

Kallimanis Construction & Etc, LLC

Employee Policies and Procedures

I. Employment Basics

- A.** A full-time employee is defined as an employee working 40 hours per week (Monday through Saturday). Part-time employees are defined as employees working 20 hours or less per week.
- B.** Kallimanis Construction & Etc., LLC is an equal-opportunity employer. We provide the same opportunities for hiring, advancement and benefits to everyone without discriminating due to protected characteristics like:
 - 1. Age
 - 2. Sex / Gender
 - 3. Sexual orientation
 - 4. Ethnicity / Nationality
 - 5. Religion
 - 6. Disability
 - 7. Medical history
- C.** Recruitment and selection for new employees will go through the following process:
 - 1. Identify need for an opening
 - 2. Decide whether to hire externally or internally
 - 3. Review the job description and compose a job and select appropriate sources (external or internal) for posting the opening
 - 4. Review applications/resumes
 - 5. Shortlist applications
 - 6. Select the most suitable candidate
 - 7. Make an official offer

II. Workplace (Jobsite) Policies

- A.** Attendance

1. Full time employees are expected to work a full 40 hours per week.
2. A typical work day is 8:00 am to 4:00 pm, with a paid lunch.
3. If the employee works that day, lunch is provided. If the employee does not work the full scheduled work day, lunch is not paid.
4. For each 40 hour week worked, employees will receive one hour of bonus pay.
5. If for some reason the employee must call off from work, employee should do so as early as possible. A no-call/no-show will result in a reprimand.

III. Code of Conduct

A. Harassment and Violence

1. Prohibited Conduct

- a) Causing physical injury to another person.
- b) Making threatening remarks.
- c) Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- d) Intentionally damaging employer property or property of another employee.
- e) Possessing a weapon while on company property or while on company business.
- f) Committing acts motivated by, or related to, sexual harassment or domestic violence.

2. Sexual Harassment Policy

- a) Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
- b) Verbal abuse of a sexual nature;
- c) Touching or grabbing of a sexual nature;
- d) Repeatedly standing too close to or brushing up against a person;

- e) Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- f) Giving gifts or leaving objects that are sexually suggestive;
- g) Repeatedly making sexually suggestive gestures;
- h) Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- i) Off-duty, unwelcome conduct of a sexual nature that affects the work environment

B. Workplace Safety and Health

1. The company's jobsite safety and health goals are:
 - a) Have the best safety and health conditions possible in the jobsite.
 - b) Minimize all injury accidents and health impairment.
 - c) Prevent any major fires, vehicle accidents or property damage losses.
2. If an employee willfully violates safety rules and precautions, this is grounds for a reprimand.
3. Employees should be fever free for at least 24 hours before returning to work (without fever-reducing medication).
4. Employees should be vomit/diarrhea free for at least 24 hours before returning to work.

C. Report all injuries immediately, no matter how minor, to your supervisor. Treatment will be forthcoming and the incident will be recorded.

1. You must notify your supervisor and or the jobsite office prior to leaving the jobsite because of an injury or illness, whether personal or work related.

2. Prior to returning to work after a lost time injury or illness, you must present a medical clearance to the jobsite office from the attending physician.

D. Dresscode

1. Employees will be provided with Kallimanis Construction apparel to be identified on job sites.
2. Workers must wear shoes or boots with slip-resistant and puncture-resistant soles (to prevent slipping and puncture wounds).
3. Safety-toed shoes are recommended to prevent crushed toes when working with heavy rolling equipment or falling objects.
4. High-quality gloves can prevent injury. Gloves should fit snugly.

IV. Compensation

- A. Compensation is paid at an hourly wage based on skills and experience, as well as length of employment.
- B. An employee working a full 40 hour work week will receive one hour of bonus pay.

V. Benefits

VI. Working Hours, PTO, and Vacation

A. Personal Time Off/Vacation

1. Employee must notify employer in at least one month in advance for vacation.
2. Employee must notify at least two days prior to a personal day.
3. Bonus pay hours can be used toward personal time off and vacation.

B. Holidays

1. The following will always be non-work days for Kallimanis Construction:
 - a) Thanksgiving and the day after Thanksgiving
 - b) Christmas and the day after Christmas

2. Other holidays including July 4th, New Year's, and Memorial Day will be dependent upon work schedule and the day the holiday falls on.

VII. Employee Resignation and Termination

A. Reprimand Policy

1. Once an employee has accumulated three reprimands, this is grounds for termination.
2. Reprimands can be given for the following:
 - a) Unsafe work practices
 - b) Violence and aggression
 - c) Harassment
 - d) No-call, no-show

- B. Theft, or suspicion of theft, is grounds for immediate termination. Theft from the jobsite, from the client, fellow trades, or from the company and/or its other employees.**