conditions of Employment and Work Rules" will be given orally or in writing explaining the reason for the action, and the date of the action. The Human Resources Director will review all disciplinary actions or progressive counseling steps. Failure of an employee to provide signature for the disciplinary action, or a signed rebuttal of the action, will be an automatic admission of guilt. A copy of the disciplinary action will be placed in the employee's permanent file. Any employee receiving three disciplinary actions will come under an employment termination review.

V. TERMINATION OF EMPLOYMENT

Regardless of how termination is affected, or whenever requested by the company, an employee MUST immediately return to the company all property belonging to the company, including, but not limited to, hard hat, safety glasses, all records, procedural handbooks, including MSDS and Foreman Binders, daily log books, equipment, keys, cell phone, chargers, tools, etc. used by the employee, or otherwise that is in the employee's possession or under his/her control. Final paycheck will not be released until all items are returned in good working order. If property is not returned or is returned in non-working order, the amount to replace the item will be deducted from the employee's final check. Termination of benefits associated with employment occurs

on the last day ‘actually’ on the job. Some benefits, such as health, dental and life insurance may continue until the end of the month of termination, but the employee will be responsible for the full premium amount which will be deducted from their last paycheck.

W. EXIT INTERVIEWS

If you leave the employment of Wolf Construction, you may be asked to participate in an exit interview or an exit questionnaire. The interview or questionnaire is designed to help us learn your impressions of your former employment regarding benefits, compensation and working conditions. Your cooperation in this process is greatly appreciated. This process will either be done face-to-face, over the phone, or through the mail.

Section 3 - WORK ENVIRONMENT AND CONDITIONS

A. DAILY WORK SCHEDULE

Work days shall start at 7:00 a.m. Monday through Friday. Employees are expected to begin work on time each day. Saturday is an optional workday for employees and needs to be approved in advance. If an employee commits to work on Saturday, it will be like any other workday and the same rules will apply.

At the discretion of the Company and/or as required by state law, employees can take breaks and a lunch hour during the workday. Lunches and breaks are generally evenly scheduled throughout the day, but if necessary, managers may change the schedule of lunches or breaks to finish a project or a job. Each full-time employee will typically have one 15-minute break in the morning and one 15-minute break in the afternoon and a 60-minute lunch. Normally employees will be compensated for break time but not for lunches. Non-exempt employees are required to clock out for lunches and for personal breaks or errands that take more than 20 minutes. Please note that a break starts the moment you stop working.

Non-exempt employees are not permitted to perform any type of work during unpaid lunch breaks or any other time when clocked out.

B. TEMPORARY SHIFT ASSIGNMENT OR MANDATORY OVERTIME

Similar to the overtime policy (see below), it may be necessary to have employees work a different shift or assign employees to work additional hours or mandatory overtime. This will be done on a volunteer basis but will be mandatory if certain positions cannot be filled with volunteers. Shift changes and mandatory overtime will normally be temporary, and your supervisor will tell you approximately how long the re-assignment or additional hours will last.

C. PERSONAL BELONGINGS

Wolf Construction takes all reasonable precautions to protect employees and their personal belongings. We recommend that unnecessary personal items be left at home or in your automobile to eliminate the risk of theft or damage. The Company cannot be responsible for, nor will it reimburse employees for lost or stolen items.

D. OFF DUTY CONDUCT

Off-duty conduct will be considered a work-related matter subject to progressive counseling if it: A. Harms the Company’s reputation or products; B. Has consequences that render you unable to perform your job or any part of your job effectively; C. Leads other workers to refuse, be reluctant to or unable to work with you; D. Makes you guilty of a serious breach of the Criminal Code and/or E. Makes it difficult for the Company to manage its operations and/or direct its workforce efficiently. You must report to your supervisor or the Company’s HR department as soon as possible if you are arrested, detained, or charged with a violation under the criminal code.

E. JOB SITE/FACILITY CLEANLINESS

Wolf Construction is a very quality-conscious company, and nothing demonstrates this more effectively to our customers, visitors, suppliers, and other employees than a clean, job site and work facility. All job sites and company owned vehicles must be kept clean, neat, and well organized always to denote this quality image to employees, vendors, and visitors.

F. REDUCTION OF STAFF

Economic slowdown or a financial reversal may make it necessary to reduce your working hours. It may even necessitate that you be laid off from your position. In such a case, Wolf Construction practices a policy of attempting to relocate you to another position within the Company. If such relocation is not possible, we will follow a policy of staff reduction of hours based on, but not limited to, seniority, service record, and past work performance.

G. DRESS CODE

All non-field employees shall be neat, clean, and well groomed when reporting for work. Employees may wear casual clothes if they are in good taste, and not distracting to other employees. Field employees will be required to wear the proper company apparel. In most cases, full-length pants are to be worn each day. However, depending on weather conditions and upon approval from the General Contractor, shorts may also be worn. Athletic type shoes are should never be worn. See also site-specific safety plans Employees will be issued three shirts upon employment. Employees will have the opportunity to purchase additional clothing upon request and availability. We will give each employee 2 short sleeve t-shirts every year on their anniversary date. The t-shirts will be Wolf Construction consisting of grey, red and/or black. **Jewelry shall not be worn while on a job due to safety reasons.**

H. INCLEMENT WEATHER

During severe weather, all reasonable considerations will be made when deciding whether to open or keep the Company operating for business. If severe weather occurs during non-working hours, Supervisors will notify employees before the beginning of their scheduled shifts if the Company decides not to be open, operate for the day, or a portion of the day. If weather and/or road conditions in the area are unsafe for travel, employees should call their Foreman before the beginning of the scheduled shift. Non-exempt employees will not earn pay when the Company closes due to weather conditions. Paid time off (PTO) may be used to cover the time lost, if desired and approved by Human Resources.

Section 4 - PAY AND HOURS/EMPLOYEE DEVELOPMENT

A. EMPLOYMENT CATEGORIES

The descriptions below are used throughout this handbook to describe the various classifications of employees. Sometimes employees can be classified into more than one type at a time. The purpose for this is to determine employee participation in the Company benefit programs, wage or salary reviews, or any time employment level is used to define a group of employees. The following is an explanation of each classification.

1. TEMPORARY EMPLOYEES AND INTERNS

Temporary Employees or interns are hired for a specific period, project, or assignment. The employee is paid for actual hours worked and is not eligible for paid time off or group insurance benefits. Employees hired for a specific project or period will not experience a change in status simply because they remain in employment for a longer period than initially expected.

2. REGULAR PART-TIME EMPLOYEES

Employees, who regularly work less than 30 hours but more than 20 hours per work week, are considered part-time employees. Part-time employees are not eligible for paid time off or group insurance benefits.

3. REGULAR FULL-TIME EMPLOYEES

Employees who work an average of 30-40 or more hours per work week are classified as Regular Full-Time. The benefits available to full-time employees are outlined in the "Benefits" chapter of this handbook. Regular full-time employees can be further classified as Exempt or Non-Exempt as explained below.

4. NON-EXEMPT/EXEMPT STATUS

Employees are classified as either Non-Exempt or Exempt employees. These classifications are assigned per the provisions of the Federal Fair Labor Standards Act (FSLA) and any applicable state laws. Non-

exempt employees are entitled to overtime pay for work more than 40 hours in a workweek. Exempt employees who qualify under the FLSA as executives, administrative or professional employees or as outside salespersons do not receive overtime compensation but receive the same compensation for each work week regardless of the number of hours worked each day, except in certain circumstances as outlined in our Wage and Salary Payment Policy.

B. OVERTIME POLICY

From time to time, employees may be required to work more than forty (40) hours per week. There will, however, be a maximum of 45 hours worked by employees per week, unless approved by management. Hourly employees will be compensated for work at the basic agreed rate between the Company and the employee for the first forty (40) hours worked in any week. For every hour that hourly employees work more than forty (40) hours per week, employees shall be compensated at the overtime rate of one and one-half (1 1/2) times the employee's normal hourly rate. A workweek is defined as a seven-day period beginning on Sunday and ending on the following Saturday.

C. TELECOMMUTING POLICY

Wolf Construction considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment. Approval to telecommute must be made by Company Management and Human Resources.

D. WAGE AND SALARY PAYMENT POLICY

Wolf Construction's policy and practice are to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report all errors.

1. REVIEW YOUR PAYSTUB

We make every effort to ensure our employees are paid correctly. Occasionally, inadvertent mistakes can happen. When mistakes do happen, and are called to our attention, we will promptly make any corrections necessary. Please review your pay stub to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

2. NON-EXEMPT EMPLOYEES

Non-exempt employees may not work any hours that are outside their regularly scheduled hours unless advance approval has been received from a supervisor. Do not start work early, perform work prior to clocking in, finish work late, continue to work after clocking out, work during a meal break, work from home, or perform any other extra or overtime work unless you are authorized to do so, and that time is recorded in your time record. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you perform but fail to report. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

3. TIME CARDS

The Company is required by law to keep accurate records of the hours worked by non-exempt employees. If you are such an employee, you are required to complete a time card. All your hours worked must be recorded on your time card to the exact minute of each hour worked (ex. Start time 6:55 or 7:05 not just 7:00). This includes starting time, meal periods, breaks of longer than 20 minutes, and quitting time. Please note that a break starts at the moment you stop working.

First and foremost, your time cards are your responsibility. For field employees, your manager, supervisor, or Foreman will answer any questions about your time card and *must* sign off on your time card at the end of each working day. In the event, you are sent from one job location to another location, have your Foreman at your present location sign your time card before you leave to the next location. Note: Travel time from the 1st jobsite to the 2nd jobsite will be charged to the 2nd jobsite. If you leave a job to go to

another site, you must be able to show your time card to the Foreman of that site. The same must be done if you start at a new site first thing in the morning. If you cannot produce your timecard to the Foreman before you start work, you must go and get it ***on your own time*** ~ so plan to avoid problems!

It is your responsibility to get timecards turned into the office by Monday at 7am. If an employee does not turn in timecards by Sunday evening, timecards may be left in the mailbox at the Shop **before 7am**.

As stated before, the timecards are ultimately your responsibility. If they are not filled out correctly, and turned in on time, your paycheck may not be available on payday and will, instead be available following business day.

It is a violation of Wolf Construction policy for any employee to falsify a time record, or to alter another employee's time record. It is also a serious violation of Company policy for an employee or manager to instruct another employee to falsify or incorrectly report hours worked or alter an employee's time card to misreport hours worked. If any manager or employee instructs you to, (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report the employee's hours worked, you should report it immediately to the Human Resources Department.

4. EXEMPT EMPLOYEES

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the Company in that pay period. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following:

Full day absences for personal reasons

- a. Full day absences for sickness or disability
- b. Full day disciplinary suspensions for infractions of our written policies and procedures
- c. Family and Medical Leave absences (either full or partial day absences)
- d. To offset amounts received as payment for jury and witness fees or military pay.
- e. Any full work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental, or life insurance premiums; state, federal or local taxes, social security; or, voluntary contributions to a retirement plan. In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- a. Partial day absences for personal reasons, sickness, or disability.
- b. Your absence on a day because your employer has decided to close a facility on a scheduled work day.
- c. Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- d. Any other deductions prohibited by state or federal law.

5. WAGES AND EVALUATIONS

All employees are hired with a 2-week probationary period that will determine if the employee's attitude, reliability, and work ethic fits with the company's vision. If the employee's status proves to be unsatisfactory, the company reserves the right to terminate the employment agreement with no questions asked.

A performance review will initially be performed following 90 days of employment to determine appropriate job position and compensation level within the company. Once a wage and job position are determined, management will hold employee reviews yearly. Performance reviews at any stage of employment are for employee self-review, progress towards stated goals and objectives, receiving feedback (for both the employee and manager), and ensuring continued job fit giving current skills and abilities.

Reviews are not a guarantee of any wage or salary increase/decrease. Any change to an employee's wage or salary must be approved by Human Resources

- a. Employees are prohibited from discussing compensation and other forms of employment benefits with fellow employees. Failure to respect this regulation may result in disciplinary action up to and including termination of employment.

6. PAY PERIODS/PAY DAYS

Wolf Construction payroll week runs from Sunday through Saturday. Field Employee are paid weekly. Staff paydays are scheduled on a bi-weekly basis. That is every two weeks you can expect your paycheck for the preceding two weeks. The two weeks combined equal a pay period, which ends on Saturday, with the next Friday being the payday. If you lose your paycheck, notify your Foreman or Human Resources immediately.

7. PAYROLL DEDUCTIONS

Every pay day, your check will show the deductions which you have authorized from your gross earnings. They will be noted in abbreviated form on your check stub. They include, for example, all Federal and State withholding, Social Security, medical insurance deductions and simple IRA plans. It is important to keep your check stub in case you need to refer to it later.

The Federal and State tax withholdings are calculated using the information you have supplied the Company on your W-4 forms. This form designates the number of allowances you wish to claim, your marital status and any additional amounts you wish to have withheld. You may make changes to your W-4 status anytime by completing a new form and giving it to the Human Resources Department.

Payroll deductions may also include, new hire fees, garnishments, and equipment costs.

8. PURCHASES FOR COMPANY

Project Managers and Senior Management are the only employees who can approve purchases on behalf of the company. Foremen may make purchases **only if previously approved** by a Project Manager or Senior Management. Receipts for all purchases must include the job location if the purchase is directly for a job. All receipts must be turned in to the Company at the time of payroll. Reimbursements will not be issued without a receipt or the proper information listed on the receipt.

It is the site supervisor's responsibility to make sure all materials, tools, and fuel needed for the day's work is ready before start of workday. If materials or tools are needed, notify the Project Manager in advance to get this scheduled. Failure to do so may result in getting the necessary material or equipment on your own time.

9. FUEL REIMBURSEMENTS

Employees will only be reimbursed for mileage when an agreement has been made with Management in advance. All employees will be reimbursed the following pay period. When working outside of the area, employees are encouraged to ride in a company vehicle whenever possible. Employees not riding in a company vehicle when provided will not be reimbursed for fuel. Mileage logs must be turned in with the current job location written and reason for driving personal vehicle. Fuel for personal use will not be reimbursed.

10. TRAVEL POLICY

a. Travel Situations

1. Travel defined as driving to and from jobsites greater than 1 hour from a predetermined Wolf Construction base of operations, such as West Des Moines, Kansas City, Omaha, or Minneapolis/St. Paul.
2. Miles are calculated by employer using Google maps from that predetermined city to the city of the job site.
3. Company vehicle:
 - Drive time will be paid at \$0.15 per mile round trip on your paycheck (for non-exempt employees)

- Driver is responsible for maintaining company vehicle. (The Company will reimburse the cost. Ex: oil change)
4. Personal vehicle
 - Can only be used if company vehicle is not available and approved in advanced by management.
 - Owner of the vehicle will be paid \$0.45 per mile for gas and maintenance
 - Drive time will be paid at \$0.15 per mile round trip on your paycheck (non-exempt employees)
 - All fuel will be paid for when using company provided vehicles only, unless otherwise arranged with management beforehand.
 5. When carpooling, establish a meeting place which is centrally located.
 6. Prearrange everything (tools, vehicles) before starting and leaving for the job site.
 7. Lodging arrangements will be coordinated by the Project Manager or Human Resources and will be paid for by the company. Hotel rooms will be booked for two persons per room and one person per bed.
 8. Make it known *before* leaving if you have an appointment or other situations that will conflict with working out of town. If you still go to an overnight job and you need to return, it is your responsibility to provide transportation. You will not be reimbursed by the Company. If you return to the job, you will not be paid travel time again.
 9. There will be a \$30 per diem per day on travel. Per diem pay may vary, depending on when employee leaves and returns home from out of town travel. Per diem pay will be given to you on the next paycheck.
- b. Out of Area Policy**
1. Travel to and from jobsites greater than 40 miles of one-way travel from predetermined Wolf Construction base of operations, such as West Des Moines, Kansas City, Omaha, or Minneapolis/St. Paul.
 2. Miles are calculated by employer using Google maps from that predetermined city to the city of the job site.
 3. Company vehicle:
 - Drive time will be paid at \$0.15 per mile round trip on your paycheck.
 4. Personal vehicle:
 - Can only be used if company vehicle is not available and approved in advanced by management.
 - Owner of the vehicle will be paid \$0.45 per mile for gas and maintenance
 - Drive time will be paid at \$0.15 per mile round trip on your paycheck.
 5. Make it known *before* leaving if you have an appointment or other situations that will conflict with working out of town. If you still go to an out of area job and you need to return, it is your responsibility to provide transportation. You will not be reimbursed by the Company. If you return to the job, you will not be paid travel time again.
 6. Some out of area, but not overnight travel may be compensable at management's discretion.

11. GARNISHMENTS

Wolf Construction will honor any court ordered garnishment. To help absorb some of the cost of this additional paperwork, each garnishment employee will be charged an additional cost per garnishment whether it is a short term or continual garnishment. The additional fee will not be more than the amount allowed by the applicable state or local government.

SECTION 5 - BENEFITS

A. PAID TIME OFF

Wolf Construction offers eligible full-time employees paid time off (PTO) benefits. This is a very important benefit because it gives you the opportunity to "get away" for awhile and spend extended time with your family and friends or receive compensation in the event of an illness or just take a day off for a long weekend. PTO allows the employee greater flexibility in managing your time off and eliminates the need of your supervisor to determine whether time off is for sick leave, vacation, or personal holidays. These benefits are rolled into one

plan called PTO. Your PTO is administered based on your anniversary date and is reset then. Human Resources reserves the right, on a case-by-case basis to adjust the PTO benefits.

PTO (paid time off): Full time employees only

0-6 months 0 hours

At 6-month anniversary: 24 hours

At 1-year anniversary: 40 hours/year

At 2-year anniversary: 64 hours/year

At 3-year anniversary: 80 hours/year

At 5-year anniversary: 120 hours/year

Paid time off can be taken at any time, but all PTO must be requested in advance and approved by Management. Requests for time off must be made as far in advance as possible

You may split up your PTO or take it all at one time (up to two weeks) providing Management approves. For non-exempt employees, PTO can be taken in 5-minute increments. For exempt employees, PTO must be taken in increments of eight hours. For all employees, one full day off is counted as eight hours of PTO. From time to time people may wish to take their PTO at the same time. In this event the Management will determine how many people can go on paid time off and still maintain the work or production schedule at a satisfactory level.

We encourage all employees to use their PTO time. Any remaining but unused PTO at an employee's anniversary date will be forfeited and will not carry over to the next anniversary year. After 5 years of service you get 120 hours of PTO. If you have taken 80 of your 120 hours and you are at your anniversary date with remaining hours we will pay you out the remaining hours on the following paycheck not to exceed 40 hours.

If you voluntarily leave the company and give a proper 2 weeks' notice, unused PTO hours will be paid to you with your final paycheck. If your leave is involuntarily or don't give proper notice you will not be paid out any remaining hours.

B. HOLIDAYS

Wolf Construction observes the following holidays;

New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

To be eligible for holiday pay, you must be employed by the company as an Exempt full-time employee on active status. You are not eligible for holiday pay if you are on a personal or medical leave of absence. When a paid holiday falls on a Saturday or Sunday, customarily either the Friday before or the Monday after is observed as the paid holiday.

1. RELIGIOUS OBSERVANCE

Employees who wish to observe other religious holidays during regular business hours may submit a PTO request or a request for unpaid leave using regular leave request procedures. Wolf Construction will make reasonable efforts to accommodate employees' religious practices and holiday observances.

2. VETERAN'S DAY

All part-time or full-time employees who live and work in Iowa and who are veterans of the military may request to take time off on Veteran's Day (November 11th) when the holiday coincides with a normal work day. Eligible employees should submit written notice at least two weeks in advance. Wolf Construction requires employees to provide his/her federal certificate of release or discharge from active duty, or a similar federal document to verify eligibility. Veteran's Day will be unpaid unless the employee chooses to take accrued and available PTO.

C. BEREAVEMENT (FUNERAL) POLICY

Unfortunately, from time to time family members pass away. This is a very stressful period and of course you want to be with your family. The Company feels this is important and has adopted the following policy to

provide days off for these matters. Family members are defined as spouse, parent, grandparent, son, daughter, brother, sister, current in-laws (son, daughter, parent, brother, sister).

The amount of the unpaid and approved time off shall be three days. If additional unpaid time is needed, it must be approved by the employee's supervisor.

D. JURY DUTY

If you are called for jury duty and are assigned to serve, the difference between your normal base compensation and your jury compensation will be paid by the company for the first five days you are assigned to serve as a juror. If you are required to serve for longer than five days, you may use available PTO time for the additional days. A jury duty summons and payment slip must be submitted to your Management when pay for jury duty is to be given. Employees excused from jury duty are expected to return to work as promptly as possible. Jury duty pay does not cover circumstances where you are a party to a court action, such as a witness, defendant, or claimant.

E. CELLPHONE PLAN POLICY

Senior Management, Project Managers, and Foremen will be required to have and use a company owned phone number for all company business. Other employees may be allowed into the Company cellphone plan upon the discretion of the Management and availability of phone numbers. Employees may spend their own money to purchase a phone on their own or may use a phone that the Company currently has. Employees who use their company phone for personal use in addition to company use will be charged \$45 per month, to be paid through payroll deduction. That rate is subject to change without notice due to changes in company phone plan.

1. DEPOSITS

Deposits will be required to enter the Company plan, unless a prior phone has been purchased. Deposits will be figured at the discretion of the office and will be based on the phone model and replacement value of the phone that the employee will use. Deposits will be taken directly out of the employee's paycheck. Employees may contact office employees if they wish to have the deposit split in half and taken out of two paychecks. Half of your deposit will be returned upon termination of employment and after the phone has been returned and the next phone bill is received. If you are issued a Company phone, insurance will be required on the phone.

2. PAYMENTS

Employees with company cellphones will be responsible for paying for **overages**, such as 411 information, and non-business use roaming charges, and data usage. Cellphone payments will be deducted from the employee's paycheck. The amount due each month will be deducted accordingly.

3. DAMAGED AND LOST PHONES

If an employee loses or damages a phone, the employee's cellphone insurance may cover some or all the damages. Employees should notify the office of all damaged or lost phones. They will then receive guidance in how to repair or replace the phone.

4. CONTACT INFORMATION

All Company-related contact information stored on Company cellphones is the property of Wolf Construction Company. Upon termination of employment, the Company will retain such contact information. Any personal contact information may be transferred to a personal cellphone under the supervision of Management.

F. HEALTH, DENTAL, VISION, AND OTHER INSURANCE BENEFITS

Health, Dental, Vision, and other insurance benefits are currently offered to employees starting the first of the month after a 60-day waiting period from the first day of employment and are explained in separate documents. Some employees may have reduced waiting periods. The Company contributes half of the employee's premium for health insurance. The employee will pay additional family coverage in full. If you terminate employment in

the middle of the month your coverage will be effective until the end of the month, but the employee will be responsible for the full premium amount which will be deducted from their last paycheck.

G. CONTINUATION OF HEALTH COVERAGE UNDER COBRA

If you are enrolled in a group benefit plan through your employment with us, and your employment is terminated, or your hours are reduced to the point in which you are ineligible to participate in the health plan, you may be able to continue coverage for a period as provided for in the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).

H. TUITION REIMBURSEMENT

Wolf Construction supports employees who wish to seek additional education and skills to secure increased responsibility and growth with in their careers. In keeping with this philosophy, the company has established a reimbursement program for expenses incurred through approved programs of learning. If you are a full-time employee (working a minimum of 30 hours per week) and have been with wolf Construction at least 12 months and have not received any progressive discipline in the last six months you are eligible for participation in this program if the courses are job-related now or potentially in the future.

The company will reimburse up to a maximum of \$1500 per year incurred by an employee for continuing education through an accredited program that either that offers growth in an area related to his or her current position or might lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, seminars, and certification tests. You must secure a passing grade of “B” or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts, and a copy of the final grade or certification must be presented to show hours or certification received.

If the employee does not complete six months of service following tuition reimbursement, the employee may be required to reimburse Wolf Construction for the tuition. Any questions or comments should be directed to Human Resources.

PROCEDURES

- The employee must provide his or her manager with information about the course or program for which he or she would like to receive reimbursement.
- The pre-approval section of the tuition reimbursement form should be completed, and all the appropriate signatures obtained prior to enrolling
- The employee must then take the form to Human resources, and a copy will be added to the employee’s file. The employee will maintain the original until he or she has completed the course. The employee can then enroll in the course.
- After the completion of the course, the employee should resubmit the original tuition reimbursement form with the reimbursement section filled out, including appropriated signatures, as well as receipts and evidence of a passing grade or certification attached.
- The HR department will then coordinate the reimbursement with the accounting department.

I. RETIREMENT PLAN

The Company provides employees the opportunity to participate in a qualified 401K Program. The plan is described in a separate document, which will be provided for you at the time you qualify to participate. You must be a full-time employee for 6 months before you are eligible to participate. The company matches your annual contribution up to 4%. If you are interested, please contact Human Resources.

J. SOCIAL SECURITY TAXES

For every dollar, we as employees contribute to the Federal Social Security Fund, the company contributes another matching dollar. For this reason, it is very important for you to know what benefits under the Social Security system you are entitled to other than future retirement income. Available to you is life insurance and disability income along with dependent survivor benefits. To learn more about these benefits, contact the Social Security Administration in your city.

K. STATE AND FEDERAL UNEMPLOYMENT COMPENSATION

All employees are protected from loss of income due to layoffs or certain separations from the company by State and Federal unemployment compensation insurance. The company contributes, at no cost to the employee, a percentage of total wages paid to both the State and Federal unemployment master funds. If you would like more information about this program, contact the local job service office in your area.

SECTION 6 - LEAVE OF ABSENCE

A. LEAVE OF ABSENCE

From time to time, employees may need an extended period off from work because of medical concerns, to handle personal affairs, to take care of a family member illness or to take time off because of the birth or adoption of a child. This type of extended time off from work is called a leave of absence.

To request a leave of absence, you must submit a request or notice in writing to your direct supervisor or the Human Resources Department at least 30 days prior to the beginning of the leave, or as soon as the need for leave is known. Additional request forms or other paperwork may be required, and employees must cooperate and comply with the employer's process and requests for leaves of absence for leaves to be approved. All leaves of absence are subject to approval, and job protection is not guaranteed for employees on leaves of absence, unless required by state or federal regulations. Leaves of absence have certain considerations, stipulations, and guidelines which include such items as compensation, length of the leave, extensions, availability of the position upon return, insurance premium payment and continuation, and paid time off accrual. It is important that employees requesting a leave of absence fully understand the terms of the leave before it begins

Specific documentation from a physician may be required prior to an employee being permitted to return from a medical leave of absence with or without work restrictions or reasonable accommodation.

Employees who do not follow the proper procedures for requesting leaves of absence or who do not submit requested documentation in a timely manner may be subject to disciplinary action, up to and including termination or may have their leave of absence request denied.

B. FMLA LEAVE "FAMILY AND MEDICAL LEAVE ACT"

1. Full-time and part-time employees may apply for time off under the Family and Medical Leave Act (FMLA) if they have been employed by Wolf Construction for at least 12 consecutive months and worked at least 1,250 hours in that 12-month period.
2. The employee will be granted a leave under the following situations:
 - a. Birth of a child, adoption of a child, or acceptance of a foster child
 - b. Care of a parent, spouse, or child (minor or dependent) with a health condition that prevents the patient from participating in regular activities
 - c. Care for a military family member
 - d. A serious health condition that renders the employee unable to perform the functions of his or her job
3. The employee may take up to 12 weeks of unpaid leave in any 12-month period. The 12-month period is measured by the first date an employee uses any FMLA.
4. The employee must give Wolf Construction a minimum of 30 days advanced notice for a leave. Except in the case of an emergency a verbal notice is acceptable.
5. You may be also required to provide:
 - a. A medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.
 - b. Periodic reports during FMLA leave regarding the employee's status and intent to return to work.
6. Spouses employed by Wolf Construction are limited to a combined total of 12 weeks leave during a 12-month period if the leave is taken for the birth of a child or acceptance of a child for foster care.

This doesn't apply if leave is taken to care for either spouse who is seriously ill or to care for a child or parent who has a serious health condition.

7. For the duration of leave the employer will maintain the health coverage under any group plan if the employee pays his or her portion of the premium while on leave.
8. Any employee who takes FMLA is entitled to return to the same position that he or she held when the leave started or an equivalent position with equivalent benefits, pay and other terms of employment.
9. If the employee fails to return to work after the leave and it is not due to the health condition or serious health condition, Wolf Construction is entitled to recover our portion of the health benefits paid on the employee's behalf during the leave. The employee agrees to reimburse Wolf Construction direct payments.

C. MILITARY LEAVE

1. MILITARY RESERVE/NATIONAL GUARD TRAINING

A military leave of absence will be granted to employees to attend scheduled drills and training or if called to active duty with the U.S. armed services. Additionally, in 1994 Congress passed the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). USERRA requires that service members provide advance written or verbal notice to their employer for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. Additionally, service members are able, but not required to use accrued vacation time while performing military duty.

2. MILITARY LEAVE LESS THAN THIRTY-ONE DAYS

Employees on a two-week active duty training assignment or inactive duty training drills must return to work for the first regularly scheduled shift after the end of the training, allowing reasonable travel time plus an eight-hour rest period. If an employee fails to return to work in a timely manner, he/she will be deemed to have resigned.

3. MILITARY LEAVE THIRTY-ONE DAYS OR MORE

Under USERRA, an individual may be absent from work for military duty and retain reemployment rights for five years. However, there are exceptions to the five-year limit, including initial enlistments lasting more than five years, periodic training duty, and involuntary active duty extensions and recalls, especially during a time of national emergency. Further, under USERRA, returning service members will be reemployed in the job that they would have attained had they not been absent for military service with the same seniority, status, and pay. Thus, a returning employee will be treated as though continuously employed for determination of benefits based on length of service, such as vacation and sick day accruals.

4. HEALTH INSURANCE COVERAGE AND RETIREMENT PLAN

Health insurance coverage for service members is protected by USERRA. Individuals performing military duty of more than 30 days may elect to continue employer-sponsored health care for up to 18 months under COBRA (see Continuation of Health Coverage under COBRA policy for more information). For military service of less than 31 days, health coverage is provided as if the service member had remained employed. Participation in retirement plans is protected under USERRA. Individuals returning from military leave are treated as though there was no break in service and would have continued to accrue seniority such as plan vesting and accrual of benefits.

For defined contribution plans that allow for elective deferrals, a reemployed individual can make additional deferrals to make up for the period of uniformed service leave. The employer is required to make any matching contributions based on the terms of the plan as if such additional deferrals were made during the period of uniformed service leave.

5. RETURN FROM MILITARY LEAVE

If an individual is on military leave for less than 31 days, the service member must return to work at the next regularly scheduled work day on the first full day after release from the service, considering safe travel home plus an eight-hour rest period. For service of more than 30 days but less than 181, the service member must apply for reemployment within 14 days of release from service. For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.

Section 7 - SAFETY

A. HEALTH AND SAFETY

The Company desires to provide a safe working environment for its employees. Accordingly, you will be required to participate in safety meetings to reduce the possibility of injury. You also have the responsibility as an employee to read and understand the Company Safety Manual which is available on the company website. This manual sets guidelines for the Company's safety program.

1. SAFETY MEETINGS

Wolf Construction employees are responsible for attending bi-monthly all-company Safety Meetings held at the Wolf Construction training facility. Each employee will be required to sign the attendance sheet, acknowledging that they have attended and understand the meeting content.

2. TOOLBOX TALKS

Foremen are responsible for conducting weekly safety meetings or 'toolbox talks'. Toolbox talks emails are to be read aloud weekly by the Foreman. Foreman will read "Toolbox Talks" email to all crew members and will reply with names of crew members. If you are not present for the "toolbox talk" you should personally reply to the "toolbox talk" email indicating that you have read and understand the "toolbox talk". Verification of "toolbox talk" participation is required by the end of the workday on Friday. If verification of "toolbox talks" are turned in late, the Foreman of the crew will not receive his paycheck until the signed forms are turned in. The second time "toolbox talks" are late the entire crew's paychecks will be held until information needed is turned in. First and second offenses will be based on one calendar year, starting in January. A third offense will result in a written disciplinary action for the Foreman that will be put in his permanent file.

3. LIFT CERTIFICATION

All employees who operate a lift will be required to have a current lift certification card with them always. Lift certification classes will be conducted on an as-need basis by the Safety Director at the Company Shop. Eligibility of certification is at the discretion of management.

4. ACCIDENT REPORTING

To provide a safe environment, it is critical that whenever an injury (no matter how minor) happens to an employee, that it is immediately reported to the Safety Director and Human Resources. Failure to report any injury can result in disciplinary action. Failure to report an accident or injury can also adversely affect any claim for workers' compensation.

5. WORKER'S COMPENSATION

Once the accident or injury is reported, the Human Resources Department will help the employee and the employee's supervisor arrange for appropriate medical treatment. Neither the employer nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity arranged by the employer. It is the policy of the company to support the practice of bringing injured employees back to work, as soon as they are medically able, to a position within the company compatible with any physical restrictions they may have. Current positions can be modified to fit an injured employee's medical restrictions by modifying workstations, altering specific tasks, or reducing hours. If this is not possible, temporary transitional jobs may be made available either with the employee's department or through a temporary assignment with another department. Zero tolerance for fraud Workers' compensation fraud is a punishable crime. Our organization and our insurer have a "zero tolerance" policy for fraud. Offenders may be prosecuted. If you think you see fraud happening, tell a supervisor or manager right away.

B. FIRST AID

First aid equipment is available for your needs. If you have a need for minor first aid materials such as band-aids or antiseptic, please see the Foreman. Office employees should see the Human Resources Department.

C. HAZARD COMMUNICATION STANDARD

Our company, as well as most businesses, is required to inform all employees of the Federal OSHA Hazard Communication Standard. This standard gives employees the "right to know" about chemicals with which they come in contact or may be exposed to in the workplace. It provides for the listing of all chemicals on the premises, labeling all chemical containers, and making available material safety data sheets (MSDS) for all chemical products. It also provides for the employee training to recognize and interpret labels, warning signs, etc. that are affixed to containers and availability of material safety data sheets, so employees can properly educate and protect themselves against any potential hazards. If you would like to review the program and the safety material data sheets, please contact the Safety Director.

D. TORNADO PROCEDURE

During storm seasons, weather can change within minutes, so we must be prepared to seek safety when violent storms approach. Seek shelter in interior spaces such as a bathroom or closet in the middle of the building; do not go outside. Generally, the lowest floor of a structure is the safest, such as the basement. It is also important to stay away from windows and mirrors where flying glass can harm you. If no safe interior space exists seek shelter in a low-lying area such as a culvert or a ditch and cover your head with your hands.

E. FIRE PROCEDURE

In the event of a fire you will be asked to exit the building or the work site. To be prepared, please investigate your work area, or job site and always know where the nearest fire extinguisher is located. Also, be sure to know where the nearest exits are wherever you are in the building to assure a safe and quick escape. If you are asked to evacuate the building or exit the job site, please do so in an orderly fashion, meet at your designated gathering location and stay there. Do not leave the area but maintain a safe distance. It is important that all employees are located and accounted for.

ACKNOWLEDGEMENT

I have received my copy of the WOLF CONSTRUCTION POLICY HANDBOOK. I agree that I will follow the Handbook and these guidelines in my conduct on the job. I agree to read and familiarize myself with this Manual.

I understand that the Handbook is not an employment contract and does not bind the Company in any way. The Company can change or depart from any provision at any time in its own discretion.

I agree that my employment is for no definite period and, regardless of the time and manner of payment of my wages or salary, may be terminated at any time by the Company or me, with or without cause.

No person(s) other than Human Resources have the authority to make an enforceable agreement or understanding on terms which vary in any way from this Manual. Any such agreement or understanding must be in writing to be effective.

I agree to inform the Human Resources Department of any changes in my address, phone number, marital status, or age of a child, which would make that child covered through the group health plan ineligible under health insurance.

I hereby consent to the taking of a drug and/or alcohol test pursuant to the drug and alcohol policy of the Company, and have received a copy of such policy, and I am aware of its terms and subject to its requirements.

I agree and understand that the results will be made available to Wolf Construction pursuant to that policy. I fully release Wolf Construction, and its subsidiaries, employees and agents from any liability or claims arising from the test or its results. I understand that good faith efforts will be made to keep the results of any test confidential, consistent with the policy.

I understand that a positive test result for either alcohol or drugs (as applicable) or of an adulterated or diluted sample as reported by the testing laboratory, shall result in my termination.

Employee Signature

Name (Please print)

Date Received