

**TEK Construction, Inc.**

**EMPLOYEE MANUAL**

Revised May 2012

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## **SECTION 1**

### **INTRODUCTION**

Welcome to TEK Construction, Inc. We are pleased to have you as a member of our team and look forward to a safe, productive and mutually beneficial working relationship.

This Manual is designed to acquaint you with TEK Construction, Inc and provide you with information about working conditions, benefits, and policies affecting your employment.

Following the policies described in this Manual is considered a condition of continued employment. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Please read and keep the handbook, sign and return the consent forms which are attached.

#### **1.1 CHANGES IN POLICY**

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

#### **1.2 EMPLOYMENT APPLICATIONS**

We rely upon the accuracy of information contained in the employment application and 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 exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **1.3 EMPLOYMENT RELATIONSHIP**

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, TEK Construction, Inc. is free to conclude its relationship with any employee at any time for any reason or no reason.

### **1.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES**

The probationary period for regular full-time and regular part-time employees is 90 days from date of hire. During this time, employees have the opportunity to evaluate our Company as a place to work and management has an opportunity to evaluate the employee. Anytime this introductory period, both the employee and the Company have the right to terminate employment without advance notice.

## **SECTION 2**

### **EMPLOYMENT POLICIES**

#### **2.1 NON-DISCRIMINATION**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at TEK Construction, Inc. will be based on merit, qualifications, and abilities. TEK Construction, Inc. does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

TEK Construction, Inc. will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

#### **2.2 NON-DISCLOSURE/CONFIDENTIALITY**

The protection of confidential business information and trade secrets is vital to the interests and success of TEK Construction Inc. Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Financial information,
- Marketing strategies,
- Pending projects and proposals,
- Proprietary production processes,
- Personnel/Payroll records, and
- Conversations between any persons associated with the company.

All employees are required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

## **2.3 PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify their supervisor or the Payroll Department at the TEK office of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

## **2.4 INCLEMENT WEATHER/EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the office and/or jobsite will be made by the onsite Superintendent and/or Dean.

When the decision is made to close the office/jobsite, employees will receive official notification from their supervisors.

## **2.5 CORRECTIVE ACTION**

TEK Construction, Inc. holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, TEK Construction, Inc. expects the employee's supervisor to take corrective action.

Corrective action at TEK Construction, Inc. is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning with probation, and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, TEK Construction, Inc., considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of company property, being on company property during non-business hours, the use of company equipment and/or company vehicles without prior authorization by the jobsite superintendent, untruthfulness about personal work history, skills, or training, divulging Company business practices, and misrepresentations of TEK Construction, Inc. to a customer, a prospective customer, the general public, or an employee.

## 2.6 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by TEK Construction Inc.
- **Layoff / Lack of Work** – involuntary employment termination initiated by TEK Construction Inc. for non-disciplinary reasons.

Since employment with TEK Construction, Inc. is based on mutual consent, both the employee and TEK Construction, Inc. have the right to terminate employment at will, with or without cause.

Any employee who terminates employment with TEK Construction, Inc. shall return all files, records, keys, and any other materials that are property of TEK Construction, Inc. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck.

Employee's benefits will be affected by employment termination in the following manner. All accrued vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

## 2.7 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. TEK Construction, Inc. assumes no risk for any loss or damage to personal property.

## 2.8 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities of TEK Construction, Inc., only authorized visitors are allowed at the jobsite. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times.



## **2.9 IMMIGRATION LAW COMPLIANCE**

TEK Construction, Inc. employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

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 TEK Construction, Inc. within the past three years or if their previous I-9 is no longer retained or valid.

## **SECTION 3**

### **EQUIPMENT**

#### **3.1 CARE AND MAINTENANCE**

Proper completion of any project requires the use of a variety of construction equipment. This equipment must be properly used and maintained to ensure efficient and safe operation. If any equipment that you are responsible for or are working around develops a problem or needs repair, contact your supervisor. Abuse of Company equipment or property or failure to properly report serious malfunctions may be cause for dismissal.

#### **3.2 USE OF COMPANY VEHICLE**

TEK vehicles will not be operated by any individual who is not currently licensed by the Department of Motor Vehicles. Upon employment we will request that you produce a current State driver's license. Any person who does not or cannot show a current driver's license is not allowed use of company vehicles.

A Motor Vehicle Report will be obtained prior to any employee being granted the use of a TEK vehicle. Information obtained from this report may be used to determine employee use of a TEK vehicle.

Company vehicles are issued for use by designated employees for job related travel. Use of the vehicle for non job related purposes and/or allowing non employees to drive a TEK vehicle is prohibited. No modifications may be made to a company vehicle without prior permission from the owner including but not limited to: headache bars, tool boxes, music systems. No texting or phone use allowed by the driver when the vehicle is in motion unless a hands free device is being used. Seat belts must be worn by all drivers and passengers in TEK vehicles at all times.

Failure to comply with these policies when using company vehicles may be cause for termination.

#### **3.3 CARE OF COMPANY VEHICLE**

Employees who are given the use of a company vehicle are expected to maintain said vehicle. Weekly cleaning inside and out, servicing every 5500 miles and any additional service or repairs is the responsibility of the assigned employee. Maintenance records must be sent to the main office for record keeping. Failure to properly care for a company vehicle will be cause for revoking driving privileges of TEK vehicles.

## **SECTION 4**

### **STANDARDS OF CONDUCT**

The work rules and standards of conduct for TEK Construction, Inc. are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 2.5 Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- 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
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, or other company-owned equipment
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

#### **4.1 ATTENDANCE/PUNCTUALITY**

You must be at work every day and on time. If you must miss work due to personal illness, contact the project office as far in advance of the start of your scheduled shift as possible with your reason for absence. Excessive or continued unexcused absences will result in termination of employment.

Once you start work, do not leave the jobsite for any reason without first discussing the situation with your supervisor and receiving his/her approval. Failure to abide by this procedure will result in termination of your employment.

#### **4.2 ABSENCE WITHOUT NOTICE**

When you are unable to work owing to illness or an accident, please notify your supervisor. This will allow the Company to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the Company is not notified of your status, it will be assumed that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office/jobsite for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

#### **4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT**

TEK Construction, Inc. is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor or Marie Andrews at the main office, who will handle the matter in a timely and confidential manner.

#### **4.4 TELEPHONE USE**

TEK Construction's telephones are intended for the use of serving our customers and in conducting the Company's business.

Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action.

#### **4.5 DRESS CODE**

We are proud of our company, the standards which we set in the construction industry and the work which we do. We feel that our employees are a reflection of the high quality of work which is done by TEK.

In the field: Safety and bodily protection are of utmost importance. Hard hats, proper footwear, gloves and eye protection will be used when required and/or necessary. Employees should arrive in a clean and orderly manner; long or short sleeved shirts, and long pants are considered appropriate apparel for onsite work, along with outerwear (when necessary). Shorts, tank tops, shirtless, logo'd and grafitted items are not appropriate. Denim, cotton, flannel, wool and synthetics which are like the named fabrics are all appropriate for field work.

#### **4.6 TOBACCO PRODUCTS**

TEK prohibits smoking in any indoor work environments.

The use of tobacco products is only permitted in authorized and designated locations and only during the employees break or lunch time. The designated smoking areas on the jobsite will be determined by the Superintendent.

#### **4.7 INTERNET USE**

TEK Construction, Inc. employees are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the Company's business.

Employees may use the Internet when appropriate to access information needed to conduct business of the Company. Employees may use e-mail when appropriate for Company business correspondence.

Use of the Internet must not disrupt operation of the company computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. TEK Construction reserves the right to access and monitor all files and messages on its systems.

## **SECTION 5**

### **WAGE AND SALARY POLICIES**

#### **5.1 DAILYS AND TIMESHEETS**

Accurately recording time worked is the responsibility of every employee. Time worked is the time actually spent on a job(s) performing assigned duties. Employees are responsible for completing a “Daily Labor Report” as instructed by the onsite Superintendent. Superintendents will complete weekly “Time Sheets” based on these reports.

#### **5.2 CONTRACT TO WORK FOUR TEN-HOUR DAYS A WEEK**

All employees are required to sign a 4/10 agreement as a condition of employment. This contract be held on file and renewed annually. Not all projects will be scheduled for four tens.

#### **5.3 FRINGE**

TEK Construction’s work is primarily prevailing wage projects. As specified in the contract prevailing wages by county or Davis Bacon wages will be paid as applicable. Wage rates will be posted at the job site. For Oregon projects:

“Fringe Benefits are listed in the wage determination as ‘Fringes’ and must be paid for all hours worked. Cash wages paid in excess of basic hourly rate may be used to offset, credit or satisfy the Fringe Benefit obligation. Examples of bona fide fringe benefit programs include:

- Life Insurance
- Health Insurance
- Pension
- Vacation
- Sick Leave
- Holiday”

From the ODOT Fringe Benefit Statement

These benefits are what the state expects the employee to purchase with the amount they are paid as “Fringe”.

#### **5.4 PAYDAYS**

All employees are paid weekly. Paychecks are processed on Wednesdays.

## **5.5 WAGE RATES & OVERTIME**

Wages are many times dictated by the contract which you are working on and by work trade and class of work you are performing. Your pay scale may change from job to job and work task to work task. Wage rates are posted at each jobsite.

Overtime compensation is paid to employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. All overtime work performed must receive the Superintendent's prior authorization.

## SECTION 6

### BENEFITS

TEK Construction, Inc offers a benefits program for its salaried employees as stated in their individual Employment Agreements.

## SECTION 7

### SAFETY & HEALTH POLICY

**TEK Construction, Inc.’s complete Accident Prevention Program is a separate document and a copy is kept at each jobsite. Copy available upon request.**

The purpose of this policy is to develop a high standard of safety throughout all operations of TEK Construction, Inc. and to ensure that no employee is required to work under any conditions which are hazardous or unsafe.

We believe that the individual employee has the right to gain personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

It is our intention here at TEK to initiate and maintain complete accident prevention and safety training programs. Every TEK employee is responsible for the safety and health of those persons in their charge, co-workers around them, and themselves. By accepting mutual responsibility to operate safely, we all contribute to the well-being of personnel.

In the event that you as an employee are involved in a job related accident, you are required to complete the “Employee’s Report of an Accident” and inform the site supervisor of any injury and/or property damage that occurred. This is to be done the same day as the accident prior to leaving the jobsite.

#### 7.1 GENERAL SAFETY

TEK Construction, Inc. provides information to employees about workplace safety and health issues through regular internal communication such as:

- Written Safety & Health Policy included in each new hire packet
- Weekly On-site Safety Meetings
- Superintendent On-Site Observations
- Meetings with On-Site Subcontractors as necessary (i.e. Electrical sub, Scaffold provider)



Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor (See Section 7.6).

## **7.2 GENERAL SAFETY RULES**

1. Always store materials in a safe manner. Tie down or support piles, if necessary, to prevent falling, rolling or shifting.
2. Shavings, dust scraps, oil or grease should not be allowed to accumulate. Good housekeeping is every employee's responsibility.
3. Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
4. Remove or bend-over the nails in lumber that has been used.
5. Immediately remove all loose material from stairs, walkways, ramps, and platforms.
6. Do not block aisles, traffic lanes, fire exits, gangways or stairs.
7. Avoid shortcuts - use ramps, stairs, walkways, ladders, etc.
8. A standard guardrail system must be erected around all floor openings, this system includes:
  - a. a top rail - 36 to 42 inches in height
  - b. an intermediate rail
  - c. a toeboard - 4 inches in height
9. Do not remove, deface or destroy any warning, danger sign or barricade, or interfere with any form of accident prevention device or practice being used by you or a co-worker.
10. Get help with heavy or bulky materials to avoid injury to yourself or damage to material.
11. Keep all tools and materials away from the edges of scaffolding, platforms, shaft openings, etc.
12. Do not use tools with split, broken or loose handles, burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
13. Know the correct use of hand and power tools. Always use the right tool for the job.
14. Know the location and use of fire-extinguishing equipment and the procedure for notifying your supervisor of a fire.
15. Flammable liquids shall be stored in small amounts at the jobsite and in approved safety cans.
16. Proper guards or shields must be installed on all power tools before use. Do not use any tools without guards in their proper working condition. No "homemade" handles or extensions (cheaters) will be used!
17. All electrical power tools (unless double insulated), extension cords and equipment shall be properly grounded.
18. All electrical power tools and extension cords shall be properly insulated. Damage cords shall be replaced.

### **7.3 PERSONAL WORK RULES**

1. Immediately report every injury, no matter how slight, to your supervisor.
2. Horseplay, fighting, gambling, possession of firearms and possession or use of alcoholic beverages are strictly forbidden.
3. Drugs, except as prescribed by a qualified physician, will not be tolerated. If you are using drugs prescribed by a qualified physician, you must notify your supervisor.
4. Running on any construction site is strictly prohibited except in extreme emergencies.
5. Wear clothing suitable for the weather and your work. Torn, loose clothing, cuffs, or sleeves, etc. are hazardous and could cause accidents.
6. Jewelry (rings, bracelets, neck chains, etc.) should not be worn.
7. Hard hats must be worn at all times.
8. ANSI approved eye protection must be carried at all times and worn when operations present potential eye injury.
9. Proper footwear must be worn on all construction sites; safety boots are highly recommended. The wearing of sport shoes, sandals, dress shoes and similar footwear is strictly prohibited.
10. Always use gloves, aprons or other protective clothing when handling rough materials, chemicals and hot or cold objects.
11. When spray painting, finish painting, burning, exposed to large quantities of dust or to other toxic hazards, always wear the correct respirator as required.
12. Safety equipment is for your protection. Use it correctly and keep it in its best working condition, immediately report any lost or damaged equipment.
13. It is the employee's responsibility to inform his supervisor of any additional protection equipment needed prior to beginning operation presenting the hazard.

### **7.4 PERSONAL PROTECTIVE EQUIPMENT POLICY**

This policy is designed to increase the safety and health of TEK Construction's employees, subcontractors, and visitors. TEK Construction believes that all individuals on our jobsites shall wear adequate personal protective equipment, in order to maintain this objective.

#### Hard Hats and Safety Glasses

All TEK employees and visitors must wear ANSI approved hard hats anytime they are working on or visiting a jobsite. They are also required to carry eye and/or face protection at all times and wear it when machines or operations present potential eye or face injury from physical, chemical, or radiation agents. If the safety glasses cause vision difficulties the employee is to immediately contact his project superintendent, who may authorize appropriate corrective action. If an exception is granted, it will be explained to the entire crew at the next safety meeting. TEK will provide the hard hats and non-prescription safety glasses to all TEK employees and visitors.

Subcontractor employees are required to wear hard hats at all times on the jobsite. They are also required to carry eye and/or face protection at all times and wear it when machines or operations present potential eye or face injury from physical, chemical, or radiation agents. Subcontractors have the responsibility to provide their workers with ANSI approved hard hats and safety glasses.

#### Personal Flotation Devices

Any TEK employee working on, over or adjacent to water, shall be provided with, and shall wear, approved personal flotation devices. Approved flotation devices shall be approved by the United States Coast Guard as a Type I, II, III or V or their equivalent.

All subcontractors and visitors are required to wear approved personal flotation devices when exposed to the same hazards.

This requirement will be determined on each job by the Superintendent and the Safety Manager, depending on the exposure.

#### Disciplinary Procedures

Usually, the following three steps shall be taken when an employee is found to not be wearing their personal protective equipment.

WARNING 1: The employee and supervisor will immediately discuss the Personal Protective Equipment Policy and the importance of wearing the equipment. The supervisor instructs the employee to wear the personal protective equipment. The supervisor reiterates the disciplinary actions that would follow if the employee is again found to not be wearing the required protective equipment.

WARNING 2: The employee is sent home for the remainder of the day without pay.

WARNING 3: The employee may be subject to termination.

If the situation warrants it, the supervisor or manager may take other actions instead of these warnings; including the termination of the employee. All warnings shall be documented in writing, copied and placed in the employees personnel file at the home office. If, after any warning, the employee chooses not to wear the personal protective equipment provided, the employee may be subject to termination.

## 7.5 HEALTH-RELATED ISSUES

Employees who become aware of any health-related issue, including pregnancy, should notify their supervisor and TEK's payroll department of their health status. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

## 7.6 PROCEDURES FOR AN INJURY OR ILLNESS ON THE JOB

1. Employee Accident/Injury Reporting:
  - a. Report the accident/injury immediately to your supervisor or foreman.
  - b. Fill out "Employees Report of Accident Form" - See attached form.
  - c. When you fill out your "Employee's Daily Labor Report" note the injury - See attached form.
  
2. In the case of a serious accident, the foreman will take control:
  - a. Supervise and administer first aid.
  - b. Secure site and make sure there is no chance of secondary injury.
  - c. Arrange for transportation (ambulance, company vehicle, etc.), depending on the seriousness of the injury.
  - d. Notify top management if not already present. A contact should be made with the Safety Manager at the home office (360) 312-5530.
  
3. Documentation:
  - a. **Minor injuries** (requiring doctor/outpatient care). After the medical needs of the injured person have been take care of, an investigation of the accident will be conducted by the immediate supervisor and any witnesses to determine the causes. The accident cause and finding will be discussed at the next safety meeting. The findings shall be documented on our accident form and recorded on the OSHA 300 log.
  - b. **Major injuries** (fatality or multiple hospitalization). Top management must see that the Department of Labor and Industries is notified as soon as possible (at least within 24 hours). Contact the Safety Manager at the home office for notification of L&I. Onsite management will then assist L&I in the investigation. The findings shall be documented on our accident form and recorded on the OSHA 300 log.
  
4. Near-Misses:
  - a. All near-misses shall be investigated to find cause and eliminate it.
  - b. Document finding on TEK accident form.
  - c. Review findings at weekly safety meeting or sooner if situation warrants.

## **7.7 FIRST-AID / CPR TRAINING, KITS AND INFORMATION**

To insure that any TEK employee that suffers an injury will receive immediate medical attention, TEK Construction, Inc. will ensure that an employee certified in first-aid / CPR is available onsite at all times.

1. To meet the above objective, the following procedures will be followed:
  - a. All supervisors or persons in charge of crews will be first-aid / CPR trained unless their duties require them to be away from the jobsite. If so, other persons who are certified in first-aid / CPR will be designated as the recognized first-aider.
  - b. Other persons, designated by management, will be trained to augment or surpass the standard requirements of first aid / CPR training.
  - c. Valid first-aid / CPR cards are recognized as ones that include both first-aid/ CPR, and have not expired.
2. Each jobsite will have a list containing the following information:
  - a. The location of first-aid kits on the jobsite.
  - b. The names of employees that are certified in first-aid / CPR.
  - c. The emergency procedures that should be followed in case of an emergency.

This list shall be posted at strategic locations, such as on first-aid kits, at or near telephones and on bulletin boards.

## **7.8 SUBSTANCE ABUSE**

The Company is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of TEK Construction, Inc while they are on the premises or elsewhere on Company business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on Company property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on Company property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

Company property: All Company owned or leased property used by employees.

Controlled substance of abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the Company's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting Company business or being on Company property while under the influence of an illegal drug or alcohol, or in an impaired condition.

## ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

My signature below certifies that I have received, read and understand the procedures and practices outlined in TEK's New Hire Packet and Employee Handbook. I will abide by the policies, procedures, practices and safety rules outlined therein.

By my signature hereto, I agree to the terms of this agreement.

\_\_\_\_\_  
**(EMPLOYEE SIGNATURE)**

\_\_\_\_\_  
**(DATE)**

\_\_\_\_\_  
**(PLEASE PRINT YOUR FULL NAME)**

\_\_\_\_\_  
**(WITNESS)**

## **SECTION 8**

### **FORMS**

This section contains a copy of forms completed in the TEK New Hire Packet.



8.1

### MEDICAL EVALUATION FORM

NAME \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_ AGE: \_\_\_\_\_  
(please print)

SOCIAL SECURITY NO: \_\_\_\_\_ CRAFT: \_\_\_\_\_

This Medical Evaluation Form will only be completed after an offer of employment has been made.

1. Physical defects: (i.e. artificial limbs, eyes, joints, hearing loss, eye glasses, etc.)  
Yes \_\_\_ No \_\_\_ If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_
2. Have you ever drawn compensation for on-the-job injuries? Yes \_\_\_ No \_\_\_. If yes, give approximate dates, type of injury(s) and length of disability(s):  
\_\_\_\_\_  
\_\_\_\_\_
3. Do you have a compensation claim pending at this time? Yes \_\_\_ No \_\_\_
4. Do you have now or have you ever had:  
Diabetes Yes \_\_\_ No \_\_\_  
Back Problems Yes \_\_\_ No \_\_\_  
Hernia Yes \_\_\_ No \_\_\_  
Heart Trouble Yes \_\_\_ No \_\_\_  
Epilepsy Yes \_\_\_ No \_\_\_  
Arthritis Yes \_\_\_ No \_\_\_  
Alcohol/Drug Abuse Yes \_\_\_ No \_\_\_  
High Blood Pressure Yes \_\_\_ No \_\_\_  
Fainting/Dizziness Yes \_\_\_ No \_\_\_  
What is your blood type? \_\_\_\_\_
5. Any other chronic illnesses or injuries in the last seven (7) years?  
\_\_\_\_\_  
\_\_\_\_\_
6. Do you have any allergies to drugs, bee stings, insect bites, etc.? \_\_\_\_\_  
If Yes, please explain: \_\_\_\_\_
7. Person to contact in case of emergency:  
\_\_\_\_\_ Phone number: \_\_\_\_\_

I understand that any false statements made by me are grounds for immediate termination.

\_\_\_\_\_  
(Signature) DATE: \_\_\_\_\_

8.2

**AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION**

EMPLOYEE FILLS OUT THE LINES INDICATED WITH (\*) ONLY.

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

\*SIGNATURE: \_\_\_\_\_

\*PRINT FULL NAME: \_\_\_\_\_

\*ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

IMPORTANT: The Medical Release Form (below) will be used by our office only if your are seen by a physician for an on the job injury.

**AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION**

TO: \_\_\_\_\_  
Name of medical facility or doctor

RE: \_\_\_\_\_  
Name of employee/patient

DATE OF ACCIDENT: \_\_\_\_\_

DATE OF ADMISSION: \_\_\_\_\_

This will authorize my employer, TEK Construction, Inc., to examine, inspect and make photostatic copies of all medical records, records, charts, notes, x-rays and other data, including correspondence and documents in your possession, pertaining to the above signed. A photocopy of this authorization shall be as valid as the original.

You are further authorized to mail to my employer, upon their request, all medical reports and all itemizations for charges of services rendered by you to the above signed. You are not authorized to release any information to anyone else without first obtaining permission in writing from me or my attorney(s).

8.3

**Employee Orientation Checklist - Safety**

Employee Name \_\_\_\_\_

Project Name/Number \_\_\_\_\_

Position/Title \_\_\_\_\_ Date Hired \_\_\_\_\_

This checklist is a guideline for conducting employee safety orientations for employees new to TEK Construction, Inc. Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

Place a check on each line to indicate that the subject has been covered:

- \_\_\_ 1. Explain the company safety program, including:
  - a. Accident investigation and reporting
  - b. Safety meetings
  
- \_\_\_ 2. First-Aid Supplies, Equipment and Trained Personnel
  - a. Location of Kits/Facilities
  - b. Trained Employees Onsite
  - c. Bloodborne Pathogens
  
- \_\_\_ 3. Personal Protective Equipment Policy
  - a. Types of equipment required
  - b. How to properly wear equipment
  
- \_\_\_ 4. Job Specific Hazards and Training
  - a. Personal Work Rules
  - b. General Safety Rules
  - c. Ladders and Guardrails
  - d. Fall Protection
  - e. Confined Spaces
  - f. Respiratory Protection
  - g. Lockout/Tagout
  - h. Fire Prevention
  - i. Hazardous Chemicals
  
- \_\_\_ 5. Vehicle and Equipment Safety
  - a. Individuals are responsible for the equipment they operate.
  - b. Only trained operators are allowed to operate equipment.

**\*Note:** Do not sign unless all items are covered and all questions are answered.

The signature below documents that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and employee accept responsibility for maintaining a safe and healthful work environment.

Date \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_  
Date \_\_\_\_\_ Employee's Signature \_\_\_\_\_

## 8.4

### Employee Orientation Checklist - Hazardous Substances

Employee Name \_\_\_\_\_  
Project Name/Number \_\_\_\_\_ Title \_\_\_\_\_  
Trainer \_\_\_\_\_ Date Hired \_\_\_\_\_

This checklist is to inform employees of TEK Construction, Inc.'s Hazard Communication Program. Place a check on each line to indicate the subject has been covered.

The supervisor has reviewed the following Hazard Communication Program information with the employee:

- \_\_\_1. The purpose of the hazard communication standard is to require chemical manufacturers or importers to assess the hazards of chemicals they produce or import. All employees must provide information to their employees about the hazard chemicals to which they may be exposed. Employees must be informed about the hazard communication program, labels and other forms of warning, materials safety data sheets, and they must have training on the hazardous substances they may encounter.
- \_\_\_2. The supervisor has reviewed the hazardous chemical list with the employee.
- \_\_\_3. The employer has shown the employee the:
  - a. location of hazardous chemicals within the employee's work site.
  - b. location of the written Hazard Communication Program
  - c. location of the material safety data sheets for all hazardous chemicals in the employee's assigned work area.
  - d. location of the list of persons trained and authorized to handle the hazardous chemicals.

The signatures below document that appropriate elements have been discussed to the satisfaction of both parties and that both supervisor and employee accept responsibility for maintaining a safe and healthful work environment.

Date \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_ Employee's Signature \_\_\_\_\_

8.5

**PRE/CONTINUED-EMPLOYMENT URINALYSIS AGREEMENT**

PLEASE READ CAREFULLY

I freely and voluntarily agree to submit to a urinalysis (drug screen) as part of my application for employment. I understand that either refusal to submit to the urinalysis screen or failure to qualify according to the minimum standards established by the company for this screen may disqualify me from further consideration for employment.

I further understand that upon commencement of employment with the company I may again be required to submit to a urinalysis screen. I understand that refusal to take a requested urinalysis screen or failure to meet the minimum standards set for the screen, may result in immediate suspension or discharge.

I have read in full and understand the above statements and conditions of employment.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Driver's License Information:

State: \_\_\_\_\_

Driver's License No. \_\_\_\_\_

8.6

**AGREEMENT TO WORK OVERTIME ON A TEK PROJECT**

**ACCORDING TO 49.28.065 R.C.W. AND W.A.C. 296-127-022**

**ANNUAL AUTHORIZATION**

The employee whose name and signature appears below, voluntarily agrees to work up to ten hours per day in a four-day work week without payment of overtime rates for the one year period beginning \_\_\_/\_\_\_/\_\_\_ and ending \_\_\_/\_\_\_/\_\_\_ . It is understood by both parties that the employee will be paid overtime rates for any work performed on a public works project during this period in excess of ten hours per day or forty hours per week. Overtime rates will be paid for any work performed on commercial projects and public works projects for the U.S. Government and other states in excess of forty hours per week.

Both parties recognize that there may be days when a full ten hours of work is not available and that the remainder of the forty hours in a week may be made up on other days within the same work week, provided that work performed on Saturdays, Sundays and holidays shall be subject to the established prevailing overtime provisions for a given trade or occupation.

The employer agrees to keep a copy of this signed agreement for three years from the date of acceptance of an applicable public works project by the contract awarding agency.

<b>EMPLOYEE</b>	<b>EMPLOYER</b>
Signature	Signature
Date Signed	Date Signed
Print Name	Print Name

**NOTE: All other requirements provided for under the Public Works Act (RCW 39.12) shall also apply.**