



Bone Dry Roofing, Inc.
Employee Handbook

09/2016

Welcome to Bone Dry Roofing!

Starting a new career is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help employees become acquainted with our company and answer many initial questions.

As an employee of Bone Dry Roofing, Inc., the importance of an employee's contribution cannot be overstated. Our goal is to provide the finest quality services to our customers and to do so more efficiently and economically than our competitors. By satisfying our customers' needs, they will continue to do business with us and will recommend us to others.

All employees are an important part of this process because their work directly influences our company's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

Gene Judd

President

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A Word about this Handbook

This Employee Handbook contains information about the employment policies and practices of Bone Dry Roofing, Inc. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the company. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. Bone Dry Roofing retains the right to make decisions that are beneficial to the employees and the company. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and inconsistent verbal or written policy statements. Except for the policy of at-will employment, which only the company has the right to revise, delete, and add to the provisions of this Employee Handbook. All such must be signed by the president of Bone Dry Roofing. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect intended to create a contract guaranteeing that each employee will be employed for any specific time period.

OUR COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN EMPLOYMENT AGREEMENT OTHER THAN AT-WILL.

This Employee Handbook refers to current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions if specific questions arise regarding the benefit plan. Those documents are controlling.

Bone Dry Roofing's Mission Statement:

TO ENSURE PEACE OF MIND FOR EACH CUSTOMER THROUGH EXCEPTIONAL SERVICE.

Continual Quality Improvement

Bone Dry Roofing, Inc. is committed to Continual Quality Improvement (CQI). Not only do Bone Dry Roofing customers benefit from this effort but so do the employees. All employees are expected to participate in CQI.

The employee is encouraged to offer ideas and/or constructive criticism directly to supervisors or managers. The company also encourages taking part in CQI projects or CQI problem-solving and cost reduction projects. Employee participation in continuous improvement is essential to the success of the company.

Diversity

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, Bone Dry Roofing is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the company.

Equal Employment Opportunity

Bone Dry Roofing is committed to equal employment opportunity. The company will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, uniform service member status, race, color, religion, sex (including pregnancy, childbirth, and related medical condition) national origin/ancestry, age (40 and older), citizenship status, genetic information, and disability: physical or mental), AIDS and/or HIV; Occupational pneumoconiosis with no respiratory impairment resulting from exposure to coal dust, and off-duty tobacco use. (Please review state specifics)

Americans with Disabilities Act (ADA)

Bone Dry Roofing is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is the employee's responsibility to notify Human Resources of the need for accommodation. Upon doing so, Human Resources may ask for input, the type of accommodation necessary, or the functional limitations caused by the employee's disability. Also, when appropriate, Bone Dry Roofing may need permission to obtain additional information from the employee's physician or other medical rehabilitation professionals.

Non-Harassment

We prohibit harassment of one employee to another employee, supervisor or third party for any reason ("protected class") including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age (40 and older), physical or mental disability or any other protected class under federal, state or local law. Harassment of third parties by employees is also prohibited. (Please review state specifics)

Sexual Harassment

Any type of sexual harassment is against Bone Dry Roofing policy and may be unlawful.

Bone Dry Roofing firmly prohibits sexual harassment of any employee by another employee, supervisor or third party. Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to ensure that in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including termination. There will be no adverse action taken against employees who report violations of this policy in good faith or participate in the investigation of such violations.

Any employee who feels that (s) he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

1. Any employee who believes that (s) he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: Human Resources, at 317-873-7052, Gene Judd, 317-873-6005, or Todd Keiser, 317-873-6005. If an employee makes a report to any of these members of management and the manager either does not respond within 48 hours, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.
2. Bone Dry Roofing will investigate every reported incident immediately. Any employee, supervisor, or agent of the company who has been found to have violated this policy may be subject to disciplinary action, up to and including immediate termination.
3. Bone Dry Roofing will conduct all investigations in a discreet manner. Bone Dry Roofing recognizes that every investigation requires a determination based on all the facts in the matter. Bone Dry Roofing recognizes the serious impact false accusations can have. We trust that all employees will continue to act responsibly.
4. The reporting employee and any employee participating in any investigation under this policy have the company's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

Employment

New Employee Orientation

Upon joining Bone Dry Roofing, employees are made aware of the existence of the employee handbook which is available online via the company's website. Instructions on how to retrieve the employee handbook on the website, including the security password for access to the handbook. After reading the employee handbook please sign the receipt page which was provided to you at the time of hire. Employees will complete new hire documents electronically.

If employees lose this information regarding the employee handbook please notify Human Resources as soon as possible to obtain the information on how to access the handbook.

Supervisors are responsible for the operations of their department. Employee supervisors are a good source of information about the company and your job.

Categories of Employment

INTRODUCTORY PERIOD: Full-time employees are on a probationary period during the first 90 days of employment. During this time, the employee will be able to determine if the new job is suitable for him/her and the supervisor will have an opportunity to evaluate the employees work performance. However, the completion of the probationary period does not guarantee employment for any period of time thereafter. An unsatisfactory rating at any time during the probationary period may result in termination of employment either immediately or at the end of the orientation period.

FULL-TIME: Employment in an established position requiring 30 hours or more of work per week.

PART-TIME: Employment in an established position requiring less than 30 hours per week. Normally part-time schedule, such as portions of days or weeks, will be established.

EXEMPT EMPLOYEES: Those employees who are employed in an executive, administrative, or professional capacity and who are paid on a salaried basis in excess of the threshold annual salary specified in the Fair Labor Standards Act. These employees are not covered by the federal minimum wage and hours laws and are not eligible for overtime wages.

NON-EXEMPT: Those employees who are not employed in an executive, administrative, or professional capacity and who are covered by the federal minimum wage and maximum hour's law.

Anniversary Date

The first day an employee reports to work will be recorded in Bone Dry Roofing records as the employee anniversary date. This date may be used to calculate Bone Dry Roofing benefits. If employees have any questions regarding their anniversary date, please see Human Resources.

Transfers between divisions/departments

An employee may transfer to another division, department or location after completing one complete year in the initial department in which they were hired-unless business demands dictate otherwise. At this point, Bone Dry Roofing management will initiate and be instrumental in the transfer.

In order for an employee to initiate a transfer after the one year mark; the employee must speak with the current supervisor/manager to start the transfer process. Management has the right to deny any transfer request.

Standards of Conduct

Each employee has an obligation to observe and follow the company's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the company. Bone Dry Roofing does not guarantee that one form of action will necessarily precede another. The company reserves the right to discipline any employee for violating rules and policies and can take disciplinary action up to and including employment termination for any violation. The following may result in disciplinary action, up to and including termination: violation of Bone Dry Roofing policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in Bone Dry Roofing activities or in Company vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow employees, visitors or other members of the public; performing outside work or use of company property, equipment or facilities in connection with outside work while on Bone Dry Roofing time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that termination decisions will be based on an assessment of all relevant factors.

If You Must Leave Us

Should an employee decide to leave Bone Dry Roofing, we ask employees to provide their direct supervisor with at least a two weeks' advance notice. Employee thoughtfulness is appreciated and will be noted favorably should an employee ever wish to reapply for employment.

Employees, who are rehired following a break in service, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, excluding the purposes of measuring benefits.

Bone Dry Roofing does not provide a "letter of reference" to former employees. Generally, we will confirm upon request via fax our employees' dates of employment and job title.

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All Bone Dry Roofing property, including the employee handbook, must be returned upon termination. Otherwise, action may be taken to recoup any replacement through appropriate legal recourse.

Employees should notify Human Resources of an address changes during the calendar year in which termination occurs so that tax information will be sent to the proper address.

Commission after Termination

It is company policy that commissions are earned only upon completion of all activities necessary to close a sale, including collection of money from the customer. Accordingly, the employee will not be entitled to receive any sums, including commissions or bonuses, related to amounts collected following the employee's termination, whether voluntary or involuntary. Bone Dry Roofing, in its sole discretion, may determine that the terminated employee completed all work-related activities necessary to close the sale and close to pay related commissions or bonuses, but such determination shall have no precedential effect and employees should not expect such determinations to be made on a regular basis.

Safety in the Workplace

Each Employee's Responsibility

Safety can only be achieved through teamwork at Bone Dry Roofing. Each employee, supervisor, and manager must practice safety situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify Human Resources of any emergency situation. If an employee is injured or becomes sick at work, no matter how slightly, employees must inform Human Resources immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on company property is forbidden.
3. Use, adjust and repair machines and equipment only if employees are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand the job fully and follow instructions. If an employee is not sure of the safe procedure, don't guess; ask Human Resources, Safety Manager, or the direct supervisor.
6. Know the location, contents and use of first aid and firefighting equipment.
7. Wear personal protective equipment in accordance with the job being performed.
8. Comply with OSHA standards and/or applicable state job safety and health standards as written in the safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including termination.

Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Bone Dry Roofing property in the event someone, for whatever reason, may be unhappy with a Bone Dry Roofing decision or action by an employee or member of management.

If employees receive or overhear any threatening communications from an employee or outside third party, report it to Human Resources at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If an employee encounters an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence. Violations of this policy, including failure to report or fully cooperate in the Bone Dry Roofing's investigation, may result in disciplinary action, up to and including termination.

Workplace Searches

To protect the property and to ensure the safety of all employees, customers and the company, Bone Dry Roofing reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from Bone Dry Roofing's property. In addition, the company reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of Bone Dry Roofing, and are reissued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of Bone Dry Roofing.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of Bone Dry Roofing's security procedures or any other rules and regulations.

Smoke-Free Workplace

Bone Dry Roofing is committed to providing a safe and healthy environment for employees and visitors. Therefore, we strictly adhere to a No Smoking policy within all company buildings. Smoking is permitted in designated smoking areas outside of buildings.

Hazard Communication

Bone Dry Roofing may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. Employees should receive training and be familiar with the handling, use, storage and control measures relating to these substances if an employee will use or likely be exposed to them. Safety Data Sheets (SDS) are available for inspections in work areas. Employees must follow all labeling requirements.

Please consult with the designated safety coordinator prior to purchasing chemicals for Bone Dry Roofing or bringing them on premises. For additional information, please refer to our written Hazard Communication Program. If there are any questions, ask Human Resources or the safety coordinator.

Substance abuse

Bone Dry Roofing has vital interests in ensuring a safe, healthy and efficient working environment for employees, their co-workers and the customers we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with Bone Dry Roofing the following substance abuse policy.

The company reserves the right to order a pre-employment drug test (s) for any position within the company. Employment may be determined by the outcome of such drug testing results. Bone Dry Roofing complies with the DOT drug abuse regulations that require drug testing of employees in safety sensitive positions and drug abuse awareness education for supervisors and employees.

Bone Dry Roofing will conduct post-accident drug and alcohol testing of employees after a work-related accident where the employee seeks medical treatment that is beyond first aid; and of employees who are involved in motor vehicle accidents where the employee is at fault or fault is not determined that damages vehicles or personal property, or where any individual seeks medical treatment beyond first aid. If there is any question whether an accident fits the aforementioned description, the Human Resources Manager shall decide whether a drug test is required.

Bone Dry Roofing further reserves the right to conduct random drug testing for all employees. Continued employment of employees whose drug test is positive for any illegal substance will be based upon results of subsequent drug testing. Until further notice, the employee is automatically suspended upon company receipt of non-negative test results.

When Bone Dry Roofing receives notification of non-negative drug results- unpaid suspension is effective immediately for the employee. The employee will be asked to remove himself/herself from the job site immediately. The employee is to contact Human Resources to sign suspension notification papers. Employee may retest within 24 hours, at his/her own expense. Re-testing must be coordinated through the human resource department. If a negative test for illegal substances is achieved, employee may return to work when result of negative test is received by company.

In an Emergency

A supervisor should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If a supervisor is unavailable, contact the nearest company official.

Should an emergency result in the need to communicate information to an employee outside of business hours, the supervisor will make contact with the employee. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify your supervisor when this information changes.

When events warrant an evacuation of the building, employees should follow the instructions of their supervisor or any other member of management. Employees should leave the building in a quick and orderly manner. Employees should assemble at the pre-determined location as communicated to employees by supervisors to await further instructions or information.

Please direct any questions regarding the emergency procedures to a supervisor.

Workplace Expectations

A Word about Our Employee Relations Philosophy

Bone Dry Roofing is committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, Bone Dry Roofing has a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

On The Job

GOOD AMBASSADOR POLICY

Bone Dry Employees are ambassadors of the company. An employee's attitude, behavior, and speech are perceived as representation of our company and reflect directly upon all of us. The impression a customer or potential customer has of an employee is often the same impression they will have of our entire Company. This effect is magnified if the employee is driving a company vehicle, wearing a company shirt, or identifying himself or herself as a Bone Dry Roofing Representative.

Bone Dry Roofing employees are called to be aware of this fact and conscious of the effect their attitude, behavior, and speech will have on customers and potential customers. Bone Dry Employees will act at all times in a courteous, respectful manner and as a positive example of the ideals our company promotes. Employees should pay special attention when:

1. Driving Company Vehicles. Employees should not only obey the laws of the road, but also be a courteous driver. "Road Rage" will not be tolerated.
2. Wearing Company Attire. Employees are perceived as a representative of the Company and customers expect that employees speak on behalf of the Company. Be sure to treat customers and potential customers with respect and honesty.
3. Posting on Social Media. When an Employee identifies himself or herself as an employee of the Company on Facebook, Twitter, or other social media, the public perceives our Company through the statements made by that Employee. Consider who might be offended and how the Company might be perceived as a result of an employee posts. If an employee plan to post divisive, objectionable, or unpleasant material, consider not identifying as a Bone Dry Employee in your profile.

If, at any time, a Bone Dry Roofing employee is not conducting himself or herself as a good ambassador of our Company, we will ask that the Employee correct the behavior. This might include deleting offensive social media posts, delivering an apology to offended persons, or issuing a statement to clarify the position of the Employee who persists in his/her failure to be a good ambassador of the Company, or any Employee who is regularly identified by customers and/or superiors as a poor ambassador for our Company will be subject to additional discipline.

We have all worked hard to give Bone Dry Roofing the best reputation in the industry for customer service and attention to detail. We should all take a personal stake in preserving that reputation and being good ambassadors of our company.

Confidentiality

Protecting Bone Dry Roofing's information is the responsibility of every employee, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the company's confidential business with anyone who does not work for us. Employees will be required to sign a non-compete agreement as a condition of employment, in accordance with state and federal law.

All telephone calls regarding a current or former employee's position/compensation with our company must be forwarded to Human Resources.

The company's address shall not be used for the receipt of personal mail.

For the purposes of this policy, confidential information means any information, communication or data developed by, provided to, or discussed by the company, its employees or agents, in confidence or in any form for which there is a reasonable expectation of privacy or non-disclosure. Bone Dry Roofing considers and treats such information as confidential, sensitive and proprietary in nature. Confidential Information includes but is not limited to:

- Compensation Data
- Client or customer preferences
- Budget and Financial Information
- Marketing strategies and data
- Pending projects and proposals
- Executive or closed session information including minutes and notes
- Employee personal information and actions, including personnel information, health records, performance evaluations, or data that will be invasive of personal property.
- Discussion by Company staff and directors, whether during or outside of meetings, pertaining to confidential business matters, position papers, and plans.
- Any documents marked "confidential"
- All work product developed by Company, its members or its contractors including, but not limited to workbooks, manuals, illustrations computer software or adaptations and any other data or information.
- Trade secrets of Company, its clients, contractors, or vendors.

Disclosure of confidential information may lead to discipline up to and including termination. All requests for disclosure of confidential information should be directed to the Executive Team.

Conflict of Interest/Code of Ethics

A company's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the company, or any of its customers, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

Bone Dry Roofing adheres to the highest legal and ethical standards applicable in our business. The company's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the company shall conduct their personal affairs such that their duties and responsibilities to the company are not jeopardized and/or legal questions do not arise with respect to their associate or work with the company.

Driver's License/Driving Record

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in an employee's driving record must be reported to Human Resources immediately. Violations of this policy may result in immediate termination of employment.

Outside Employment

We hope that employees will not find it necessary to seek additional outside employment. However, an employee accepts an outside position, notify the direct supervisor in writing. Outside employment must not conflict in any way with an employee's responsibilities within our company. An employee may not work for competitors nor may an employee take an ownership position with a competitor. An employees may not conduct outside work or use company property, equipment or facilities in connection with outside work while on company time.

Attendance and Punctuality

Attendance and punctuality are important factors for an employee's success within our company. We work as a team and this requires that each person is in the right place at the right time. If an employee is going to be late for work or absent, notify the direct supervisor as far in advance as feasible under the circumstances, but no later than 1 hour prior to the start of workday.

Bone Dry Roofing has an Absence Call off Line that must be called to, in addition to your direct supervisor at 317-489-6399. Please call by 6:30 a.m. to the alert company. Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible. If an employee is absent for two days without notifying the company, it is assumed that the employee has voluntarily abandoned their position with the company, and will be removed from the payroll.

ATTENDANCE POLICY POINT SYSTEM

Orientation Period= First 90 days, if you receive more than 2 points, could lead to termination.

After 90 days, 5 is a verbal warning, 7 is a written warning, 8 is final, and more than 8 could lead to termination.

ABSENT	POINTS
10 minutes to less than 2 hours late or leave less than 2 hours early.	1/2 point
More than 2 hours late or leave more than 2 hours early	1 point
Unexcused call in	1 point
No Call No Show	2.5 points
Tardy less than 10 minutes, 3 times	2.5 points

Employees who have been free of disciplinary action for a period of 12 active months will have their attendance records cleared.

Inactive periods such as sick leaves, leaves of absence, lay off and shut downs will not be considered part of the 90 day period or the period needed to clear a record.

Unacceptable attendance patterns or chronic and habitual absenteeism will result in disciplinary action outside the outlined steps.

Employee attendance will be a key factor when considering annual reviews and pay raises.

Dress Code

Bone Dry Roofing's objective in establishing a casual dress code is to allow our employees to work comfortably in the workplace. Yet, we still need our employees to project an image for our customers, potential customers, and community visitors. Casual is the standard for this dress code. Because all casual clothing is not suitable for the office, these guidelines will help determine what is appropriate to wear to work. Clothing that works well for the beach, dance clubs, and shorts above the knee for exercise sessions are not appropriate for casual appearance at work. Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business, even in a casual setting. If an employee attends a meeting with an outside vendor or customer, doing a tour, job fair, or luncheon, business casual is always necessary.

Business Hours

Because of the nature of our business, employee work schedules may vary depending on the job. Normal business hours are 7:00 a.m. to 6:00 p.m., Monday through Friday. Check with the direct supervisor about the hours of work.

Electronic Mail Monitoring

We recognize our employees' need to be able to communicate efficiently with fellow employees and customers. Therefore we have installed an internal electronic mail (e-mail) system to facilitate the transmittal of business-related information within the company and with our customers. The e-mail system is intended for business use only. The use of Bone Dry Roofing email system to solicit fellow employees or distribute non job-related information to fellow employees is strictly prohibited.

Bone Dry Roofing's policies against sexual and other types of harassment apply fully to the e-mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including termination. Therefore, employees are also prohibited from the display or transmission of sexually-explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others. Employees shall not use unauthorized codes or passwords to gain access to others' files. All e-mail passwords must be made available to the company at all times. Please notify the direct supervisor if a password needs to be changed. Violation of this policy may result in disciplinary action, up to and including termination.

For business purposes, management reserves the right to enter, search and/or monitor the company's private e-mail system and the files/transmission of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the company's private e-mail system will be disclosed to management. Employees should not assume that communications that they send and receive by the company's private e-mail system are private or confidential.

Voice Mail Monitoring

We recognize the need to be able to communicate efficiently with fellow employees and customers. Therefore we have a voice mail system to facilitate the transmittal of business-related information within the company and with our customers. The voice mail system is intended for business use only. The use of the company's voice mail system to solicit fellow employees or distribute non job-related information to fellow employees is strictly prohibited.

Our company's policies against sexual and other types of harassment apply fully to the voice mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the transmission of sexually-explicit messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others. All voice mail passwords must be made available to the company at all times. Please notify your direct supervisor if you need to change your password. Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the company's private voice mail system and the voice mail of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the company's private voice mail system will be disclosed to management. Employees should not assume that communications that they send and receive by the company's private voice mail system are private or confidential.

Internet Usage

As a growing company, we recognize the need to stay on the cutting edge of technology. This is one of the reasons we allow employees to have access to the Internet. The internet is intended for business use only. Use of the Internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use, is strictly prohibited.

Our company's policies against sexual and other types of harassment apply fully to Internet usages, including the use of instant messaging programs. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually explicit images, message, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others. Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal usage will be investigated thoroughly. Employees learning of any misuse of the Internet shall notify a member of management. Violation of this policy may result in disciplinary action up to and including discharge.

Texting

Bone Dry Roofing's policies against sexual and other types of harassment apply fully to telephone texting usage. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting, and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others. In accordance with state and federal regulations Bone Dry Roofing has adopted a cell phone band for our drivers. Drivers are prohibited from sending text messages while driving a Bone Dry Roofing truck or a personal vehicle while being used for business. Additionally, drivers are prohibited from talking on cell phones while driving a Bone Dry Roofing truck or a personal vehicle while being used for business unless the driver is using a hand-free device.

Cellular Telephones

Employees in certain positions are issued company cellular telephones so they may maintain contact with customers and co-workers when they are out of the office on business. Employees are encouraged to take appropriate safety precautions when using their cellular telephone. Employees are expected to comply with applicable state laws regarding the use of cellular telephones and the cellular telephones are for business purposes only. Although the occasional use of an employees' using a company cellular telephone for personal calls may be necessary, incoming and outgoing personal calls should be kept to a minimum. The use of cellular telephones is not a work requirement for most employees. Employees who are not issued a company cellular telephone will not be reimbursed for the use of their personal cellular telephones and are expected to make business from the office.

If an employee is required to carry a company cell phone and it's lost or damaged repair, the company will not issue you a replacement. It is your responsibility to replace the lost/damaged phone. Furthermore, employees' may be asked to reimburse Bone Dry for the lost/damaged cell phone. Furthermore, if an employee is on a Bone Dry employee cell phone plan and you has an overage of minutes or texting the employee will be asked to reimburse company. Employees may opt to up your plan minutes via a voluntary payroll deduction.

At time of initial employment, employees will be asked to complete a Physical Assets form to be kept in the personnel file so Bone Dry Roofing will be aware of what physical assets employees are required to maintain while employed.

All cellular telephones issued by the company must be returned upon leaving our company or upon transferring to a position that does not require a company cellular telephone.

Social Networking Policy

All business systems and company-issued equipment and data, including work product, belong to the company. All business systems and company-issued equipment must be used for appropriate and lawful business purposes only. We realize employees use social media such as Facebook, Twitter, and Linked-in. As with other personal internet usage, employees are not to use social media during business hours. Management reserves the right to inspect, search and/or monitor the company owned computers or devices without advances notice and consistent with applicable state and federal laws.

Employees should expect that communications that they send and receive via company-owned equipment including but not limited to desk and laptop computers, cell phones, and other mobile devices will be disclosed to management. Employees should not assume that communications sent or received via company-owned equipment are private or confidential.

We understand that work-related topics may be posted or discussed during non-business hours on private computers. Please be aware that the company's anti-discrimination and anti-harassment policies, as well as confidentiality and noncompetition or non-solicitation agreements apply with equal force to any employee's online posts or discussions. Furthermore, any defamatory and/or profane statements about Bone Dry Roofing and its employees also are prohibited online. Personal opinions should be clearly stated as personal opinions. Employees are not permitted to photograph, audiotape, or videotape Bone Dry facilities, job, or employees without prior approval from their supervisor. Violations of this policy may result in disciplinary action up to and including termination.

Contact with the Media

All media inquiries regarding Bone Dry Roofing and its operations must be referred to the owner. Only an owner is authorized to make or approve public statements pertaining to the company or its operations. No employees, unless specifically designated by an owner, are authorized to make those statements.

Recording Devices in the Workplace

Except as otherwise for in this policy, no employee may photograph, tape, or otherwise record any person, document, conversation, communication, or activity that in any way involves the company or employees of the company, any customers or any other individual with whom the company is doing business or intending to do business in any capacity (for example, vendors, suppliers, consultants, attorneys, or independent contractors).

The authorized copying of documents in the ordinary course of business for the benefit of the company is not prohibited by this policy. “Photographing,” “taping,” and “recording” under this policy include taking still or video pictures (film or digital), or recording any conversation or communications, regardless of whether the conversation or communication takes place in person, over the telephone, or via any other communications device or equipment, and regardless of the method used to tape or record (for example, tape recorder, video recorder, mechanical recording, or wire-tapping equipment), and regardless of where the conversation or communication takes place, i.e., on or off the company’s premises. “Taping” or “recording” also include photographing or recording digital images through cameras of any kind (for example, camera phones, PDA cameras, or concealed cameras). Limited exceptions will apply where the photographing, taping, or recording is being conducted by an individual who has been provided advance written authorization for the activity by an authorized member of Bone Dry Roofing management.

Violations of this policy may result in disciplinary action against the offending employee(s), up to and including termination of employment. Where the conduct engaged in is illegal, violators may also be subject to prosecution under applicable federal, state, or local laws.

Cell Phone Ban for Bone dry Drivers

Employees in certain positions are issued company cellular telephones so they may maintain contact with customers and co-workers when they are out of the office on business. In accordance with state and federal regulations Bone Dry has adopted a cell phone ban for our drivers. Bone Dry drivers are prohibited from sending text messages while driving a Bone Dry truck or a personal vehicle while being used for Bone Dry Business. Additionally, Bone Dry Drivers are prohibited from talking on cell phones while driving a Bone Dry truck or a personal vehicle while being used for Bone Dry business unless the driver is using a hand-free device.

Access to Personnel Files

Upon written request, employees may inspect their own personnel file up to two times each year. Inspections will be held on company premises in the presence of a company official. Contact your direct supervisor to arrange a time to view these records. Employees will be permitted to review records related their qualification for employment, compensation and disciplinary action.

Employees are not permitted access to any letter of reference maintained by the company. If employees disagree with the accuracy of any statement in the records and no correction can be agreed upon, employees may submit an explanatory statement, which will be attached to the records. For more information, contact the direct supervisor.

Customer and Public Relations

Bone Dry Roofing's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that customers have toward our company may be determined for a long period of time by the actions of one employee. Sometimes it's easy to take a customer for granted, but if we do we run the risk of losing not only that customer, but his or her associates, friends, or family who may also be customers or prospective customers.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

Solicitation and Distribution

To avoid unnecessary annoyances and work interruptions, solicitation by any employee of another employee is prohibited while either person is on working time. Employee distribution of literature, including handbills, in work areas is prohibited at all times. Trespassing, soliciting or distribution of literature by non-employees on these premises is prohibited at all times.

Care of Equipment

Employees are expected to demonstrate proper care when using the company's property and equipment. No property may be removed from the premises without the proper authorization of management. If an employee loses, breaks or damages any property, report it to the direct supervisor at once. Employees may be asked to replace the damaged or lost property.

Compensation

Performance Reviews

Performance appraisals are an opportunity for the Company to discuss an employee's work performance and development, as well as future goals. It is also an opportunity for employees to raise any questions or concerns they may have. The objective of the performance appraisals shall be to:

- Provide a record of performance.
- Promote and strengthen the relationship and two-way communications between the employee and the manager.
- Highlight the employee's strengths and develop ways to utilize them fully, identify areas for improvement, and make suggestions for personal development of the employee to enable him/her to make a greater contribution to the organization.
- Clarify job duties and responsibilities.
- Act as a partial basis in establishing the employee's annual work plan.
- Generate suggestions for personal and professional development.

Payday

Employees will be paid bi-weekly on Friday for the previous two weeks of work ending on the Saturday prior to payday. When payday is on a holiday, employees normally will be paid on the last working day before the holiday. Review paychecks for errors. If there is an error, report it to Human Resources immediately. Human Resources will assist in taking the steps necessary to correct the error.

Paycheck Deductions

Bone Dry Roofing is required by law to make certain deductions from each employees' paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state the employee is employed and the benefits chosen, there may be additional deductions. All deductions and the amount of the deductions are listed on their paystub. These deductions are totaled each year on W-2, Wage and Tax Statement. Employees are able to view and print bi-weekly paystub via our payroll website. Please see the payroll department for information on acquiring a user ID and password.

It is the policy of the company that exempt (salaried) employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the company may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time off balances, in whole day increments only.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the payroll department.

Garnishments

When an employee's wages are garnished by a court order, Bone Dry Roofing is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our company will, honor federal and applicable state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Direct Deposit

Employees have the option of receiving pay in a payroll check or having pay deposited into a bank account through direct deposit.

Recording Your Time

Non-exempt employees must record their hours using our online time clock system. Exempt employees may be required to accurately record their time worked in accordance with federal and state wages and hour law. All employees subject to this policy are required to accurately record all time worked. The pay period starts on Sunday and ends on Saturday.

Meals and Break Time

A 30 or 60 minute, unpaid meal break should be taken each day. An employee's direct supervisor is responsible for approving the scheduling of this time. If employees work in the offices of Bone Dry and are paid hourly, it is required to clock out for the lunch break and clock in upon return. Two, 15-minute paid breaks will be approved by the direct supervisor each day. For non-exempt office employees that leave the building /or work area for any reason other than company business; please clock out when leaving and clock in upon returning to resume work.

Overtime

There will be times when employees will need to work overtime so that we may meet the needs of our customers. Although employees will be given advance notice when feasible, this is not always possible. The Company pays overtime to non-exempt hourly employees in accordance with the Fair Labor Standards Act. The Company pays time-and-a-half; one and one-half times a non-exempt employee's rate for all hours worked over 40 hours in any given work week.

Overtime pay shall not be paid twice for the same hours. Paid hours not actually worked, including holiday and vacation pay, will not be counted toward the 40 hour work week required to receive overtime pay.

No overtime may be worked by non-exempt employees unless specifically authorized by management. If employees exceed 40 hours without management approval, it will be considered a violation of this policy and will be subject to the Progressive Disciplinary Policy including immediate termination.

Expense Reimbursement Policy:

Approval and Responsibilities

Employees are required to obtain supervisory approval for expense reports. It is the responsibility of each employee to understand and comply with the business expense policy prior to submitting expenses for payment. Any questions or guidance should be directed to the employee's supervisor or the Executive Vice President. Periodic audits will be conducted on expense reports for compliance with the policy. Non-compliance with the policy is grounds for immediate termination.

By signing an expense report form employees are representing to the Company that the expenditures incurred are in accordance with this policy. The completed and signed expense report form with the required documentation and receipts should be forwarded to payroll for processing.

Once approved by the department manager, expense reports should be submitted to payroll on a bi-weekly basis to coincide with reimbursement through payroll.

Documentation Requirements for Reimbursement

A daily record of expenses is required. All items listed on the expense report should show date, business location (city and state) and business purpose. Receipts must be attached for individual meals, entertainment, lodging, auto rental, cab fare and commercial travel. Although receipts are not readily available for individual miscellaneous expenditures (gratuities, parking, baggage handling, etc.), employees are encouraged to submit receipts whenever possible. All receipts should be taped (not stapled) on letter or legal size plain paper in chronological order. Original receipts are required for processing.

Additional requirements unique to a particular type of business expense are detailed in the appropriate sections that follow.

Expenses Charged to Company by Employee

Certain expenses may be paid directly by the Company. Examples include such items charged on the company Visa or American Express- the purchase must be job-specific with job number identified on the original receipt. The fact that certain allowable business expenses may be paid directly by the Company does not relieve an employee from complying with the substantiation requirements of this policy. Original receipts must be turned into Accounting by the second business day of the following month.

Lodging

Receipts must substantiate lodging expense. When a guaranteed reservation is made and the employee has a change of plans, every reasonable effort should be made to cancel the reservation on a timely basis.

In certain cities and locales, Bone Dry Roofing may have negotiated discounted room rates with specific hotels, motels or apartments. Knowledge of these arrangements will reside with the Company's HR department and/or administrative staff of the local office. Employees should make every effort to utilize such lodging in locations where these arrangements exist.

Travel Sales Team hotel accommodation will be made at a hotel of reasonable cost and in relative proximity to the office in the host city. It is expected that employees will share a room with one other team member. If an employee decides against this, they will be responsible for ½ of the cost of the room.

Transportation

Every effort should be made to ensure the lowest prices of transportation available. Reimbursement will be made for the following modes of transportation.

- Rental cars. Please note additional insurance should not be purchased. In some cases, negotiated discount rates for auto rental may be available. Employees should utilize these arrangements where possible. The Company's travel agent and/or local administrative office should be aware of these arrangements.
- Personal auto used for business will be reimbursed at the prevailing IRS mileage allowance, not to exceed the applicable coach rate airfare for a distant trip. The mileage reimbursement rate covers all vehicle expenses including gas, insurance, and depreciation.
- Cost of taxi or bus to hotels or airports from place of business or residence. Local commuting costs between residence and work location are not allowable business expenses.

Meals

Reimbursement will be made for the actual cost of meals, including reasonable gratuities.

- When away from home or headquarters overnight on Company business.
- When served as an integral part of formal business meetings, seminars, etc.

Per Diem- is paid at a rate of \$25 per day. Receipts must be submitted with the expense report. If the total of the receipts does not meet or exceed \$25, then only the amount spent will be reimbursed.

Business Entertainment

A. General

- Expenditures for entertaining individuals, other than employees of Bone Dry Roofing, must be ordinary and necessary to be allowable and must meet Company standards for appropriate business conduct. The person(s) must have an influence on Company business or business activities and their entertainment should be “direct” or “associated” as defined in the following paragraphs (B) and (C), respectively.
- Employees may claim reimbursement for the business meals with Company employees away from home to the extent that their expenses are reasonable and necessary to the conduct of Company business.
- When faced with project/duty time constraints, management level personnel may claim reimbursement for a reasonable amount for business meals with other Company employees to facilitate the conduct of Company business. This is to be strictly interpreted and no reimbursement will be allowed for reciprocal meals not meeting this description.

B. Business Meals and Directly Related Entertainment

Reimbursement is allowed for ordinary and necessary business meal and entertainment expenses with person (s) outside the Company who have an influence on Company business. Business meal expenses must be directly related to business and incurred under circumstances conducive to a business discussion. Generally, a restaurant, hotel dining room or similar place would be considered conducive to a business discussion. Entertainment expense is directly related to business if the employee is actively engaged in a business meeting, negotiation, discussion or other bona fide business activity, other than the entertainment itself.

C. Documentation Requirements

When reporting expenditures for entertainment, the following should be shown on the receipt or expense report form:

- Date
- Name and address or location of restaurant or other facility.
- Name, title and company of the person(s) involved. Where expenses are incurred for a large number of people readily identifiable as a particular group or individuals, the group itself may be identified rather than the individual participants.
- Business reason: The nature of the expected business benefit to be derived.
- If associated entertainment: Date, duration and location of the related business discussion or activity.

Personal use of Company Credit Cards

If employees have the use of a company credit card- the credit card is to be used ONLY for company business. Personal charges are prohibited. However, if purchases are accidentally made for a personal charge on a company card: notify accounting immediately; arrangements will be made to make a payroll deduction from the employee's paycheck.

Repeated instances of personal use, especially without notification, will result in disciplinary action, up to and including termination of employment.

Company Vehicles

Operators of company vehicles are responsible for ensuring their vehicle receives routine maintenance at a facility approved by Bone Dry or the current fleet management company, including regular oil changes. Operators are also responsible for reporting any issues with the vehicles performance (squeaky brakes, runs rough, etc.) to their supervisor and a facility approved by Bone Dry or the current fleet management company.

Operators are also responsible for the cleanliness and appearance of the vehicle inside and outside. Managers will randomly inspect company vehicles to ensure they are being properly maintained. If a vehicle is in deteriorated condition due to neglect or abuse by the driver and the vehicle needs beyond normal measures to restore to it to passable condition, the driver will be asked to reimburse the company for any changes incurred for restoration.

Operators of company vehicles are responsible for damage to the vehicle caused by the employee's negligence.

Restrictions

Bone Dry Roofing vehicles should be operated by the employee only and all drivers are responsible for maintaining a valid driver's license. Bone Dry Roofing vehicles are to be used for job-related travel only.

Employees are required to park their company vehicles at their designated offices at the end of each business day. If, there are extenuating circumstances that warrant consideration, (such as a late appointment or late production schedule), an employee may drive a company vehicle home from their last job, but only if, they have received prior approval from their direct manager and the markets general manager. This must be done prior to taking vehicle home- said manager will then notify the employee via text or email; failure to do so will result in the following consequences:

- First offense: written warning
- Second offense: further disciplinary action up to and including termination

Smoking is prohibited in company vehicles. The use of seat belts is mandatory for operators and passengers of company vehicles.

Dues of Professional or Technical Organizations

Dues paid by divisional managers/department heads for approved memberships in professional or technical organizations are reimbursable. Dues paid by all other employees are limited to two such approved memberships per employee per calendar year unless approved in advance by divisional managers/department heads. Amounts claimed for reimbursement should be itemized on the expense report and substantiated by receipts.

Training, Conferences and Seminars

Registration fees or similar expenses for Company-approved training courses, conferences, seminars and conventions are reimbursable if approved in accordance with outside seminars, workshops and conference policy.

Donations or Contributions

Donations or contributions are not reimbursable expense items.

Time Off/Leaves of Absence

Holidays

Bone Dry Roofing will be closed the following holidays during the year:

New Year's Day, Thanksgiving Day, and Christmas

Employees will be paid for the above holidays, if they have been with the company at least 6 months, except where state or federal wage and hour law dictates otherwise. However, our company will not be closed the following holidays during year:

Memorial Day, Labor Day, Fourth of July

These three holidays will be flexible holidays: it is mandatory that full-time exempt and non-exempt employees work one of the three holidays. Hourly paid employees will be paid for the hours actually worked on the holiday; these hours can be applied toward any overtime hours employee may be eligible. Part-time employees/Summer Interns must work on the minor holiday to receive compensation. Having worked one of the three holidays, the employee will receive holiday pay for the other two flexible holidays according to the schedule below.

The pay structure for Flexible Holiday pay is:

- Hourly employees will be paid for 8 hours a usual rate.
- Commissioned sales personnel will be paid base salary rate
- Repairman will receive a flat rate of 100.00 for the day.
- If you do not work one minor holiday and are paid for the first two, you will be required to reimburse the company for the holiday pay paid.

Memorial Day and Labor Day always fall on a Monday. However, the Fourth of July does not. When the fourth of July falls on a Saturday or Sunday, it will not be counted as a holiday and employees will not be allowed to take an extra day to compensate for this holiday. If a holiday falls on a Saturday or Sunday, its observance will be at management's discretion.

Furthermore the pre-scheduled work holiday cannot be used as a personal or vacation day. If employee does not work pre-schedule flexible work holiday the employee will not be paid.

Vacation

Full-time employees are eligible for paid vacation time. Vacation pay is a granted benefit and not a form of compensation. Vacation is calculated according to the calendar year.

During the initial year of employment, the employee is eligible for vacation on a prorated basis to be taken after a 90 days introductory period is completed. Human Resources will inform employees of the amount of vacation and the date on which it becomes eligible. Thereafter, the employee receives vacation as follows:

At the beginning of each calendar year, and each year thereafter, until 3 full years of employment, you shall be entitled to one week of paid vacation annually. All annual vacation time granted must be used by Dec 31 of each year. The January following the completion of 3 full years of employment, an employee is entitled to 2 weeks' vacation. Submit vacation requests in writing at least four weeks in advance to Human Resources complete with the supervisor's signature. Length of employment may determine priority in scheduling vacation times.

Vacation cannot be carried over from one year to the next nor is vacation pay granted in lieu of taking the actual time off. Vacation can be taken in blocks on one day at a time. All paid vacation must be used before any unpaid time off is used. Upon voluntary or involuntary termination, eligible employees will not be paid for unused vacation.

Bone Dry Vacation Policy

- Vacation is based on Calendar year, NOT Anniversary Date
- Use it or lose it policy, vacation must be taken during the calendar year
- No pay for unused vacation upon leaving the company
- Pro-Rated First year based upon employee's month of hire. 1 month = 1/12
- No vacation time can be used in first 90 days.

After 90 days:

January- 5 days' vacation

February- 4 days' vacation

March- 4 days' vacation

April- 3 days' vacation

May- 3 days' vacation

June- 2 days' vacation

July- 2 days' vacation

August- 2 days' vacation

September- 1 day vacation

October- 0 days' vacation

November- 0 days' vacation

December- 0 days' vacation

Year 2- 5 days

Year 3- 5 days

Year 4- 10 days

Personal/Sick Days

Full-time exempt employees are eligible for three paid personal/sick days immediately upon hiring. Exempt employees will receive personal/sick pay in compliance with state and federal wage and hour laws.

Personal/sick days cannot be carried over to the following year. Employees are not paid in lieu of taking the actual time off. Employees are not paid for earned but unused personal/sick days upon termination.

Full-time non-exempt employees will receive three unpaid personal/sick days in compliance with state and federal wage and hour laws. Full-time non-exempt employees must use vacation time before using personal/sick days.

Personal/sick days cannot be carried over to the following year. Employees are not paid in lieu of taking the actual time off. Employees are not paid for earned but unused personal/sick days upon termination.

Federal Family and Medical Leave Act

Eligible employees may take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon their return to work.

To be eligible for family/medical leave, you must satisfy both of the following conditions:

1. Worked for the company for at least 12 months and for at least 1,250 hours during the immediately preceding 12-month period.
2. However, if an otherwise-eligible employee works at a work site with fewer than 50 employees at the time the employee requests leave (counting all those employed within 75 miles of the work site), then the employee is not required to provide the FMLA leave to that employee.

Eligible employees may take family/medical leave for any of the following reasons:

1. The birth of an employee's child and to care for such child; or for incapacity due to pregnancy/prenatal medical care.
2. The placement of a child with an employee for adoption or foster care, and in order to care for the newly placed son or daughter; or
3. To care for a spouse, child, or parent ("covered relations") with a serious health condition; or
4. Because of an employee's own serious health condition that renders them unable to perform an essential function of their position or
5. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

6. Leave to care for the employee's spouse, son, or daughter, or parent who is a covered service member with a serious illness or injury incurred or aggravated in the line of duty on active duty.
7. This leave may also be taken by an employee who is next of kin of the covered service member.

Any leave due to the birth and care of such child or the placement of a child for adoption or foster care, and care of the newly placed child, must be completed within one year of the date of birth or placement of the child.

If an employee request leave because of a birth, adoption, or foster care placement of a child or to care for a covered relation with a serious health condition any accrued paid vacation, personal days, or family leave must be used first as part of family/medical leave. If an employee request leave because of their own serious health condition any accrued paid vacation, personal days or family leave must be used first as part of your family/medical leave.

The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Also, family/medical leave may run concurrently with other types of leave. During an approved family/medical leave, the company will maintain your health benefits under the same terms and conditions applicable to employees not on leave.

- If paid leave is substituted for unpaid family/medical leave, the company will deduct a portion of the employee health plan premium as a regular payroll deduction.
- If leave is unpaid, employees must pay a portion of the premium by making arrangements with Human Resources.
- Employee health coverage may cease if a premium payment is more than 30 days late. If your payment is more than 30 days late, we will send you a letter to this effect. If we do not receive your co-payment within 15 days of this letter, your coverage will cease.

If employees elect not to return to work at the end of the leave for at least 30 calendar days, it is required to reimburse the company for the cost of the premiums paid by the company for maintaining coverage during unpaid leave unless the employee cannot return to work because of a serious health condition or because of other circumstances beyond control.

When spouses are employed by this company, they are entitled to a combined total of up to 12 weeks' leave: (1) for birth, adoption, or foster care and in order to care for such a child; or (2) to care for a parent with a serious health condition. Each individual is entitled to 12 weeks' leave because of his or her own serious health condition or to care for the serious health condition of his or her child or spouse without counting leave time taken by the other spouse.

Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If the leave is unpaid, the company will adjust the employee salary based on the amount of time actually worked.

In addition, while employees are on an intermittent or reduced-schedule leave, the company may temporarily transfer the employee to an available alternate position that better accommodates recurring leave and that has equivalent pay and benefits.

Employees must complete the appropriate family/medical leave forms. These forms are available from Human Resources.

If the need for family/medical leave is foreseeable, the employee must give a 30 day written notice prior. If this is not possible, the employee must give notice to Human Resources as soon as practicable (within one or two business days of learning about your need for leave). Failure to provide such notice may be grounds for delay of leave. If the need is because of a planned medical treatment, attempt to schedule the treatment to avoid disrupting the company's operations.

Medical Certification for Serious Health Condition

If employees request a leave because of their own or a covered relations' serious health condition, the appropriate health care provider must supply medical certification. Obtain a medical certification form from Human Resources. If possible, employees should provide the medical certification within 15 days after you request leave. If employees provide at least 30 days' notice of their need for medical leave, they should provide the medical certification before leave begins. If employees do not provide the required medical certification in a timely manner, your leave may be delayed until it is provided.

The company, at its expense, may require an examination by a second health care provider designated by the company, if it has reason to doubt the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the company, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The company may require subsequent medical recertification. Failure to provide requested certification within 15 days if such is practical may result in delay of further leave until it is provided.

Tracking Your Leave

If an employee takes leave because of their own serious health condition or to care for covered relation with a serious health condition, contact Human Resources on a prescheduled basis regarding the status of the leave and intention to return to work. In addition, the employee must give notice as soon as is practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

Returning To Work

If employees take leave because of their own serious health condition (except if intermittent leave is taken), employee must provide fitness-for-duty certification that they are able to resume work before returning. Obtain return-to-work fitness-for-duty forms from Human Resources.

Employees failing to complete the return-to-work medical certification form will not be permitted to resume work until it is provided.

Certain highly compensated employees or “key employees” may be denied restoration to their prior or equivalent position. Key employees are those salaried employees who are among the highest paid ten percent of employees within 75 miles of the worksite. Denial is based on the following conditions:

1. The denial is necessary to prevent substantial economic injury to the employer;
2. The employer has notified the employee of his or hire “key” employee status as well as its decision to deny restoration should the leave take place or continue; and
3. The employee elects not to return to work after being notified of the employer’s decision.

No Work While On Leave

The taking of another job while on family or medical leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

State and Local Family and Medical Leave Laws

Where state or local family and medical leave laws offer more protection or benefits to employees, the protection or benefits provided by such laws will apply

Leave of Absence

Under special circumstances, full-time employee who have completed one year of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of Human Resources.

Leaves may not exceed four weeks, unless approved by executive management. Leaves of absences are granted only after earned vacation is exhausted.

To the extent allowed by the insurance contract, we will continue to provide medical insurance coverage for employees on an authorized leave of absence, for the full length of the leave. During this time you will be responsible for paying your portion of the monthly premium (s).

We will make reasonable efforts for the employee to return to the same or similar job held prior to the leave of absence, subject to our staffing and business requirements.

Bereavement Leave

Full-time employees who have completed their introductory period are eligible for three paid days for the death of an immediate family member. Members of the immediate family include spouse, domestic partner, parents, brothers, sisters, and children, children of domestic partners, grandchildren, grandparents, parents-in-law and parents of domestic partners.

Full-time employees, who have completed their introductory period, are eligible for one paid day to attend the funeral of aunts, uncles, nieces, and nephews.

Requests for bereavement leave should be made to attend the funeral of aunts, uncles, nieces, and nephews.

Requests for bereavement leave should be submitted to Human Resources as soon as possible. Our company reserves the right to request written verification of an employee's family relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

Jury Duty

Full-time employees summoned for jury duty are paid their normal rate of pay for up to five days. Thereafter, the leave is unpaid. All other employees are granted an unpaid leave in order to serve. Employees must provide the company with a copy of the court payment records in order to be compensated.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws. We reserve the right to request proof of jury service issued by the Court upon return. Make arrangements with Human Resources as soon as you receive your summons is received.

We expect the employee to return to their job if they are excused from jury duty during regular working hours.

Voting Leave

Bone Dry Roofing believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Employee will be granted a reasonable amount of unpaid time off in order to vote. We reserve the right to select the hours you are excused to vote.

Exempt and salaried employees will be provided time off with pay as required by state law.

Notify Human Resources of the need for voting leave as soon as possible. Upon return from voting leave, an employee must present a voter's receipt to Human Resources as soon as possible.

Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to Human Resources and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the company unless military necessity makes this impossible. Employees must notify Human Resources of their intent to return to employment based on requirements of the law. Benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from Human Resources.

Military Family Leave

Per the **Military Family Leave Act (MFLA)**, eligible employees who are family members of active duty armed forces personnel are granted up to 10 days of unpaid leave as family military leave **Disaster and Emergency Services Leave**

(Kentucky Employees)

Employees who are volunteer firefighters, rescue squad members, emergency medical technicians, peace officers, or members of emergency management agencies (“emergency service personnel”) are entitled to time off from work without pay when absent or late for work due to responding to an emergency prior to the time the employee is to report to work consistent with state and federal law.

An employee who is absent from work as a result of responding to an emergency is required to provide a written statement from the supervisor of his or her department, squad, or agency stating that the employee responded to an emergency and listing the time and date of the emergency.

Additionally, employees who are injured while acting as emergency service personnel are entitled to up to 12 months of unpaid leave to recover from such injury consistent with state and federal law. This leave may run concurrently with the Family and Medical Leave Act and/or any other leave where permitted by state and federal law. Employees must complete the appropriate leave forms and submit to Human Resources.

1. A written statement from the supervisor, acting supervisor, or director of the volunteer fire department, rescue squad, emergency medical services agency, law enforcement agency, or emergency management agency under whose command the employee was on active duty and on assignment with when the injury occurred; and
2. A written statement from a licensed not practicing physician stating that the employee is injured and the anticipated date for the employee's return to work.

For more information regarding this leave, please see Human Resources

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Witness Leave

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that employees notify Human Resources of the need to take witness leave as far in advance as is possible. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Benefits

Employee Benefits

Bone Dry Roofing has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees. This Employee Handbook describes the current benefit plans maintained by the company. Refer to the actual plan documents and summary plan descriptions for specific questions regarding the benefit plan. Those documents are controlling. The company reserves the right to modify its benefits at any time. We will keep employees informed of any changes.

For nursing mothers, a lactation location will be provided for use during business hours. A wellness incentive program is in place and subject to change annually. Please see Terra Haag, personal fitness trainer provided for all employees at Bone Dry Roofing for details.

Medical, Dental, and Vision Insurance

Eligible full-time employees may enroll in a single, a single plus dependents or a family contract on the first of the month following 60 days of employment. Information and enrollment forms may be obtained from Human Resources.

To assist with the cost of this insurance, our company pays a portion of a single contract. Employees are responsible for paying the balance of a single contract and any dependent coverage through payroll deduction.

Participating employees are also covered under our medical insurance plans prescription drug program. A booklet containing the details of the plan and eligibility requirements may be obtained from Human Resources.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling. Upon termination an employee may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact Human Resources.

Section 125 Plans

(Premium Only Plan)

Our company offers a pretax benefits contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows employees to make contributions toward premiums for medical insurance on a “before tax”, rather than an “after tax” basis. Your premium contributions are deducted from the gross pay before income tax and Social Security is calculated. To participate in this plan, complete an election form and return it to Human Resources.

You cannot make any changes to your medical insurance coverage until the next open enrollment period, unless the family status changes or an employee becomes eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of a spouse. A change in election due to a change in family status is effective the next pay period.

Health Savings Account

Our company makes contributions to the tax-sheltered savings account designated for qualified medical expenses of qualifying employees. This account is known as a Health Savings Account (HSA).

A Health Savings Account is an account that allows account holders to pay for qualified medical expenses and save for future qualified medical expenses and save for future qualified medical expenses on a tax-free basis. Contributions (up to a legal maximum), earnings and qualified distributions are exempt from federal income tax, social security taxes, and state taxes (where permitted). An HSA also gives the account holder the opportunity to increase the account value through tax-free investment earnings.

To make contributions or be eligible to receive company contributions to a HSA, you must be enrolled in a qualified high-deductible health plan as defined by the Code and not enrolled in any disqualifying health care or health plan. For more information regarding the Health Savings Account, including eligibility requirements and contribution guidelines, contact Human Resources.

COBRA

Employees and their covered dependents will have the opportunity to continue medical benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical coverage for employees and their covered dependents would otherwise end due to employee death or because:

- employment terminates, for a reason other than gross misconduct; or
- employment status changes due to a reduction in hours; or
- child ceases to be a “dependent child” under the terms of the medical plan; or
- become divorced or legally separated; or
- become entitled to Medicare.

In the event of divorce, legal separation, or a child’s loss of dependent status, employees or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, contact Human Resources.

401(K) Qualified Retirement Plan

Our company provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for retirement. The company’s contribution, if any, is determined by the employer on an annual basis.

Employees can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from Human Resources. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. Any questions regarding this plan, see Human Resources.

Workers’ Compensation

On-the-job injuries are covered by our Workers’ Compensation insurance policy. This insurance is provided at no cost to employees. If an employee is injured on the job, no matter how slightly, report the incident immediately to Human Resources. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize the claim. We ask for assistance in alerting management to any condition that could lead to or contribute to an employee accident.

Employee Referrals

In order to maintain quality employees Bone Dry Roofing has an employee referral program. IF an employee makes a referral for hire and the individual is hired and completes the introductory 90 day period, the referring employee will be given a \$50 gift certificate.

The referring employee must give Human Resources notice that new employee is a referral at the time of hire.

Suggestions and Ideas

We are always interested in our employee's constructive ideas and suggestions for improving our operations. Employee suggestions should be submitted in writing to your supervisor.

After we investigate your suggestion, employees will be notified whether it is feasible to be put into practice. We believe suggestions indicate initiative. With your approval, we will place the written suggestion in an employee personnel file and consider it at the time of your performance review.

Talk to Us

We encourage employees to bring questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If employees feel they have a problem, present the situation to your direct supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your direct supervisor is able to satisfactorily resolve most matters.

If there are still questions after meeting with the direct supervisor, or further clarification is needed on the matter, request a meeting with Human Resources. A Human Resource staff member will review the issues and meet to discuss possible solutions.

Finally, if the problem has not been fairly or fully addressed, request a meeting with a member of the executive management team.

Suggestions and comments on any subject are important, and we encourage employees to take every opportunity to discuss them with us. Employees' jobs will not be adversely affected in any way because you choose to use this procedure.

If at any time an employee does not feel comfortable speaking with their direct supervisor or the next level of management, discuss the concern with any other member of management with whom the employee feels comfortable with.

The Human Resources Department

The Human Resources department acts as an information center for both employees and management. This department plays an important part in formulating and interpreting company policies and offers help with a variety of problems and matters that concern employees and management. Human Resources staff members are available to discuss subjects such as employment/recruitment, benefits, employee records, safety and disciplinary problems.

The Human Resources department is open Monday through Friday, 8:00 a.m. to 4:30 p.m. Appointments may be arranged for other times.

Employees are encouraged to contribute suggestions or questions so the staff may be more responsive to your needs.

2016 Bone Dry Roofing Organizational Chart



