



# **GIRARD** **EQUIPMENT, INC.**

Specialists for the Tank Transportation Industry Since 1952



**GIRARD EQUIPMENT, INC.**

**4360 Old Dixie Highway**

**(800) 526-4330**

**[www.GirardEquip.com](http://www.GirardEquip.com)**

**Rev 2017-1**

## TABLE OF CONTENTS

<b>WELCOME!</b> .....	<b>5</b>
<b>COMPANY BACKGROUND AND HISTORY</b> .....	<b>6</b>
<b>OUR MISSION</b> .....	<b>6</b>
<b>1.0 EMPLOYMENT PRACTICES</b> .....	<b>7</b>
1.1 NATURE OF EMPLOYMENT.....	7
1.2 EMPLOYEE RELATIONS .....	7
1.3 EQUAL EMPLOYMENT OPPORTUNITY .....	7
1.4 IMMIGRATION LAW COMPLIANCE.....	8
1.5 BUSINESS ETHICS AND STANDARDS OF CONDUCT .....	8
1.6 WORKPLACE DATING.....	9
1.7 CONFLICTS OF INTEREST .....	9
1.8 NON-DISCLOSURE/CONFIDENTIALITY.....	10
1.9 DISABILITY ACCOMMODATION .....	10
<b>2.0 EMPLOYEE CLASSIFICATIONS &amp; RECORDS</b> .....	<b>12</b>
2.1 PROBATIONARY PERIOD .....	12
2.2 EMPLOYMENT CLASSIFICATIONS .....	12
2.2.1 <i>Exempt vs Non-Exempt Employees (FLSA)</i> .....	12
2.3 PERSONNEL FILES.....	15
2.4 PERSONNEL DATA CHANGES .....	15
2.5 EMPLOYMENT APPLICATIONS .....	15
2.6 JOB DESCRIPTIONS .....	15
2.7 WAGE ADMINISTRATION.....	16
<b>3.0 EMPLOYEE BENEFITS</b> .....	<b>17</b>
3.1 BENEFITS & ELIGIBILITY.....	17
3.1.1 <i>Health, Dental &amp; Vision Insurances</i> .....	18
3.1.2 <i>Life and Accidental Death &amp; Dismemberment (AD&amp;D) Insurance</i> .....	18
3.1.3 <i>Long-Term Disability Insurance:</i> .....	18
3.1.4 <i>AFLAC Insurances</i> .....	18
3.2 ANNUAL OPEN ENROLLMENT.....	18
3.3 INSURANCE CONTINUATION (COBRA) .....	18
3.3.1 <i>Notification Requirements</i> .....	19
3.3.2 <i>Period of Coverage</i> .....	19
3.4 WORKERS' COMPENSATION INSURANCE.....	19
3.5 401K RETIREMENT PLAN .....	20
3.5.1 <i>Plan Sponsor-Investment Options</i> .....	20
3.5.2 <i>Eligibility</i> .....	20
3.5.3 <i>Entry Date</i> .....	21
3.5.4 <i>Limit on Contributions</i> .....	21
3.5.5 <i>Safe Harbor Matching Contribution</i> .....	21

3.5.6	Plan Distributions .....	21
3.5.7	Taxation of Distributions .....	22
3.5.8	Participant Loans .....	22
3.6	PAID TIME OFF BENEFITS .....	23
3.6.1	Paid Time Off Benefit and Eligibility .....	23
3.6.2	PAID TIME OFF AND TERMINATION .....	23
3.6.3	SCHEDULING TIME OFF .....	23
3.6.4	REPORTING UNSCHEDULED ABSENCES .....	24
3.6.5	FAMILY EMERGENCIES .....	24
3.6.6	Bereavement Time .....	24
3.6.7	Holidays.....	24
3.6.8	Jury Duty .....	25
3.6.9	Professional Associations .....	26
3.7	LEAVES OF ABSENCE .....	26
3.7.1	Family and Medical Leave (FML).....	26
3.7.2	Eligibility.....	26
3.7.3	Medical Certification .....	26
3.7.4	Notification .....	26
3.7.5	Reporting While on Leave .....	26
3.7.6	Substituting Paid Time .....	26
3.7.7	Group Benefits While on Leave .....	27
3.7.8	Return to Work.....	27
3.7.9	Military Leave.....	27
<b>4.0</b>	<b>TIMEKEEPING/PAYROLL .....</b>	<b>29</b>
4.1	HOURS OF OPERATION.....	29
4.2	PAYDAYS & TIME CLOCKS.....	29
4.3	PAY DEDUCTIONS .....	30
4.4	OVERTIME.....	30
4.5	EXPENSE REIMBURSEMENT .....	31
<b>5.0</b>	<b>EMPLOYEE PERFORMANCE.....</b>	<b>32</b>
5.1	PERFORMANCE EVALUATION.....	32
5.2	DISCIPLINARY ACTION.....	32
<b>6.0</b>	<b>POLICIES GOVERNING EMPLOYEE CONDUCT AND ACTIONS .....</b>	<b>33</b>
6.1	COMMUNICATION.....	33
6.2	OPEN DOOR POLICY .....	33
6.3	ATTENDANCE, PUNCTUALITY, AND JOB ABANDONMENT .....	33
6.4	PERSONAL APPEARANCE .....	34
6.5	WORKPLACE VIOLENCE .....	34
6.6	HARASSMENT POLICY .....	35
6.6.1	Reporting Harassment .....	36
6.6.2	Right of Appeal.....	37
6.7	SAFETY .....	37
6.8	DRUGS AND ALCOHOL .....	38
6.9	WEAPONS IN THE WORKPLACE.....	39

6.10 PERSONAL PROPERTY & INSPECTION .....	39
6.11 SMOKING ON PREMISES .....	39
6.12 EMPLOYEE PARKING .....	39
6.13 VISITORS IN THE WORKPLACE .....	40
6.14 PERSONAL BUSINESS AND SOLICITATION .....	40
6.15 USE OF TECHNOLOGY .....	40
6.15.1 <i>Company Issued Technology</i> .....	43
6.15.2 <i>Email Usage</i> .....	43
6.15.3 <i>Social Media</i> .....	43
6.16 USE OF PHONES .....	44
6.16.1 <i>Land Lines</i> .....	44
6.16.2 <i>Business Cellular</i> .....	44
6.16.3 <i>Personal Cellular</i> .....	44
6.17 MUSIC IN THE WORKPLACE .....	45
6.18 TERMINATION OF EMPLOYMENT .....	45
6.18.1 <i>Return of Property</i> .....	45
6.18.2 <i>Final Pay</i> .....	45
<b>EMPLOYEE ACKNOWLEDGEMENT FORM .....</b>	<b>47</b>

## Welcome!

We want to take this opportunity to welcome you to Girard Equipment, Inc. and to wish you every success here.

We believe that each employee contributes directly to the company's growth and success, and we hope you will take pride in being a member of Girard Equipment.

This handbook was written in an effort to communicate the expectations of our employees and to act as a guideline for employer/employee relations. The provisions of the Handbook are intended to help acquaint employees with Girard Equipment and provide a general summary of some of its policies, procedures, practices, and benefits available to all employees. Please take the time to familiarize yourself with the contents of this handbook as soon as possible, for it will answer many questions about your employment with Girard Equipment.

Girard Equipment reserves the right to alter, amend, or modify these policies with or without prior notice. No statement by management may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

We hope that your experience here will be challenging, enjoyable, and rewarding. Thank you for being part of the Girard Family.

Sincerely,

**Timothy P. Girard**  
**President**



## COMPANY BACKGROUND AND HISTORY

Girard Equipment, Inc. is a privately held corporation that was established in New Jersey in 1952 by John L. Girard. The Company is one of North America's leading builders of the most widely used safety equipment for the tank trailer industry. Girard Equipment, Inc. serves the bulk transportation industry with a broad and varied product line that we, as a company, either distribute for other manufacturers or manufacture and distribute on our own. Over the years, the company has grown in size and is now a dominant force in manufacturing special commodities for the tank truck industry. The people who represent us know us not only for the quality products that we manufacture, but our dedication to the tank trailer industry.



### OUR MISSION

To be the most trusted name in tank component manufacturing by employing the latest manufacturing technologies and personnel truly dedicated to their craft; henceforth, providing our clients with proven products that are deliverable within reasonable timeframes with the quality they expect and the service they deserve.

## 1.0 EMPLOYMENT PRACTICES

### 1.1 Nature of Employment

We hope that this handbook will serve as a useful reference document throughout each employee's employment with Girard Equipment, Inc. Please note that it is not intended to be a contract, express or implied. This Handbook or any other Company policy or procedure, whether verbal or written, does not guarantee employment for a definite period of time or constitute a contract of employment between Girard Equipment, Inc. and any of its employees.

All employees are employed "at-will". This means that either Girard Equipment, Inc. or the employee can terminate the employment relationship at any time, for any reason. Because Girard Equipment, Inc. is a developing and changing organization, it reserves the right to add, modify, delete or otherwise change the provisions of this Handbook, or the policies or procedures on which they may be based, at any time without advance notice or other consideration. For this reason, we encourage contact with a supervisor or human resources to obtain current information regarding the status of any particular policy, procedure, benefit, or practice.

**This Handbook supercedes any other manuals or guidelines that have been previously published.**

### 1.2 Employee Relations

Girard Equipment, Inc. believes that the work conditions, wages, and benefits it offers to employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors. Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Girard Equipment amply demonstrates its commitment to employees by responding effectively to employee concerns. In an effort to protect and maintain direct employer/employee communications, we will do anything we can to protect the right of employees to speak for themselves.

### 1.3 Equal Employment Opportunity

Girard Equipment, Inc., its management team, and its Chief Executive Officer reaffirm the company's commitment to Equal Employment Opportunity for all persons. In implementing this policy, Girard Equipment, Inc. will recruit, hire, train, and promote persons in all job titles regardless of race, color, creed, religion, sex, national origin, veteran status, age, ancestry, marital status, sexual orientation, familial status, genetic information, mental or physical disability, or any other legally protected characteristic. Any employee who has questions regarding equal employment opportunity or feels they are being discriminated against should report the matter to their supervisor or a member of our management team immediately, without fear of reprisal.

## 1.4 Immigration Law Compliance

Girard Equipment, Inc. is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Girard Equipment within the past three years, or if their previous I-9 is no longer retained or valid.

Girard Equipment may participate in the federal government's electronic employment verification system, known as "E-Verify". Pursuant to E-Verify, Girard Equipment provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

## 1.5 Business Ethics and Standards of Conduct

The successful business operation and reputation of Girard Equipment is built upon long-standing principles and standards established by our founding fathers and ingrained into our employees and agents over the course of many years. Our reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

In general, the use of good judgment, based on high ethical principles, will act as a guide with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the employee's immediate supervisor or with a senior manager for advice and consultation.

To ensure orderly operations and provide the best possible work environment, Girard Equipment expects employees to follow rules of conduct that will protect the interests and safety of all employees and Girard Equipment.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including, termination of employment:

- Divulging any confidential information to anyone other than involved parties.
- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Negligence or improper conduct leading to damage of employer-owned or client-owned property.



- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or any absence without notice.
- Unauthorized use of telephones, mail system, or other employer-owned equipment.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

## 1.6 Workplace Dating

Dating and physical relationships between (1) two employees, (2) between employees and vendors, or (3) between employees and customers can have an impact on the workplace. Keep in mind, too, that unwanted sexual advances and requests for sexual favors that are a condition of employment are prohibited under the Company's harassment-free workplace policy. If an employee is dating or is in a physical relationship that falls within 1-3 above, they must immediately inform Human Resources. If it falls under (1) above, a Dating and Relationship Agreement and Acknowledgement of Harassment-Free Workplace Policy must be signed and executed. However, if the Company determines the relationship interferes with the work environment, or is not in the best interests of the Company, the Company may take appropriate action, up to and including termination. Married couples are exempt from this policy and new applicants already engaged in a relationship with a Girard Equipment employee must notify management during the interview process for consideration.

## 1.7 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Girard Equipment wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Girard Equipment, Inc. Business dealings with outside companies should not result in unusual gains for those companies. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative because of Girard Equipment business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside companies. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose as soon as possible the existence of any actual or potential conflict of interest to a member of Girard Equipment's upper management, so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a company with which Girard Equipment does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Girard Equipment.

## **1.8 Non-Disclosure/Confidentiality**

During the course of employment, employees may be given or have access to certain confidential information relating to Girard Equipment's business and to Girard Equipment's customers. Such information includes that which is not generally known to persons outside Girard Equipment, and may include, but is not limited to, information, oral and written, concerning:

- Financial information;
- Proprietary product information;
- Marketing and sales information relating to existing and future products and services; advertising and/or sales plans or practices including, but not limited to, pricing, pricing structures, costs, invoicing, billing, and/or financial records related to sales;
- Customer & vendor information (including their names, addresses, contact, and financial information, transactions, or status);
- Information concerning plans of the business or prospective business plans;
- Information concerning business policies and procedures.

Confidential information must not be discussed or otherwise shared by an employee with anyone outside Girard Equipment except to the extent necessary to perform the employee's duties at Girard Equipment or with the prior written consent of Girard Equipment's Chief Executive Officer. Any employee who improperly uses or discloses such confidential or protected information or trade secrets will be subject to disciplinary action, up to and including immediate termination of employment and legal action, even if they do not actually benefit from the disclosed information.

## **1.9 Disability Accommodation**

Girard Equipment ensures equal opportunity employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Girard Equipment's hiring procedures provide persons with disabilities meaningful employment opportunities. Upon request, job applications will be made available in alternative, accessible formats, such as assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

Girard Equipment is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Girard Equipment will follow any provincial or local law that provides individuals with disabilities greater protection.

This policy is neither exhaustive nor exclusive. Girard Equipment is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with all applicable federal, provincial, and local laws.

## 2.0 EMPLOYEE CLASSIFICATIONS & RECORDS

### 2.1 Probationary Period

All new and rehired employees work on a probationary basis for the first 90 calendar days after their date of hire. If Girard Equipment decides to offer a temporary employee from an employment agency a full-time position, the 90-day period begins on the first day the temporary employee becomes a permanent employee of Girard Equipment, Inc. During the probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and social security and all other benefits as outlined in this handbook. Employees become eligible for other company benefits as described in the Employee Benefits section of this handbook.

The probationary period is intended to give introductory employees the opportunity to demonstrate their competence based on training received, their ability to achieve a satisfactory level of performance, and to determine whether the new position, outlined in their job description, meets their expectations. Girard Equipment uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Girard Equipment may end the employment relationship at will at any time during or after the probationary period, with or without cause or advance notice.

### 2.2 Employment Classifications

It is the intent of Girard Equipment, Inc. to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Girard Equipment.

#### 2.2.1 Exempt vs Non-Exempt Employees (FLSA)

According to the Fair Labor Standards Act (FLSA), each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provisions of Girard Equipment's Overtime Policy and federal and state laws. Exempt employees are not entitled to overtime pay. An employee's exempt or non-exempt classification may be changed only upon written notification by management.

To determine if an employee is exempt, there are two tests that need to be conducted. The first is a "Duties Test" and the second is a "Salary Test" (\$455/week or \$23,600/year).

The most common misconception is that salaried employees are exempt employees. This is not the case. Salaried employees are not necessarily exempt. The salary test is only half of the equation. A salaried employee must also pass the duty test in order to be exempt. Unless the duty test is met, the salaried employee must receive overtime pay.

The duties test involves examining the employee's primary duties. The paragraphs below outline the common areas of exemption: ***Executive Exemption, Administrative Exemption, Professional Exemption, Computer Professional Exemption and the Highly Compensated Employee Exemption.***

- **Executive Exemption Duty Test:** The primary duty is the management of the enterprise or a department within the enterprise.
  - Interviewing, selecting, and training employees
  - Adjusting rates of pay or work hours
  - Planning and directing work tasks
  - Maintaining documents used for performance evaluations
  - Conducting employee reviews
  - Addressing workplace complaints or grievances
  - Budgetary decisions and oversight
  - Monitoring or implementing legal compliance measures
  - Ensuring employee safety
  - Regularly directs the work of two or more other employees.
  - Has authority to hire or fire employees, or alternatively, management will heed their recommendations to hire or fire employees
  
- **Administrative Exemption Duty Test:** The employee's primary duty is the performance of office or non-manual work directly related to the management or general business operations of the employer or its clients/customers (e.g. finance, auditing, budgeting, purchasing, advertising, human resources, quality control, legal and regulatory compliance, employee benefits, labor relations, and health and safety). The employee's primary duty must also require the exercise of discretion and independent judgment with respect to matters of significance.
  
- **Professional Exemption Duty Test:** The primary duty is the performance of work which requires either:
  - Knowledge of an advanced type, or field of science, or learning customarily acquired by a prolonged course of specialized intellectual instruction; or
  - Invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor.

***Two types of professional exemptions:***

1. **Learned Professional** - The work must require advanced knowledge
  - Intellectual in character.
  - Requires consistent discretion and independent judgment.
  - Not routine mental, manual, or mechanical work – usually acquired through prolonged specialized study.
  - Specialized degree or period of instruction. Examples include: Lawyers, Doctors, Pharmacists, Registered Nurses, Physician Assistants, Chefs, and Athletic Trainers.
  
2. **Creative Professional** - The employee's primary duty must require invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor.
  - Not routine mental, manual, or mechanical work; a recognized field of artistic creative endeavor.
  - Original and creative in character.
  - Not mere reproduction by an employee with ability and training (e.g., music, writing, acting, graphic design).

- **Computer Professional Exemption Duty Test:** The primary duty must consist of:
  - Application of systems analysis techniques and procedures (e.g., consulting with users to diagnose and fix IT problems);
  - Design, development, analysis, testing, or modification of computer systems or programs (e.g., creating prototypes or design specifications);
  - Design, testing, creation, or modification of computer programs related to machine operating systems; or
  - A combination of any of the above, so long as the duty requires the same skill level. Unlike other exemptions, allows for hourly rate: \$913 or more per week and on salary basis; or \$27.63 or more per hour.
  
- **Highly Compensated Employees Exemption Requirements:**
  - Annual compensation of at least \$134,004; – Compensation includes at least \$455 per week in salary; – The employee’s primary duty includes performing office or non-manual work; and – The employee customarily and regularly performs at least one of the exempt duties or responsibilities of an exempt, administrative, or professional employee.

In addition to the above categories, each employee will belong to one other employment category:

**FULL-TIME** employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the company’s full-time schedule. Generally, they are eligible for the company’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

**PART-TIME** employees are those who are not in a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as social security and workers' compensation insurance), they are ineligible for all of the company’s other benefit programs.

**TEMPORARY** employees are those that are hired to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. While they do receive all legally mandated benefits (such as Social Security and workers’ compensation insurance), they are ineligible for all of the company’s other benefit programs.

**INTRODUCTORY** employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Girard Equipment is appropriate.

## 2.3 Personnel Files

Girard Equipment, Inc. is committed to accurate record keeping of all employee information. Items that may be kept in an employee's personnel file include, but are not limited to the following.

- New hire information
  - Employment application, including copies of a résumé and/or cover letter
  - Employee profile information
  - Signed handbook acknowledgement
  - W-4s
  - Forms for and results of background checks, drug test, and other tests, if any
  - Employment agreement letter or contract, if applicable
  - Direct deposit forms and information
- Performance evaluation forms and notes
- Promotion records
- Disciplinary or complaint records
- Insurance records
- Payroll records
- Leave records and supporting documentation

Florida law does not require employee access to personnel files.

## 2.4 Personnel Data Changes

It is the responsibility of each employee to promptly notify Human Resources of any changes in their personal information, including mailing addresses, telephone numbers, personal email addresses, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. The employee's immediate supervisor should be notified of any changes, who in turn will notify the appropriate company staff.

## 2.5 Employment Applications

Girard Equipment relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## 2.6 Job Descriptions

Girard Equipment makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes the following sections: Job Summary, General Responsibilities of the Position, Job Specific Responsibilities, Qualifications for the Position, Training Requirements and Experience and Skill Requirements.

Girard Equipment maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Manager of Human Resources prepares job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. If an employee has any questions or concerns about their job description, they should contact their immediate supervisor.

## **2.7 Wage Administration**

Girard Equipment strives to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive wages within our labor market. Because recruiting and retaining talented employees is critical to our success, Girard Equipment is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. Girard Equipment periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process. Incentive bonuses may be awarded depending on the overall profitability of Girard Equipment and based on each employee's individual contributions to the company. Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices.



## 3.0 EMPLOYEE BENEFITS

### 3.1 Benefits & Eligibility

Employees are eligible to participate in insurance benefit programs after 30 days of continuous, full-time employment. If an eligible employee elects benefits, coverage will begin on the first day of the month following the 30 day waiting period.

Eligible employees at Girard Equipment are provided a wide range of benefits. A number of the programs (such as social security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

The following benefits are available to all full-time employees:

- Medical Insurance
- Life and AD&D Insurance
- Long-Term Disability Insurance
- Dental Insurance
- Vision Care Insurance
- AFLAC Insurances (Cancer, Critical Care, etc.)

A summary and/or handbook of benefits is provided by each insurance carrier. Actual coverage is determined by the express terms of the plan documents. Both the employee and their family are encouraged to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. Girard Equipment reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

Eligible employees may participate in the insurance plans subject to all terms and conditions of the agreement between Girard Equipment and the insurance carrier.

The company that provides these coverages is determined by Girard Equipment and can be changed at any time, with notice to employees. Details of the insurance plans are described in each carrier's Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees.

### 3.1.1 Health, Dental & Vision Insurances

Girard Equipment provides health insurance coverage for eligible employees with financial participation on the part of the employee. Girard Equipment pays for a portion of the employee's coverage only. Any additional family members can be added for a cost to be paid by the employee.

### 3.1.2 Life and Accidental Death & Dismemberment (AD&D) Insurance

This coverage is provided at no cost to all eligible employees. The benefit is equal to one times the employee's annual salary up to \$350,000 per eligible employee or two times the employee's annual salary if the cause of death is accidental. Upon attaining eligibility for Girard Equipment's life insurance coverage, employees will be asked to designate a beneficiary. A change of beneficiary may be requested at any time.

### 3.1.3 Long-Term Disability Insurance:

Long-term disability insurance is provided at no cost to eligible employees. The benefit is equal to 60% of the employee's annual wages in the event of a disability. The benefit begins after 180 days of continuous disability and the maximum monthly benefit is \$5,000.

### 3.1.4 AFLAC Insurances

Employees may also purchase AFLAC insurances at preferred rates through Girard Equipment's benefit program. Some of these coverages include cancer, critical care & recovery, and life insurance.

## 3.2 Annual Open Enrollment

Girard Equipment will review the insurance programs each year and reserves the right to amend or terminate, in whole or in part, any or all of the programs as well as the contribution amounts.

If the Company continues to offer insurance coverage to employees, they will present the plans available to employees during the "Open Enrollment" period, which takes place in February of each year. During this time, employees will have the opportunity to revisit their benefit elections and add or discontinue benefit coverage for themselves or their family members. This is the only time changes can be made to the employee's coverage, unless there is a qualifying event such as marriage, adoption of a child, divorce, etc. For a full list of qualifying events, please contact Human Resources.

Each employee is required to complete the enrollment paperwork each year whether they are electing benefits or not.

## 3.3 Insurance Continuation (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law that requires most employers sponsoring group health plans to offer a temporary continuation of group health coverage when coverage would otherwise be lost due to certain specific events.

Through COBRA, employees and their qualified beneficiaries have the right to continue group health insurance coverage after a "qualifying event". The following are qualifying events:

- Resignation or termination of the employee;
- Death of the covered employee;
- A reduction in the employee's hours;
- For spouses and eligible dependents, the employee's entitlement to Medicare;
- Divorce or legal separation of the covered employee and his or her spouse;
- A dependent child no longer meeting eligibility requirements under the group health plan.

Under COBRA, the employee or beneficiary pays the full cost of health insurance coverage at Girard Equipment's group rates plus an administration fee.

### 3.3.1 Notification Requirements

The employee, or family member, has the responsibility to inform Human Resources of a divorce, legal separation, or a child losing dependent status within 60 days of the event. Girard Equipment has the responsibility to notify the company's COBRA Administrator of the employee's change in status or death, termination of employment, or reduction in hours. Once the notification has been made to the COBRA Administrator, the COBRA Administrator will inform the employee that he or she has the right to choose continuation of coverage. If employees choose to continue coverage, Girard Equipment is required to provide coverage that is identical to the coverage provided under the plan to similarly situated employees or family members.

### 3.3.2 Period of Coverage

Continuation of coverage is extended from the date of the qualifying event for a period of 18 to 36 months. The length of time for which continuation coverage is made available (i.e., the "maximum period" of continuation coverage) depends on the type of qualifying event that gave rise to the employee's COBRA rights.

An employee's continuation of coverage may be cut short for any of the following reasons:

- Girard Equipment no longer provides group health coverage to any of its employees;
- The premium for the employee's continuation coverage is not paid in full on a timely basis;
- The employee becomes covered under another group health plan;
- The employee becomes entitled to Medicare.

## 3.4 Workers' Compensation Insurance

Girard Equipment provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Employees who sustain work-related injuries or illnesses should

inform their supervisor immediately. Most workers' compensation policies have specific rules and regulations that companies must adhere to when reporting an injury and seeking medical attention. No matter how minor an on-the-job injury may appear, it is important that it be reported to the supervisor immediately. The supervisor must document the injury immediately by completing a Worker's Compensation Report of Injury form located under Human Resources on the server. This form states vital information regarding the injury and should be completed in full in order to ensure the employee's rights to compensation and medical care. This form must be submitted to Human Resources immediately. Failure to immediately notify the Company of such an injury or illness may result in the forfeiture of the employee's right to collect worker's compensation benefits.

### 3.5 401K Retirement Plan

Girard Equipment, Inc. offers a 401k retirement plan. Under the Plan, an employee may elect to have a portion of their salary (either a fixed amount or a percentage) deposited directly into a 401k account. This pre-tax contribution is called a "Salary Deferral". As a pre-tax contribution, it is not necessary to pay any income tax while the Salary Deferrals are held in the Plan and any earnings on the Salary Deferrals are not taxed while they remain in the Plan.

Employees may also choose to make contributions to the Plan on an "after-tax basis" by designating the Salary Deferrals as **Roth Deferrals**. While the Roth Deferrals are taxed in the year they are contributed to the Plan, the employee will not be taxed on the contribution or earnings attributable to Roth Deferrals under the Plan when withdrawn from the Plan, as long as the withdrawal is a qualified distribution (See Plan Distributions).

Employees may change their contribution amounts at any time by completing either a revised Open Enrollment Form or by going on-line. Online registration information, 401k Retirement Planning Tools, and an enrollment packet will be given to all employees at the time of eligibility

#### 3.5.1 Plan Sponsor-Investment Options

The 401k portfolio of funds is managed by Voya Financial-Morgan Stanley. When an employee becomes eligible to participate in the Plan, they will receive an enrollment packet and will be required to complete an enrollment form and decide on an investment portfolio. It is strongly suggested that each employee arrange an appointment with the Plan's local Financial Advisor. Employees may request this information at any time from Human Resources. If the employee prefers, Human Resources is able to set an appointment up at our offices. Management is unable to offer advice regarding the investment options.

#### 3.5.2 Eligibility

All employees who are at least 21 years of age are eligible for participation in Girard Equipment's retirement plan after one (1) year of service with the company. A year of service is earned after working at least 1000 hours for Girard Equipment during the 12-month period immediately following the date of hire. Employees covered under a collective bargaining agreement (i.e., union employees), non-resident aliens, and leased employees are not eligible to participate in the Plan.

### 3.5.3 Entry Date

Once the eligibility conditions have been met, an employee may enroll in the Plan (Entry Date) on January 1<sup>st</sup> or July 1<sup>st</sup>, depending on the eligibility date. For example, if the Plan's eligibility conditions are met on April 12, an employee will be eligible to enter the Plan on the following July 1. If on the other hand, the eligibility conditions are satisfied on November 12, an employee will be eligible to enter the Plan on the following January 1.

### 3.5.4 Limit on Contributions

The IRS imposes limits on the amount a participant may contribute as Salary Deferrals during a calendar year. The maximum deferral limits are adjusted for cost-of-living each year by the IRS. In addition, if a participant is at least age 50 by December 31 of the calendar year, a special catch-up contribution may be made in addition to the maximum deferral limit. The Human Resources Manager will be able to provide employees with the maximum limits imposed each year by the IRS.

### 3.5.5 Safe Harbor Matching Contribution

This Plan is a "Safe Harbor" 401k Plan. Girard Equipment will provide a Safe Harbor Matching Contribution to the Plan for those employees who satisfy the eligibility requirements and who are currently contributing to the Plan. This Safe Harbor Matching Contribution will ***equal 100% of the amount the employee contributes to the Plan for each payroll period up to 4% of the employee's compensation for that period.***

Any Safe Harbor Matching Contributions made to the Plan on behalf of an employee generally will be made within seven (7) days after the payroll pay date.

### 3.5.6 Plan Distributions

The 401k contains detailed rules regarding distribution of benefits. Some of those rules are outlined below. Before considering a qualified distribution, employees should not only check with Human Resources for more information, but also with an accountant regarding tax consequences.

- **Upon Termination of Employment.** When an employee terminates employment, they are entitled to a distribution from the Plan. One form of distribution is to roll the funds into a qualified IRA or 401k account. If an employee decides to cash in their 401k fund but have not reached the required age of 59 ½ at the time of the distribution, they will be subject to a 10% penalty tax in addition to regular income taxation on the amount of the distribution that is subject to taxation.
- **Upon Reaching Age 59 ½ and Employed:** If an employee has reached age 59 ½, funds may be withdrawn, however, keep in mind that the distribution will be subject to tax and there are some limitations.
- **Upon Hardship:** To receive a distribution on account of hardship, one of the following events must occur and be documented. Hardship distributions may only be taken on Pre-Tax Salary Deferrals (not Roth) and any 401k loans must be paid in full. If a hardship withdrawal is taken,

the employee will be suspended from making any further Salary Deferrals for six months following the receipt of the hardship distribution.

- to pay unpaid medical expenses for the employee, spouse or dependents;
  - to purchase a principal residence;
  - to pay tuition and related educational fees for the employee, spouse or dependents;
  - to prevent the employee's eviction or to prevent foreclosure on a mortgage on the principal place of residence;
  - to pay funeral or burial expenses for a deceased parent, spouse, child or dependent.
  - to pay expenses to repair damage to a principal residence (with contingencies).
- **Upon Death:** If an employee should die before taking a distribution of the entire account balance, the remaining benefits will be distributed to the employee's beneficiary or beneficiaries. If the employee is married, the spouse is usually treated as the employee's beneficiary, unless an alternative beneficiary was designated to receive benefits under the Plan. If no beneficiary is designated, upon death, the benefits will be distributed first to the employee's spouse; if there is no spouse, then equally to the employee's children; if no children, then to the employee's estate.

### 3.5.7 Taxation of Distributions

In general, any Plan distribution must be included as taxable income in the year the distribution is received. More detailed information on tax treatment of Plan distributions is contained in the "Special Tax Notice" which may be obtained from Human Resources.

### 3.5.8 Participant Loans

The Plan permits participants to take a loan from the Plan. To receive a Participant loan, the employee must sign a promissory note and pledge the account balance as security for the loan. No loan may be made from Roth Deferral Contributions.

All employees are strongly advised to consult a financial advisor when considering any type of withdrawal or loan from their 401k program. All employees have the right to review a copy of the complete Plan Document upon request to Human Resources.

## 3.6 Paid Time Off Benefits

### 3.6.1 Paid Time Off Benefit and Eligibility

All full-time employees are entitled to earn paid time off to use for vacation, illness, injury or personal business after completing six months of service. Paid time off will be earned on the first day of the calendar year and increase on an employee's anniversary date thereafter according to the schedule below.

Schedule of Time Employed	Sick Days	Vacation Days
6 Months through 1 Year	3 days	5 days
2 Years through 4 Years	3 days	10 days
5 Years through 19 Years	3 days	15 days
20 years and over	3 days	20 days

When earned, all vacation time must be used before the end of the calendar year or it will be forfeited. Earned sick time will be paid out at the end of the year if not used.

Earned vacation and sick time is paid at the employee's base pay rate. It is not included in calculating the following types of pay: overtime, incentives, commissions, bonuses, etc. Work-related accidents and illnesses are covered by Workers' Compensation Insurance pursuant to the requirements of the laws in the state(s) in which Girard Equipment operates. The paid time off policies outlined herein do not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy. ***Non-exempt employees may choose to save vacation days and may take Unpaid Time Off, at the discretion of their supervisor, up to 3 days per calendar year.***

### 3.6.2 Paid Time Off and Termination

**Voluntary Termination of Employment** - Employees will be paid for unused accrued paid time off upon termination of employment, based on the following.

- A two week notice must be provided. The two week notice must not utilize any paid time off.
- If the employee terminates employment within the first 6 months of the year, paid time off will be prorated accordingly.

**Involuntary Termination of Employment** – May be paid at management's discretion.

### 3.6.3 Scheduling Time Off

Employees must submit a Time Off Request for all requested time off for any time period of 2 hours or more. Time off must be taken in full or half day increments (.5 or 4 hour increments). This Time Off Request must be submitted to the employee's immediate supervisor as far in advance as possible to ensure proper coverage is available. Girard Equipment requires a minimum of a 30-day notice for all non-emergency time off requests five (5) consecutive days or over. The supervisor is responsible for submitting the approved requests to Human Resources. ***Non-exempt employees may choose to save vacation days and may take Unpaid Time Off, at the discretion of their supervisor, up to 3 days per calendar year.***

Requests for time off will be granted as requested by employees when possible. However, employees must keep in mind that operating Girard Equipment requires an adequate number of trained staff in the different areas of the company. In order to operate properly, no employees with shared responsibilities will be off at the same time. In addition, no employee will be granted time off without adequate coverage for their responsibilities. This must be kept in mind when scheduling vacations and this can mean that a request for time off will be denied if it would cause insufficient staffing at Girard Equipment. Time off will typically be granted based on (1) having accrued time; and (2) “first come, first serve” basis; however, there are times when a person’s seniority within the company will have to be considered. Seniority is defined as length of time with the company as well as position.

#### **3.6.4 Reporting Unscheduled Absences**

If an employee is unable to work due to an illness or injury, or if they are expected to be more than 15 minutes late, they must notify their supervisor as far in advance of the scheduled reporting time as possible, by phone call. If the employee is unable to speak due to the illness or injury, it is acceptable to have someone in their immediate family or a co-worker call on their behalf. Texting (SMS) is not an acceptable means of notification.

If an employee is absent two consecutive workdays without notifying the Company, they will be considered to have voluntarily resigned or abandoned their job. If an employee leaves the premises prior to the end of their scheduled shift without receiving approval from their supervisor, they will be considered to have voluntarily resigned or abandoned their job at that time.

Girard Equipment, Inc. reserves the right to request a doctor’s note substantiating any absence from work at any time. Excessive absences and/or tardiness are cause for disciplinary action, up to and including termination of employment.

#### **3.6.5 Family Emergencies**

Girard Equipment realizes that family or personal emergencies can occur that may require an employee to leave work abruptly, arrive late, or leave early. Employees must inform their supervisor if such a situation arises. If their supervisor is not reachable, then any available supervisor should be notified.

#### **3.6.6 Bereavement Time**

Three bereavement days, with pay, are granted to regular full-time employees in the event of a death in the employee’s immediate family, i.e. spouse, parents, grandparents, mother in-law, father-in law, children, and siblings. Absence for funerals other than those listed above can be taken using accrued paid time off if eligible.

#### **3.6.7 Holidays**

Full-time employees of Girard Equipment are eligible for holiday pay. Identified days are subject to change at the discretion of management; however, Girard Equipment will typically observe the following holidays:

- New Year's Day



- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Day After Christmas

If a holiday falls on a Saturday or Sunday, Girard Equipment may designate another day on which the holiday will be celebrated at the Company's discretion. The actual calendar day on which Girard Equipment will observe the above holidays will be published in a memorandum and distributed to all employees annually. Girard Equipment may, on rare occasion, require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws.

**Employees are required to work their scheduled workday before and after the holiday in order to receive holiday pay, unless a Scheduled Time Off Request has been approved in advance.**

### 3.6.8 Jury Duty

Girard Equipment encourages employees to fulfill their civic responsibilities by serving jury duty when required. Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day(s) of absence.

Employees must show the jury duty summons to their supervisor upon receipt so that the supervisor may make arrangements to accommodate their absence. Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve.

Either Girard Equipment or the employee may request an excuse from jury duty if, in Girard Equipment's judgment, the employee's absence would create serious operational difficulties. Girard Equipment will continue to provide health insurance benefits for the full term of the jury duty absence.

### 3.6.9 Professional Associations

Girard Equipment maintains memberships in selected professional associations where the exchange of ideas and information among various organizations may contribute to Girard Equipment's progress. For these approved memberships, the Company will pay all dues and reasonable expenses incurred by participating employees.

## 3.7 Leaves of Absence

### 3.7.1 Family and Medical Leave (FML)

Girard Equipment is governed by the Federal Medical Leave Act (FMLA), which entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with up to 4 weeks of job protected, unpaid leave per rolling calendar year for the following reasons:

- Birth or placement of a child for adoption or foster care (available to persons of either gender).
- To care for a spouse, child or parent with a serious health condition.
- To attend to the employee's own serious health condition if the condition causes the employee to be unable to perform the essential functions of his or her position.

### 3.7.2 Eligibility

To be eligible for family and medical leave under this policy, an employee must have 12 months with Girard Equipment and must have worked at least 1,250 hours during the 12-month period prior to the commencement of the leave. Employees must work at a location where at least 50 employees are employed by the employer within 75 miles.

### 3.7.3 Medical Certification

Girard Equipment will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent. For the employee's own medical leave, the certification must include the reason why the employee is unable to perform any of the essential functions of his or her position.

### 3.7.4 Notification

When the leave is foreseeable, an employee is to provide Girard Equipment with at least 30 days' notice. Where the need for leave is not foreseeable, he or she is to provide as much notice as practical.

### 3.7.5 Reporting While on Leave

An employee **must** contact Girard Equipment on a weekly basis while on leave regarding the status of the serious health condition and intentions to return to work. A minimum of two days' notice is required if the dates of the leave changes or are extended beyond the originally requested timeframe.

### 3.7.6 Substituting Paid Time

Under certain circumstances, if accrued vacation or sick time is available, it may be substituted for unpaid family and medical leave. Any paid time that is substituted for unpaid leave will not be included in the maximum four-week leave period. For example: If an employee has accrued one week of paid time off, the four week leave period would start at the end of that week.

### **3.7.7 Group Benefits While on Leave**

During an approved family/medical leave, employees will have the option of continuing their medical, dental and vision coverages under COBRA. The employee will be responsible for paying these premiums in full. This continuation of coverage will be offered under COBRA effective the first day of leave. Girard Equipment will continue to pay for Life and AD&D Insurance during the employee's leave. The employee will be responsible for paying the premiums for any other elective coverage obtained through Girard Equipment such as voluntary life, disability and cancer insurance.

Time off accruals and holiday benefits will be suspended during the leave and will resume upon the employee's return to active employment.

### **3.7.8 Return to Work**

The employee must return to work from a leave of absence on their scheduled return date or their employment may be terminated.

### **3.7.9 Military Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA)<sup>1</sup>. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

---

<sup>1</sup> Under USERRA, uniformed services consist of the following: Army, Navy, Marine Corps, Air Force, Coast Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, Commissioned Corps of the Public

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

## 4.0 TIMEKEEPING/PAYROLL

### 4.1 Hours of Operation

The following paragraphs outline the hours of operation for each location. Operational demands may necessitate variations in starting and ending times, days of the week, as well as variations in the total hours that may be scheduled each day and week. Schedule and employee assignments are subject to change. An individual's daily and work week schedule, especially exempt employees is dependent upon their particular job responsibilities, the need to provide adequate coverage, and the time required to complete assigned tasks, projects and overall job duties.

**Satellite Locations** – Normal hours of operation are from 8:00 to 5:00 pm, Monday through Friday. Full-time employees are required to work 8 hours each day, 40 hours per week, with a non-paid, half-hour lunch break. These work hours are subject to change during seasonal periods.

**Florida Factory Workers** – First shift hours of operation for all factory workers are 7:00 am to 3:30 pm, Monday through Friday. Second shift hours of operation for all factory workers are 3:30 pm to midnight. Full-time, non-exempt employees generally work 8 hours each day, 40 hours per week with a non-paid, half-hour lunch/dinner break and two paid 15-minute breaks.

**Florida Factory Administration** – For administrative employees located at the factories, normal work hours are from 8:30 am to 5:00 pm, Monday through Friday. Regular, full-time employees are required to work 8 hours each day, 40 hours per week with a non-paid, half-hour lunch break.

**Corporate** – Normal hours of operation for corporate employees are from 8:30 am to 5:00 pm, Monday through Friday. Full-time employees are expected to work at least 8 hours each day, 40 hours per week with a non-paid, one-half hour lunch break.

**Outside Sales Personnel** – Normal work hours for outside sales employees are varied. The position may require travel and such travel will be considered time worked.

In the event of inclement weather, management will notify employees if the company is closing early, opening late, or closing altogether in a particular facility. Paid time off will be left to the discretion of management.

### 4.2 Paydays & Time Clocks

All employees are paid on a biweekly basis. Each paycheck will include earnings for all work performed through the end of the current period, which normally runs from Monday to Sunday. All non-exempt employees located at the factories - **Foundry, Assembly Plant, and Machine Shop** - are required to punch in and out on a daily basis. All other non-exempt employees are required to complete an electronic time sheet and must do so no later than 5:00 pm on Fridays. Employees will receive time clock sign in information at the time of orientation. Exempt employees are not required to submit timesheets.

Paychecks are issued on the Wednesday following the close of the pay period either via direct deposit or a paper check. When a payday falls on a company-observed holiday, paychecks will normally be

distributed on the preceding workday. If the reported hours are different from the hours for which an employee was paid, an adjustment will be made in the following pay period.

### 4.3 Pay Deductions

The law requires that Girard Equipment make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Girard Equipment must also deduct social security taxes on each employee's earnings up to a specified limit which is called the social security "wage base". Girard Equipment matches the amount of social security taxes paid by each employee up to the federally required maximum.

### 4.4 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these assignments will be provided. Non-exempt employees are entitled to overtime pay under the specific provisions of Girard Equipment's Overtime Policy and federal and state laws. Exempt employees are not eligible for overtime and will not receive additional compensation for hours worked in excess of 40 hours in a week.

A non-exempt employee may not work overtime without prior approval by his or her supervisor. Hours considered in calculating overtime are those hours an employee actually works on site. Vacation, sick days, jury duty, holidays, bereavement, and any other paid absences are not part of the overtime calculation. Absences or "leave without pay" would not be included in overtime calculations.

Non-exempt employees will be paid overtime at a rate of time and one-half their regular hourly rate for pre-approved hours actually worked over 40 in a work week.

#### Example 1:

Mon	Tues	Weds	Thurs	Fri
8	10	12	8	8 Vacation

Total hours worked is 38 with 8 hours vacation. The employee would not receive overtime pay at time and one half, only regular pay.

#### Example 2:

Mon	Tues	Weds	Thurs	Fri
10	10	12	10	8 Vacation

The total hours worked is 42 with 8 hours vacation. There are 2 hours of worked overtime paid at time and one-half.

**Due to Company policies, Girard Equipment can only allow makeup time for personal reasons in small increments, as long as the total hours for the week do not exceed 40. These arrangements must be made directly with the supervisor.**

## **4.5 Expense Reimbursement**

Girard Equipment will reimburse employees for proper business related expenses incurred during approved company business and travel, provided a complete expense report is submitted along with the required vouchers and/or receipts. These expenses will be reimbursed through payroll. Management reserves the right to change this method of reimbursement at any time.

Expense reports should be submitted to the immediate supervisor for approval and then to Accounts Payable. Expenses covered on an expense report are those for approved travel, meals, and supplies. Expenses paid by an employee that are not expense report covered items will be process through accounts payable.

## **5.0 EMPLOYEE PERFORMANCE**

### **5.1 Performance Evaluation**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. This provides both the employee and supervisor with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance. Each employee will have an annual performance evaluation conducted and may also be reviewed at any time the supervisor believes it is warranted for commendation or required improvement.

A positive performance evaluation does NOT guarantee an increase in salary, a promotion, or even continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by, and at the discretion of, the management team at Girard Equipment. All wages are confidential, and should not be discussed with anyone other than management

### **5.2 Disciplinary Action**

All employees are employed “at-will”. This means that either Girard Equipment, Inc. or the employee can terminate the employment relationship at any time, for any reason. However, Girard Equipment may choose one of the following disciplinary actions, in order to address or bring attention to an existing performance, conduct, or attendance issue with an employee. Disciplinary actions may include, but are not limited to, counseling, verbal warning, written warning, suspension, or termination of employment.



## **6.0 POLICIES GOVERNING EMPLOYEE CONDUCT AND ACTIONS**

### **6.1 Communication**

In order for all of us to be successful, we must communicate with each other. Since information is only as good as its source, we encourage all employees to regularly consult the following reliable sources of information:

1. Supervisors are the main source of information and are always ready to help. Do not hesitate to consult with a supervisor when a question or problem arises.
2. Girard's Employee Handbook; and
3. Management personnel.

### **6.2 Open Door Policy**

Girard Equipment, Inc. strives to provide a professional, positive, and productive working environment and to maintain an "open door" for answering questions about employment and compensation, suggestions for improvement, and for resolving grievances. Management is always available to discuss individual needs and situations that arise.

If an employee has a question or grievance, they should:

1. Discuss the matter with their immediate supervisor.
2. If this does not resolve the issue, speak to the department head. Most problems can be resolved fairly and satisfactorily at this level.
3. If the employee is still not satisfied at the department head level, they should contact Human Resources, who will review the circumstances and try to resolve the issue to the employee's satisfaction. It is anticipated that if Girard Equipment, Inc.'s Open Door Policy is followed, most grievances and concerns will be fairly resolved considering both the interests of the employee and the interests of the company.

### **6.3 Attendance, Punctuality, and Job Abandonment**

To maintain a safe and productive work environment, Girard Equipment expects employees to be reliable and to be punctual in reporting for scheduled work. Regular attendance and promptness are considered a part of each employee's essential job function. Absenteeism and tardiness place a burden on other employees and on Girard Equipment. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor of the anticipated tardiness or absence as far in advance as possible.

Employees must notify their supervisor if they will be absent, late, or need to leave early. Employees must also inform their supervisor of the expected duration of any unscheduled absence. If an employee is unable to make the call due to the extent of their illness or injury, an immediately family member or co-worker may call on their behalf.

If an employee is absent two consecutive workdays without notifying the Company, they will be considered to have voluntarily resigned or abandoned their job. If an employee leaves the premises prior to the end of their scheduled shift without receiving approval from their supervisor, they will be considered to have voluntarily resigned or abandoned their job at that time.

Poor attendance and excessive tardiness are disruptive. Continuing patterns of absences, early departures, or tardiness, regardless of the number of days, may lead to disciplinary action, up to and including termination of employment.

## 6.4 Personal Appearance

Dress, grooming, and personal cleanliness standards affect the business image Girard Equipment presents to customers and visitors. During business hours or when representing Girard Equipment, employees are expected to present a clean, neat, and tasteful appearance. Employees working at the production facilities will be required to wear a company-provided uniform at all times. Proper attire will be expected at all times.

**Office & Sales Staff:** This is a professional office, and we are often required to meet with clients, vendors and general visitors. Business attire is expected at all times. Business attire means no short-shorts, flip flops, graphic T-shirts, revealing clothing, short skirts, baggy clothes, etc.

**Shop & Production Staff:** Employees located in the shop or assembly areas of the plant are required to wear uniforms supplied by Girard Equipment at all times. Every six months, the company will provide each employee with 4-5 company shirts for their use. No other shirts are authorized without permission from the employee's supervisor or senior management.

In addition, the company will provide either long pants or shorts every two weeks. Steel-toed boots are suggested, but not mandatory. However, all shoes worn must be completely closed (front and back). Long hair must be pulled back, as it could present a safety hazard. Absolutely no loose clothing is allowed while operating equipment.

**Foundry Staff:** Employees located in the foundry are required to wear uniforms supplied by Girard Equipment at all times as well as safety-toed boots.

An employee could be asked to leave the workplace if management believes their personal appearance is inappropriate, and not return until properly dressed or groomed. Under such circumstance, the employee will not be compensated for the time away from work.

## 6.5 Workplace Violence

Girard Equipment is committed to preventing workplace violence and maintaining a safe work environment. The Company has adopted specific guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are

prohibited from the premises of Girard Equipment. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to a supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not place themselves in peril. If there is a commotion or disturbance nearby, do not try to intercede or see what is happening.

Girard Equipment will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, management may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

## **6.6 Harassment Policy**

Girard Equipment, Inc. is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, violent or disruptive. Harassment in the workplace or on the job for any reason and especially race, color, creed, religion, sex, national origin, veteran status, age, ancestry, marital status, sexual orientation, familial status, genetic information, mental or physical disability and any other legally protected characteristic is both illegal and against the policies of Girard Equipment, Inc. This policy applies to all of the company's employees and work environments, whether at the company facility or at another company-related setting, including social events. This policy also applies to all vendors, contractors, customers, agents and suppliers who do business with or visit the company, its employees, and the facility.

In addition, any retaliation against an individual who has complained about prohibited harassment or retaliation against individuals for cooperating with an investigation of any harassment complaint is similarly unlawful and will not be tolerated. Unwelcome verbal, nonverbal, or physical conduct based on especially race, color, creed, religion, sex, national origin, veteran status, age, ancestry, marital status, sexual orientation, familial status, genetic information, or mental or physical disability constitutes prohibited harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment;
2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
3. The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment. When

such acts or behaviors come within one of the above definitions and are related to an individual's race, color, creed, religion, sex, national origin, veteran status, age, ancestry, marital status, sexual orientation, familial status, genetic information or mental or physical disability. The following is a partial list of prohibited harassment examples:

- a. Either explicitly or implicitly conditioning any term of employment on the provision of sexual favors (for example, continued employment, wages, evaluation, advancement, assigned duties or shifts);
- b. Physical conduct that includes touching a sexual part of an employee's body, assaulting, or impeding or blocking;
- c. Displaying or transmitting demeaning, insulting or sexually suggestive pictures, objects, cartoons, or posters;
- d. Referring to or calling a person a sexually related or other demeaning name;
- e. Regularly telling jokes or using sexually vulgar or explicit language in the presence of a person;
- f. Unwelcome sexual advances;
- g. Retaliation of any kind for having filed or supported a complaint of prohibited harassment or cooperated during an investigation of a complaint (for example, ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- h. Computer or voice mail transmissions regarding a particular race, ethnic group or other protected category.

### **6.6.1 Reporting Harassment**

Any employee who feels that he or she has been the subject of prohibited harassment is encouraged to directly inform the person or persons politely, but firmly, that such conduct is offensive and ask the person to stop. If the employee feels uncomfortable communicating directly with the person, or if direct communication has been ineffective, the employee should report the situation as soon as possible to Human Resources or to any other management representative of Girard Equipment, Inc. with whom the employee feels comfortable.

Supervisors are obligated to report complaints of any form of illegal harassment, to a member of company management whether by an employee, a customer or a vendor. An investigation of all complaints will be conducted immediately and held in confidence to the highest degree possible. Management personnel needed for participation in the investigation, the alleged harasser, and possible witnesses may be contacted and thereby learn of the complaint. When the investigation is completed, the person filing the complaint and the person alleged to have committed the conduct would, to the extent appropriate, be informed of the results of the

investigation. No person will be permitted to discuss the complaint or the investigation, except for discussions on a need-to-know basis (for example: to conduct the investigation, make a decision, and/or enforce this policy).

If the allegation of harassment is found to be credible, Girard Equipment, Inc. will take appropriate action to eliminate the offending conduct. Any employee or agent who has been found by Girard Equipment, Inc. to engage in prohibited harassment will be subject to sanctions appropriate to the circumstances. Such sanctions may include counseling, disciplinary action, as Girard Equipment, Inc. deems appropriate under the circumstances, and termination of employment.

### **6.6.2 Right of Appeal**

If an employee believes that they have been subjected to any adverse employment action or condition in violation of Girard Equipment's policies forbidding illegal discrimination and harassment, they may appeal that action. This includes actions terminating employment. Note, this right of appeal applies only to alleged violations of Girard Equipment equal employment opportunity policies, not to any other matters that the employee may disagree with. All appeals must be in writing (not email) signed by the employee (no one is permitted to act on the employee's behalf) and must completely set forth what is being appealed (a decision, etc.), all facts which make the employee believe there has been a violation of our equal employment opportunity policies, and what corrective action is requested to remedy the situation.

If an employee does not submit an appeal, Girard Equipment will be entitled to assume that it is not of concern to them. The appeal must be submitted within seven days of the action being appealed (or within seven days of learning of another condition that the employee believes should be appealed because it violates Girard Equipment equal employment opportunity policies), and must be filed with human resources or a member of the management team at Girard Equipment.

## **6.7 Safety**

Girard Equipment, Inc. places the highest emphasis on employee safety and will continue every effort to make working areas as safe as possible. All employees will receive safety training at various intervals throughout their employment at Girard Equipment. Each employee is expected to obey safety rules and to exercise caution in all work activities so as to prevent accidents or injuries. Every worker is expected to report unsafe conditions, think before acting, and consciously take care to avoid unnecessary risk.

The cooperation of every employee is necessary to make this company a safe place in which to work. Employees should strive to help themselves and others by immediately reporting any unsafe condition to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report dangerous situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their immediate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

To ensure everyone's safety, the following rules and guidelines are some of the ways in which to help:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, immediately report the situation to a supervisor. In no case should an employee treat their own or a co-worker's injuries or attempt to remove foreign particles from the eyes.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another employee, as this might cause them to be injured. If it is necessary to get the attention of another employee, wait until it can be done safely.
- Where required, protective equipment such as goggles, safety glasses, masks, gloves, hair nets, etc. must be worn.
- Safety equipment such as restraints, pull backs, and two-hand devices are designed for employee protection. Employees must be certain that such equipment is adjusted for them.
- All materials, skids, bins, boxes and other equipment should be piled and arranged so as not to block aisles, exits, fire fighting equipment, electric lighting or power panels, valves, etc. FIRE DOORS AND AISLES MUST BE KEPT CLEAR.

## 6.8 Drugs and Alcohol

Girard Equipment is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. While on Company premises and while conducting business-related activities off premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. Doing so will result in termination of employment.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees should inform their supervisor prior to working under the influence of a prescribed or over-the-counter medication which may affect performance.

Employees must report any conviction under a criminal drug statute for violations occurring on or off the Company's premises while conducting company business. A report of a conviction must be made within 10 days after the conviction. Girard Equipment will make every effort to assist its employees who wish to seek treatment or rehabilitation for drug or alcohol dependency. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record. To help ensure a safe and healthful working environment, job applicants and employees may be asked to submit to a pre-employment, random, reasonable suspicion and/or post-accident drug screen to determine the illicit or illegal use of drugs. Refusal to submit to drug testing or yielding a positive result will result in disciplinary action, up to and including termination of employment.

## **6.9 Weapons in the Workplace**

Employees are strictly prohibited from bringing knives exceeding 4" in length, firearms, explosive devices (including fireworks), or any other weapons onto company premises, in company vehicles, or while conducting business-related activities off premises. Violators will be subject to disciplinary action, up to and including termination of employment.

## **6.10 Personal Property & Inspection**

The Company cannot assume responsibility for any personal property that is left on desks or in any company building. Employees are urged to exercise care with regard to leaving personal belongings on the premises. Management reserves the right to inspect all packages, briefcases, handbags and other personal property brought into or removed from the premises at any time. Employees must cooperate in such inspections should they occur.

## **6.11 Smoking on Premises**

State Law prohibits smoking in any public buildings. We believe in providing our employees and customers with a smoke-free atmosphere. For this reason, smoking is prohibited in or around all Girard Equipment facilities, except in the designated smoking areas. Employees and guests are permitted to smoke in designated areas only. Trashcans and the ground are not to be used as ashtrays. Containers specifically for cigarettes should always be used. Employees are responsible for informing their on-site guests (such as customers and vendors) of our smoking policy and directing them to the designated smoking areas. Failure to follow this rule will result in termination of employment.

## **6.12 Employee Parking**

Girard Equipment, Inc. provides parking facilities at each location. Employees may select their own parking spaces on a first-come-first-serve basis, in designated areas. Girard Equipment does not assume any responsibility for fire, theft, flooding, or personal liability for employees' vehicles or their contents. Employees are asked to use caution while driving on company property and observe a 10-mile per hour speed limit.

### 6.13 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at Girard Equipment, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter Girard Equipment at the main entrance of each office. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors and should escort them at all times.

If an unauthorized individual is observed on Company premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

### 6.14 Personal Business and Solicitation

There shall be no solicitation and no distribution by any employee during work hours. Distribution in work areas is strictly prohibited at all times.

- **Solicitation** includes, but is not limited to, requests for support or money for any purpose (e.g., selling merchandise, tickets, or services, obtaining signatures, collecting funds for showers, gifts, funerals, charities, religious organizations, etc.). Some exceptions may be made for school charities, community walk-a-thons, scouting charities with appropriate permission from Senior Management or Human Resources.
- **Distribution** includes, but is not limited to emails, flyers, leaflets, and advertisements for any purpose (e.g., personal items, automobiles, political causes, and community organizations).
- **Work hours** refers to both the actual work time of the person doing the soliciting and the work time of the person being solicited. It does not include time before or after work or during meal or rest breaks.

In the office, employees may place small flyers and order taking forms for not-for-profit activities in which they are personally involved on the table in the employee break room customarily used for such purposes. Any such materials may be removed or barred by management at its discretion.

### 6.15 Use of Technology

All communication and technological systems, including all hardware and software, are company property. Additionally, all messages composed, sent, or received on these systems are and remain the property of the Company. They are not the private property of any employee.

1. The use of Girard Equipment's electronic systems, including phones, computers, copy and fax machines, and all forms of internet access, is for company business and for authorized purposes only. They may not be used for personal business.



2. The communication and technological systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary or confidential information, or similar materials without prior authorization from the Chief Executive Officer. Employees are not authorized to copy any Company documents, copyrighted materials, trade secrets, proprietary or confidential information, or similar materials without prior authorization from the Chief Executive Officer.
3. Employees shall not use a confidential or restricted code, access a confidential or restricted file, or retrieve any confidential or restricted stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the employee's permission. All computer passcodes must be provided to supervisors. No pass code may be used that is unknown to the Company.
4. The Company retains the right to access and search both company-owned and personal devices used in conjunction with Company business without notice during and upon termination of employment. This includes all file directories, disks, jump drives, files, databases, email messages, cellular phones and laptops, and any other transmissions contained or used in conjunction with the Company's communication systems. Employees who place Company information on any system grants to the Company the right to review, edit, copy, republish and distribute such information.
5. Due to the significant risk of harm to the company's electronic resources, employees may not bring personal computers or non-work related data storage devices CDs/DVDs, external hard drives, USB / flash drives, iPods/iPads/iTouch or similar devices to the workplace and connect them to Girard Equipment's electronic systems unless expressly permitted to do so by management. Violation of this policy, or failure to permit an inspection of any device under the circumstances covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment, depending upon the severity and repeat nature of the offense.
6. The confidentiality of any message should not be assumed. Even when a message or transmission is erased, it is still possible to retrieve and read such information and the Company retains its right to search, retrieve, and read such information. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the Company or they are invalid and cannot be used.
7. Notwithstanding the Company's right to retrieve and read any messages, only the intended recipient generally should access such messages. Employees are not authorized to retrieve or read any messages that are not addressed and sent to them. Any exception to this policy must receive prior approval by the supervisor or Chief Executive Officer.
8. Electronic communication should not be used to solicit or sell products or services that are unrelated to the company's business or distract, intimidate, or harass co-workers or third parties or disrupt the workplace. Use of company phones, computers, networks and internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial email (spam) that is unrelated to legitimate company purposes.
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms.
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant.
- Making unauthorized copies of company files or other company data.
- Destroying, deleting, erasing, or concealing company files or other company data, or otherwise making such files or data unavailable or inaccessible to the company or to other authorized users of company systems.
- Misrepresenting oneself or the company.
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way.
- Engaging in unlawful or malicious activities.
- Deliberately releasing any virus, worm, Trojan horse, or other code or file designed to disrupt, disable, impair or otherwise harm either the company's systems or those of any other individual or entity.
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages.
- Sending, receiving, or accessing pornographic or sexually explicit materials.
- Maintaining, organizing, or participating in non-company related Web blogs or journals.
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which an employee is assigned, if an employee leaves such computer or system unattended.
- Using recreational games.
- Defeating or attempting to defeat security restrictions on company systems and applications.

Using Girard Equipment's electronic systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. Such material violates Girard Equipment's anti-harassment policies and subjects the responsible employee to disciplinary action. Girard Equipment will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual internet activities, email use and/or computer use.

Unless specifically granted in this policy, any non-business use of the Girard Equipment's electronic systems is expressly forbidden. If an employee violates these policies, they could be subject to termination of employment. Employees should notify a member of management upon learning of violations of this policy.

### 6.15.1 Company Issued Technology

Employees in possession of Company equipment are expected to protect the equipment from loss, damage or theft. Upon resignation, termination of employment, or at any time upon request, the employee will be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within a reasonable time period (i.e., 24 hours) will bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms.

### 6.15.2 Email Usage

All emails composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Girard Equipment and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in email messages and other transmissions is accurate, appropriate, ethical, and lawful. It is a violation of Girard Equipment policy for any employee, including system administrators and supervisors, to access electronic mail and computer system files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

### 6.15.3 Social Media

The term "social media" includes all means of communicating or posting information or content of any sort on the internet to any blog, journal, or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with Girard Equipment. **Using social media during office hours is not permitted.** Do not use Girard Equipment e-mail addresses to register on social networks, blogs, or other online tools utilized for personal use.

While using social media outside of working hours, consider some of the risks and rewards that are involved. Remember at all times that each employee is a representative of Girard Equipment. Keep in mind that any conduct that adversely affects the reputation of the company, an employee's job performance, the performance of associates, clients, suppliers, affiliates, people who work on behalf of Girard Equipment or Girard Equipment's legitimate business interests may result in disciplinary action up to and including termination.

***Post only appropriate and respectful content; be honest and accurate.***

## 6.16 Use of Phones

### 6.16.1 Land Lines

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. The approved greeting is “Good Morning/Good Afternoon, Girard Equipment, How may I help you?” Please confirm information received from the caller, and hang up only after the caller has done so.

### 6.16.2 Business Cellular

When job responsibilities or business needs demand constant, immediate access to an employee, a business cell phone may be issued for work-related communications. All company-issued cell phones are to be used strictly for business reasons.

Employees whose job responsibilities include driving or equipment operation should refrain from using their phone/communication device while driving a Company vehicle or while driving any other vehicle (rented, leased, borrowed, or their own vehicle) while conducting Company business.

Drivers shall comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cell phones. Incoming or outgoing cellular phone calls are not allowed while driving. Sending or reading text messages, emails, and dialing cellular phones, viewing television, videos, or DVD’s and inputting data into laptop computers, personal digital assistants or navigation systems are prohibited while driving. The cellular phone voicemail feature should be on to store incoming calls while driving and all message retrievals and calls should be made after the vehicle is safely parked.

Using a cellular device while driving may be subject to legal action for recovery of the loss. Any outstanding debt will be deducted from the employee’s final pay check.

If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

In situations where job responsibilities include regular driving and acceptance of business calls, hands-free equipment may be provided to facilitate the provisions of this policy. Executive vehicles are furnished with hands-free cellular equipment. Under no circumstances are employees required to place themselves at risk to fulfill business needs.

### 6.16.3 Personal Cellular

During work hours, employees are expected to exercise discretion in using their cellular phones for personal calls, text messaging, and email. Usage should be limited to emergency communications only. Personal communications during work hours interferes with employee productivity, safety and may be distracting to others. Employees are expected to conduct personal communications on their cellular phones during breaks and lunch and to ensure that friends and family members are aware of the Company’s policy. Girard Equipment will not be liable for the loss of personal cellular phones

brought into the workplace. Cellular telephones may not be used to defame, harass, intimidate, or threaten any other person. Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner. Using cellular phones for gaming or social media during work hours is strictly prohibited.

## **6.17 Music in the Workplace**

Studies have shown that music in the workplace can increase output, morale, and creativity. Girard Equipment will allow employees that work at a desk and not around equipment or machinery to listen to music at their individual workstations, using their own personal devices. However, to avoid safety concerns and to ensure all employees are able to freely communicate, the following guidelines apply.

- Headphones must be used but only in one ear, to ensure open communication.
- Music must be played at a low volume to ensure employee safety.
- Music must be played at a low volume, ensuring it cannot be heard by fellow employees.
- Music must not be offensive in nature (i.e. may not include profanity or words that are sexist, racist, ethnically, sexually, or otherwise offensive).
- Headphones are not to be worn away from an employee's individual workstation.
- Wireless headphones are required for those working around equipment where a cord could become a safety hazard.

Girard Equipment assumes no responsibility if the employee's personal devices or headphones are damaged or stolen. Girard Equipment reserves the right to revoke this privilege to any employee at any time.

## **6.18 Termination of Employment**

All employees are employed "at-will". Thus, either an employee or the Company can terminate the employment relationship at any time with or without cause. When an employee plans to leave the Company, he or she is requested to give at least two weeks' written notice. An employee separating from Girard Equipment, either by involuntary termination or resignation, must have an exit interview at the discretion of management. The exit interview will take place on the last day of the employee's employment and will be conducted by the employee's supervisor. The individual conducting the interview will be responsible for gathering items belonging to Girard Equipment.

### **6.18.1 Return of Property**

Employees are responsible for all Company property, materials, or written information issued to them or in their possession or control. Employees must return all company property on or before their last day of employment. Company property includes, but is not limited to, documents, computers, laptops, phones, tools, keys, and vehicles.

### **6.18.2 Final Pay**

Final paychecks will be distributed on the next regular payday following termination. Final paychecks will be mailed to the employee's home address unless other arrangements are made in advance. Florida law does not require employers to pay accrued and unused vacation or sick days

upon termination. However, if an employee has provided a two-week notice and has fulfilled all other obligations upon departure, accrued time off will be paid. If an employee's employment is terminated by Girard Equipment, Inc., accrued time off may or may not be paid and the decision is left to management's discretion.

## EMPLOYEE ACKNOWLEDGEMENT FORM

### Girard Equipment, Inc. Employee Handbook Rev 2017-1

The employee handbook describes important information about Girard Equipment, Inc., and I understand that I should consult management regarding any questions not answered in the handbook.

I have entered into an employment relationship with Girard Equipment voluntarily and acknowledge that there is no specified length of employment. Accordingly, Girard Equipment or I can terminate the relationship at will, with or without cause, at any time.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to GIRARD EQUIPMENT's policy of employment-at-will. I understand that revised information may supersede, modify, or eliminate existing policies. Only senior management has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

DATE: \_\_\_\_\_