



# Company Policy Manual

[www.castlebri.com/hr-employee-resources/](http://www.castlebri.com/hr-employee-resources/)



## Castle World Headquarters

2710 33<sup>rd</sup> Street E,  
Minneapolis, MN 55406

[hr@castlebri.com](mailto:hr@castlebri.com)

HR phone: 612-789-8374

[www.castlebri.com](http://www.castlebri.com)

**UPDATED JANUARY 2022**

## Custom Design Showrooms



5 W. Diamond Lake Rd  
Minneapolis, MN 55419  
P) 612-789-8509



2600 Johnson St. NE  
Minneapolis, MN 55418  
P) 612-789-8509



362 Snelling Ave S.  
St. Paul, MN 55105  
P) 651-699-4164



4020 Minnehaha Ave  
Minneapolis, MN 55406  
P) 612-789-8509

Showroom maps & hours can be found on our website at [www.CASTLEBRI.com](http://www.CASTLEBRI.com)

NOTHING CONTAINED IN THIS HANDBOOK IS INTENDED TO CREATE NOR SHALL BE CONSTRUED AS CREATING A CONTRACT OF EMPLOYMENT EXPRESS OR IMPLIED OR GUARANTEE EMPLOYMENT FOR ANY TERM OR FOR ANY SPECIFIC PROCEDURES. THERE IS NO CONTRACT OF EMPLOYMENT BETWEEN **CASTLE BUILDING & REMODELING, INC.** AND ANY ONE OR ALL OF ITS EMPLOYEES. EMPLOYMENT SECURITY CANNOT BE GUARANTEED FOR OR BY ANY EMPLOYEE.

# Castle Building & Remodeling, Inc.

Headquarters: 2710 33<sup>rd</sup> Street E - Minneapolis, Minnesota 55406

612-789-8509 Office · [www.castlebri.com](http://www.castlebri.com) · [HR@Castlebri.com](mailto:HR@Castlebri.com)

Details and forms are located our HR Website at [www.castlebri.com/hr-employee-resources](http://www.castlebri.com/hr-employee-resources).

## TABLE OF CONTENTS

Headquarters: 2710 East 33 <sup>rd</sup> Street - .....	3
Minneapolis, Minnesota 55406 .....	3
612-789-8509 Office .....	3
<a href="http://www.castlebri.com">www.castlebri.com</a> .....	3
Foreword .....	5
MANAGEMENT PHILOSOPHY .....	6
Section 1- .....	7
EMPLOYMENT .....	7
CONFIRMATION OF PREVIOUS EMPLOYMENT .....	7
COMPLIANCE INFORMATION .....	7
IMMIGRATION LAW COMPLIANCE .....	7
MEDICAL EXAMINATION .....	8
MOTOR VEHICLE RECORD (MVR) INQUIRY .....	8
EQUAL EMPLOYMENT OPPORTUNITY POLICY .....	8
EMPLOYMENT PROVISIONS OF THE AMERICANS WITH .....	9
CATEGORIES OF EMPLOYEES .....	9
FULL-TIME .....	9
PART-TIME .....	9
TEMPORARY .....	9
ORIENTATION .....	10
PAYROLL INFORMATION .....	10
EMPLOYMENT OF RELATIVES .....	10
EMPLOYEE INFORMATION .....	10
WORKING HOURS AND PAY .....	11
OFFICE WORKING HOURS .....	11
DESIGNERS/SALES WORKING HOURS .....	11
FIELD WORKING HOURS .....	11
OVERTIME .....	11
PAY PERIOD & PAYMENT .....	11
RECORDING TIME WORKED - TSHEETS .....	12
TIME TRACKING FORMAT .....	13
NOTICE OF TIME OFF .....	13
UNEXCUSED ABSENCE .....	13
TARDINESS .....	13
FAMILY EMERGENCY .....	13
SEVERE WEATHER CONDITIONS .....	13
PERFORMANCE EVALUATIONS .....	14
ADVANCEMENT .....	14
PAYROLL DEDUCTIONS FROM GROSS PAY .....	14
OUT OF POCKET EXPENSE REIMBURSEMENT .....	14
ERROR IN PAY .....	14
GARNISHMENT OF EMPLOYEE WAGES .....	15
ADVANCES & LOANS .....	15
Section 3 - .....	15
BENEFITS .....	15
VACATION ELIGIBILITY .....	16-20
LEAVE WITHOUT PAY .....	20
HEALTH INSURANCE .....	21
401K RETIREMENT SAVINGS PLAN .....	22
EDUCATIONAL ASSISTANCE .....	22
PROFESSIONAL ASSOCIATIONS/DUES .....	23
JURY/WITNESS DUTY .....	24
VOTING .....	20
MILITARY LEAVE .....	20

WORKERS' COMPENSATION .....	24
TOOLS REQUIRED FOR REMODELING .....	28
EMPLOYEE DISCOUNT .....	25
DESIGN AND PLANNING .....	25
FAMILY – IMMEDIATE FAMILY DISCOUNT .....	26
Section 4 - .....	26
Transfer of Employees, Separation From Employment .....	26
SEPARATION FROM EMPLOYMENT .....	26
VOLUNTARY RESIGNATION .....	26
EXIT INTERVIEW.....	26
PAY AT TIME OF SEPARATION FROM EMPLOYMENT .....	27
LEAVE OF ABSENCE .....	20
REDUCTION OF WORKFORCE.....	27
CARE OF EQUIPMENT & FACILITIES .....	27
PERSONAL APPEARANCE/CLOTHING .....	28
SMOKING POLICY .....	28
DESIGNATED SMOKING AREAS .....	28
COMPANY MEETINGS.....	28
PERSONAL BELONGINGS.....	29
SAFETY EQUIPMENT.....	29
COMPANY TOOLS & EQUIPMENT .....	29
SHOP POLICIES .....	29
PURCHASING MATERIALS & SUPPLIES.....	30
ENERGY PRESERVATION & WASTE PREVENTION .....	30
SOLICITATION AND/OR DISTRIBUTION .....	30
SECURITY .....	31
OUTSIDE EMPLOYMENT (Moonlighting).....	31
JOB SITE CLEAN UP.....	31
POLICY ON HARASSMENT.....	32
COMMUNICATION SYSTEMS .....	33
PUBLIC WEB PARTICIPATION GUIDLEINES .....	33
Section 6 - .....	35
CONFLICT OF INTEREST .....	35
PERSONAL CONDUCT .....	35
BRIBES, KICK-BACKS & OTHER ILLEGAL PAYMENTS .....	36
ACCEPTING GIFTS .....	36
Section 7 - .....	36
RULES TO HELP US ALL .....	36
EXAMPLES OF MISCONDUCT .....	36
Section 8 - .....	37
SAFETY.....	37
SAFETY RULES .....	37
HAZARDOUS WASTES .....	38
REPORTING INJURIES & ACCIDENTS .....	39
Section 9 - .....	40
TRANSPORTATION AND TRAVEL EXPENSES.....	40
COMPANY-OWNED/LEASED VEHICLES .....	40
PERSONAL VEHICLES .....	40
RESPECT OF CASTLE REPUTATION.....	41
PARKING AT THE JOB SITE.....	41
Section 10 - .....	41
EMPLOYEE CONCERNS .....	41
Section 11-Drug-Free Workplace Policy .....	43-45
Acknowledgment of Receipt & Understanding.....	44
Employee CopySection 11 - .....	44

## Foreword

We believe in keeping employees fully informed about our policies, procedures, practices, benefits, what employees can expect from the company, and the obligations assumed as an employee of Castle Building & Remodeling, Inc. (Castle). This practice is designed to provide fair treatment of employees. All employees are expected to become familiar with the policies, procedures, practices, and benefits of Castle. This handbook is intended to provide employees with basic information. The policies and practices described in this handbook reflect a great deal of concern for the people who make it possible for Castle to exist . . . its employees.

Because Castle is a growing, changing organization, it reserves full discretion to add to, modify, or delete provisions of this handbook at any time without advance notice. For this reason, employees should check with the HR Manager to obtain current information regarding the status of any particular policy, procedure or practice. Employees may also gain access to the most updated versions at [castlebri.com/hr-employee-resources/](http://castlebri.com/hr-employee-resources/).

All employment at Castle is at will. “At will” means that both employees and Castle have the right to terminate employment at any time, with or without advance notice, and with or without cause. No one other than the Owners of Castle has the authority to alter this agreement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the Owners of Castle.

Descriptions of various fringe benefits [such as group insurance] are summaries only. Should the descriptions in this handbook differ with any formal agreement or document involved, the formal agreement or document shall be considered correct.

The policies, procedures, practices and benefits described replace all earlier written and unwritten ones.

## MANAGEMENT PHILOSOPHY

Castle pledges to its employees that as long as the affairs of this company are in our hands, the following principles will govern our actions with employees.

Castle employees and their welfare are very important to the success of our company. Our long-range objective is the continuous development of a growing and prospering business through which both the employees and the company will benefit. Every employee is considered a member of our company team. Our success as a company is built on the recognition of the skills and efforts made by each employee. It is our policy to work with all members of our team in a fair and friendly manner and to treat each team member with dignity and respect.

The management of Castle will work continually to provide value and a professional service for the benefit of our present and prospective clients, as well as our employees to improve the competitive position of our company. This will enable us to provide excellent jobs for our team members.

General conditions such as safety, cleanliness, and employee accommodations will be evaluated periodically for possible improvement and will always compare favorably with good industry practice. We will be pleased to meet with any employee to discuss suggested improvements in working conditions.

We will devote our best effort to conducting and expanding business within which will prevail an atmosphere of harmony with opportunity for all employees of Castle.



Loren Schirber  
Owner  
Castle Building & Remodeling, Inc.

## Section 1- Employment

### ***Application for Employment***

All candidates for employment with Castle must fully complete, date, and sign the company's standard employment application form. A resume will not be accepted in lieu of a completed employment application. The application form should be completed in detail and signed by the applicant to verify the accuracy and completeness of previous employment and personal information.

The company may investigate any portion of the requested information and may deny or later terminate the employment of anyone giving false, misleading, or incomplete information.

The completed employment application form will be made part of the personnel file of those applicants accepted for employment.

### ***Confirmation of Previous Employment***

It is the policy of Castle to request information from a prospective employee's previous employer(s) in order to obtain the prospective employee's work record as it pertains to his/her application for employment.

### ***Compliance Information***

In order for the company to comply with federal government regulations regarding its practice to employ people without discrimination, it is necessary for the company to compile and maintain detailed information on each formal candidate for employment and those who are hired.

Minnesota Statute 256.998 and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) require all employers to report newly hired employees to a state directory. These laws improve child support collections both on a state and national level and reduce fraudulent unemployment and worker's compensation payments

### ***Immigration Law Compliance***

Castle is committed to employing U.S. citizens and aliens who are authorized to work in the United States and will not unlawfully discriminate on the basis of citizenship or national origin.

As a condition of employment and in compliance with the federal Immigration and Reform Control Act (IRCA) of 1986, each new employee must complete an Employment Eligibility Verification form (Form I-9) and present documents that establish identity and employment eligibility.

Identity can be established by providing documentation such as a current state-issued driver's license, a state-issued identification card, passport, or military service record.

Employment eligibility documents are outlined on the current I-9 Form provided to you upon hire. New employees unable to provide proof of identity and any other employment eligibility documents will not be allowed to continue employment.

## ***Medical Examination***

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

For certain positions or under certain circumstances and after an offer of employment, a medical examination may be required. When a medical examination is requested, a company-appointed physician at the company's expense will conduct the medical examination. Employment and assignment will be conditional pending the receipt of a satisfactory physician's report.

Current employees may also be required to undergo medical examinations. When necessary, these exams will evaluate an employee's ability to perform the essential functions of the position or need for possible accommodation. Such examinations will be conducted for all employees in the same job category and will be scheduled at reasonable times and intervals. The exams will be conducted at the employer's expense.

## ***Motor Vehicle Record (MVR) Inquiry***

Employees may be expected to drive company vehicles and must provide the company with current and acceptable motor vehicle driving information as required by our insurance carrier and state law. Employment and/or assignment will be conditional pending the receipt of a satisfactory report from the Minnesota Department of Public Safety - Driver & Vehicle Services Department.

## ***Equal Employment Opportunity Policy***

Castle was built upon teamwork and equal opportunity. We will continue to be successful when people are treated fairly and allowed to advance and achieve their full potential. We are proud of the fact that we extend equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, or disability, which if needing accommodation, may be reasonably accommodated as required by law.

We work hard at Castle to promote the fulfillment of human potential and equal employment. We will take action to ensure that all qualified minority group individuals, women, disabled persons, and disabled or armed forces veterans are given the opportunity to know of openings, are encouraged to seek promotions, are considered for promotion opportunities, and, when qualified, are hired or promoted.

Castle will cooperate with federal, state, or local government agencies that have the responsibility of observing our actual compliance with various laws relating to employment. The company will furnish such reports, records, and other matters as requested in order to foster the program of equal opportunity for all persons regardless of race, color, religion, sex, sexual orientation, age, national origin, disabled or veteran status, or physical or mental disability.

The company has designated the Human Resources Manager as its Equal Employment Opportunity Officer. The Equal Employment Opportunity Officer is responsible for coordinating all aspects of the Equal Employment Opportunity process to assure non-discrimination and compliance with all applicable orders and guidelines. Questions and/or complaints concerning equal employment opportunity should be directed to the company's HR Manager or emailed to [HR@castlebri.com](mailto:HR@castlebri.com).



## ***Employment Provisions of the Americans with Disabilities Act (ADA)***

Title I of the Americans with Disabilities Act prohibits discrimination in any terms or conditions of employment for qualified individuals with a disability.

The Americans with Disabilities Act requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations.

Further, it requires management to reasonably accommodate individuals with disabilities when necessary.

To comply with the employment provisions of the Americans with Disabilities Act, Castle will:

- Identify the essential functions of a job.
- Determine whether a person with a disability, with or without accommodation, is qualified to perform the duties.
- Determine whether a reasonable accommodation can be made for a qualified individual.

## ***Categories of Employees***

Employees are designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws and do not receive overtime pay. Check your salary and wage compensation sheet to confirm whether you are exempt or non-exempt.

In addition to the non-exempt or exempt classification, employees are divided into the following categories for the purpose of compensation and benefit eligibility. Company policies apply to all categories of employees.

### **Full-time**

Employees hired full time (Average of 32 hours or more) on a full work week basis for a continuous and indefinite period of time are considered full-time employees for all compensation and benefit purposes.

### **Part-time**

Employees whose work schedule is less than full time (less than an average of 32 hours) on a full work week basis for a continuous and indefinite period are considered part-time employees for all compensation and benefit purposes. Part-time employees are eligible for Paid time off (PTO) and some benefits by specific reference only.

### **Temporary**

Employees hired as temporary replacement for full-time or part-time employees, or for short periods of employment such as summer months, peak periods, and vacations are considered temporary employees. Temporary employees may be eligible for PTO if their temporary employment exceeds 60 days.

## ***Orientation***

Following the acceptance of employment, your supervisor will discuss your job duties and areas of responsibility. HR will email you an orientation video with access to the Castle HR website where you can review benefit information along with this company policy manual. An electronic copy of this Manual is posted at [www.castlebri.com/hr-employee-resources/](http://www.castlebri.com/hr-employee-resources/) for employee reference and a hard copy will be kept in the Castle HQ office for review.

Two copies of an Acknowledgment of Receipt and Understanding are located in your New Hire paperwork. After reviewing the Manual that will be sent to you electronically, each employee must sign the two copies of the statement acknowledging his/her receipt of, and his/her understanding of the information contained in the Company Policy Manual. Management must witness this statement. One signed/witnessed copy of the Acknowledgment of Receipt and Understanding will remain with the employee. The other signed/witnessed copy of the statement must be returned to Castle's HR Manager within seven (7) days of commencement of employment. This signed/witnessed copy of the statement will become part of the employee's personnel file.

## ***Payroll Information***

Following the acceptance of employment, each new employee will be given a new hire packet, containing required documents, such as federal and state tax withholding forms, benefit, and employment forms to complete. The completed forms, an application for employment form, a signed annualized salary and benefit sheet, starting date and any other pay or benefit information will be forwarded to the HR Manager within seven (7) days of commencement of employment. Forms are available on the HR website. New employees are expected to show proof eligibility to work with a social security card and a valid driver's license or state ID. Only one form of identification is required if it is passport or military ID.

## ***Employment of Relatives***

Castle favors the employment of close relatives within the organization. For the purpose 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.

## ***Employee Information***

Employees are asked to help keep the company informed about any major change that may affect their employment status. Each employee is responsible for promptly notifying the company of important changes in personnel data. Personnel data should be current and accurate at all times and any change of the following should be reported to the [HR@castlebri.com](mailto:HR@castlebri.com). CBRI is committed to holding your information in the strictest confidence and it will not be used for anything other than company mandated functions.

- Name
- Address
- Number of dependents
- Emergency telephone numbers
- Change of beneficiary
- Telephone number
- Marital Status
- Driving Record
- Authorized payroll Deductions

## Section 2 - Working Hours and Pay

### ***Office Working Hours***

Castle Building & Remodeling offers a flexible work schedule; typically between 6:00 am and 7:00 pm. When working in the office, you are encouraged to clock out and enjoy lunch, but it's not required.

### ***Designers/Sales***

Interior Designers/Sales staff hours are outlined in individual commission agreements with the company. Regular design studio hours will be determined by the company. The Interior Designers and Sales staff will work with the Design Manager and Owners to accommodate coverage for these hours.

### ***Field Working Hours***

Field hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday with a 1/2 hour lunch break.

Each employee is expected to complete a normal workday and work week and work whatever reasonable additional hours are required to meet company needs. A normal workday includes time for set-up of tools and materials at the beginning of the day and clean-up at the end of the day.

Field employees must secure a homeowner(s) permission to start earlier or work later than the normal working hours our contracts establish of 7:00 a.m. to 5:30 p.m. Monday through Friday. This approval should be noted in writing or email if possible.

### ***Overtime***

Non-exempt employees may be scheduled to work overtime when operating requirements or other needs cannot be met during regular working hours. Whenever possible, advance notification will be provided. If determined necessary, management will authorize any overtime beyond an employee's standard workweek. Non-exempt hourly-paid employees will be paid overtime compensation in accordance with federal and state wage and hour provisions. Overtime pay is based on actual hours worked. Time off for PTO, a company-observed holiday, or any leave of absence will not be considered as hours worked when computing overtime.

Overtime pay is figured on anything over 40 hours per week. It is not figured on a daily basis. CBRI considers a work week Thursday through Wednesday.

Any employee who works overtime without prior authorization from management may be subject to disciplinary action..

### ***Pay Period & Payment***

- The pay period is bi-weekly.
- Personnel will be paid bi-weekly on Wednesday for work performed Thursday through Wednesday of the previous two weeks.
- Direct deposit of your check is preferred.

## ***Recording Time Worked – TSHEETS (Hourly Employees)***

Government regulations require that the company keep an accurate record of time worked by employees in order to calculate pay and benefits. Castle employs employees in both exempt and non-exempt classifications.

Employee's classified in office, field labor, designers/sales, that are paid on an hourly basis will maintain their daily hours via TSheets time tracking software, on a daily basis. In addition to hours, each day should show: The job name/number/address, work category, start time and ending time for each category of work, what kind of work was performed, and mileage if applicable. All time should be charged to a job unless you have been instructed that the work is 'warranty work' or 'indirect labor' (company meeting or shop time). Field labor employees shall record your mileage in the "NOTES" section of your mobile app or desktop workstation.

Within TSheets, place the number of miles (outside of the 494/694 loop and/or between jobs) in the "Notes" field. **ONLY** put numerals in that field (no words or any other info)

Example: ✓ Correct: 8      ✗ Incorrect: 8 miles

You are entitled to one 15-minute paid morning break and one 15-minute paid afternoon break. Breaks cannot be used to extend the lunch period.

Lunch is 1/2-hour, unpaid, and must be taken. Please clock out of TSheets for your lunch break and remember to clock back in after your break is completed. You are not allowed to work through lunch unless you are leaving early and not working in the afternoon.

### ***Time Tracking Format***

Time will be tracked to the second and automatically imported into the HR Manager's accounting software for calculating payroll purposes.

It is the employee's responsibility to ensure the accuracy of all time recorded before submitting it for processing. In addition, if corrections or modifications are made to the time record, the employee and/or HR Manager must verify the accuracy of the change. (If there is an error in addition or work category, this will be adjusted without notice).

It is a violation of company policy for one employee to sign-in under or alter another employee's TSheets account without permission. If an employee has a question concerning his/her TSheets record, he/she should discuss the matter with the Project Manager and HR Manager.

### ***Attendance***

Regular and on-time attendance is expected for efficient operations at Castle. Excessive absenteeism and tardiness is not only inconvenient but also causes costly problems. While it is recognized that an occasional illness or extenuating personal reason may cause unavoidable absence from work or tardiness, regular on-time attendance is required for continued employment.

Any employee who fails to maintain an acceptable attendance record may be subject to disciplinary action. Unexcused absence or tardiness may affect future promotions and/or raises.

If any employee is absent from work for two (2) consecutive days without informing Castle, it will be assumed that the employee resigned and employment will be terminated as of the last day worked by the employee. Accrued PTO will not be paid out upon termination of a "No-Show".

## ***Notice of Time Off***

An employee is asked to give as much notice as possible of his/her intent or need to take time off, whether paid or unpaid. Use the [Request for Time Off form](http://www.castlebri.com/hr-employee-resources/) available at [www.castlebri.com/hr-employee-resources/](http://www.castlebri.com/hr-employee-resources/) or email your manager directly for approval.

## ***Unexcused Absence-Field Labor***

If you are unable to work due to illness or an accident, please notify the Production Manager, Project Manager or the HR Manager. 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 after two (2) consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave work for some other reason before the end of the workday, be sure to inform the Project Manager, Production Manager or the HR Manager of the situation and inform your coworkers before you leave. The company phone number is (612) 789-8509. Failure to properly inform the office will affect promotions and/or raises. Multiple unexcused absences could result in dismissal.

## ***Tardiness***

The Company expects that every employee will be regular and punctual in attendance. This means being at the job and ready to work at the starting time each day. Absenteeism and tardiness place a burden on other employees and on the Company.

If you are unable to report to work for any reason, notify the Project Manager or the HR Manager before regular starting time. You are personally responsible for speaking with one of these people about your absence or tardiness. It is not acceptable to leave a voice mail message, except in emergencies. In the case of leaving a voice mail message, a follow-up call must be made later that day. The company phone number is (612) 789-8509.

Should frequent tardiness become apparent, disciplinary action may be required. Frequent tardiness may affect future promotions and/or raises. Persistent tardiness could result in dismissal.

## ***Family Emergency***

In the event the Office receives word of an emergency related to a member of an employee's family, the employee will be notified as soon as possible. Should the employee be at a location away from his/her normal workplace, arrangements will be made to contact the employee, and if necessary, arrange for the employee to return home immediately.

## ***Severe Weather Conditions***

Occasionally, severe weather or emergency situations [such as fire, power failure, flooding] can disrupt company operations and circumstances may necessitate early closing, late opening, or cancellation of work. A determination on opening or closing will be made at the discretion of senior management. Unless otherwise notified, employees are expected to be at work on time. Additionally, severe weather may necessitate an emergency visit to a client's home during non-business hours.

***\*\*\*\*\*If severe weather occurs while on a jobsite, take shelter in the basement and away from windows.\*\*\*\*\****

## ***Performance Evaluations***

Management will evaluate performance of employees at least once annually. The evaluation consists of a personal interview during which an employee's strengths and weaknesses are discussed and evaluated and recommendations for improvements are made. These interviews also identify the short and long-range goals of employees and determine how they interrelate with the company's purpose and objectives.

An owner must approve any recommendation for promotion, a change of duties, or an increase in pay before any change takes effect. A performance evaluation does not necessarily mean a change in pay or duties. Performance Evaluation forms can be found on our HR website ([www.castlebri.com/hr-employee-resources/](http://www.castlebri.com/hr-employee-resources/)).

## ***Advancement***

Castle believes in promoting from within the company. We want employees to have the opportunity for promotion and/or new positions within the company. Lateral transfers and promotions will be based on such factors as quantity of work, prior job performance, experience, educational background, attendance record, safety record, and the ability to work well with others.

Management will use their best judgement to search both inside and outside the organization to find the most qualified candidates.

## ***Payroll Deductions from Gross Pay***

The company will make payroll deductions for the following:

- Federal and State income and Social Security taxes
- Garnishments (including child support) or other court-ordered wage deductions
- Loss, damage, or destruction of company property fees
- 401k Savings Plan contributions
- Group Health and Dental Plan payroll deductions
- Cafeteria Plan 125 payroll deductions, to include a group health savings.
- Volunteer Life Insurance where applicable
- Repayment of Payroll Advances
- Reimbursement for pre-authorized personal items purchased with a company credit card

## ***Out of Pocket Expense Reimbursement***

- All reimbursements are reviewed and approved by the Project Manager before these will be paid.
- In the event that an employee must make a purchase utilizing their own funds, the employee will be reimbursed for any job related expenses. The employee must present a receipt of incurred expenses, clearly marked as to what was purchased, where, and for what job, in order to be reimbursed. Reimbursement will be made, upon approval, on the next payroll.
- Email the receipt to be reimbursed to [tambra@castlebri.com](mailto:tambra@castlebri.com) and note that it needs to be reimbursed and who approved the reimbursement..

## ***Error in Pay***

The company takes precautions to ensure that employees are paid correctly; however, if an error does occur, the employee should notify the HR Manager. The company will make every attempt to adjust the error promptly and no later than the employee's next regular pay period.

It is the employee's responsibility to check their payroll and notify [tambra@castlebri.com](mailto:tambra@castlebri.com) with any issues.

## ***Garnishment of Employee Wages***

Garnishments are court orders requiring an employer to withhold specified amounts from an employee's wages for payment of a debt owed by the employee to a third party. State law requires the company to honor garnishments of employee wages (including child support) as a court or other legal judgment may instruct.

## ***Advances & Loans***

It is acknowledged that emergency situations can arise that necessitates employee requests for pay advances or loans. Any employee requesting such assistance should submit a written request to Tandra indicating the nature of the emergency involved. The request will be evaluated and a determination will be made as to whether an advance or loan can be granted. Repayment arrangements will be made at the time before granting the request.

## **Section 3 - Benefits**

The company provides a well-balanced program of benefits designed to meet the needs of employees and provide protection from financial hardship. These benefits will be reviewed periodically to assure that they keep pace or exceed industry practice.

The information contained in this handbook regarding employee benefits is not a contract to provide these benefits to any employee. The eligibility requirements of these benefits are described in the Annualized Salary and Benefits documents and/or benefits documentation, and plan eligibility and requirements.

Full-time employees are eligible for benefits provided by the company if they meet specific requirements.

Questions concerning benefits and/or insurance claim information should be directed to the HR Manager or emailed to HR@castlebri.com.

The terms of the benefit plans described are subject to change at any time by the insurer(s) or Castle.
--

## ***Paid Time Off (PTO) Eligibility***

In January of 2017, the city of Minneapolis implemented Minneapolis Safe and Sick Time. CBRI changed the PTO structure to exceed the city's criteria. For this reason, some employees are grandfathered in with a few extra days. When those employees reach completion of their 5<sup>th</sup> year, they will max out at 120 hours of PTO accrual. See your Manager or HR Manager with questions. Castle has taken great pride in developing and implementing an exceptional Paid Time Off policy for any employee who exceeds 30 days of continuous employment.

Paid Time Off or Personal Time Off (PTO) is available to use at the discretion of the employee. It is available for vacation, funerals or time needed off to handle personal business. The policy of PTO implemented April 1<sup>st</sup>, 2019 replaces any prior policy of vacation and sick pay. Castle recognizes that employees need a scheduled time away from normal work duties for their personal well-being. You will accrue PTO time from day one, but you will not qualify to use that time until after the ninety (30) day period.

## ***Paid Time Off (PTO) Eligibility-Hourly Non-Exempt Employees***

- Employees who do not complete 90 days of service or who leave without a proper two (2) week notice will not be paid accrued PTO on their last payroll. (separation payroll)
- Accrued PTO will be capped at 3 weeks (120 hours). Once 3 weeks of PTO accumulate, no additional time will be added to the employee's bank until the bank falls below 3 weeks. The employee is responsible for using paid time off to avoid reaching the cap.

Castle accrues PTO to all hourly employees according to the following criteria.

### **Level # 1-Part-Time Employees**

From the first day of employment, PTO is accrued at a rate of .03333 per hours worked. Example. If an employee works 40 hours in a pay period, he/she would accrue 1.34 hours of Paid Time Off

### **.Level # 2-Full-Time Employees**

1<sup>st</sup> day of employment through the last day of the 5th year, employees will accrue .0385 hours of PTO per hours worked including over time. This equates to two weeks of PTO based on 52, 40 hour weeks. PTO is calculated based on PTO taken as well as paid holidays.

### **Level # 3-Full-Time Employees**

1<sup>st</sup> day of the 6<sup>th</sup> year through the last day of the last day of service, employees will accrue .0576 hours of PTO per hours worked including over time. This calculation offers three weeks of vacation based on 52, 40 hour weeks and includes PTO taken as well as paid holidays. At this time, CBRI offers a maximum of 120 hours of PTO. But additional paid time off is available. See Emergency and Medical Leave Policy.

## ***Requesting Time Off***

PTO requests will be made in writing, using the Request for Time Off form. The time off must be approved by the employee's direct supervisor and as much advance notice as can be given is required to allow for scheduling modifications, if necessary. PTO may be taken at any time during the year after eligibility with the following provisions:

- Employees can use PTO at their discretion.
- CBRI encourages use of PTO to cover payroll hours during the winter months.
- The Employee's manager must approve PTO in advance whenever possible.
- A holiday observed by the company that falls during the vacation period will be considered as a paid holiday and not vacation time. Job requirements will always have precedence over vacation schedules.
- Length of service will be considered in the event that a conflict of vacation schedules arises.
- Any employee who has completed 30 days of service is eligible to use PTO.
- PTO days are not considered as time worked and are not eligible for overtime.
- PTO hours are paid at the employee's normal hourly pay rate.



## ***Emergency and Medical Leave***

CBRI offers Emergency and Medical Leave to both exempt and non-exempt employees.

***Emergency and Medical Leave can only be used once in a calendar year.***

Under the Emergency and Medical Leave policy effective April 1, 2019, an employee is eligible for up to two full week's pay in the event of an emergency or medical situation after 90 days of continued employment. This covers funerals, maternity, paternity, adoption and illness as described below.

\*\*\*Exempt Employees do not use this benefit for Funerals or Jury Duty, please submit PTO forms and it will be treated as PTO.\*\*\*

- Funerals- In the event of an extended family member, cousin, aunt, uncle, or an extended family member of a spouse or domestic partner, the employee will be allowed **one day** with pay. If more than one day is needed, discuss with your supervisor, a second day will be determined on a case by case basis. The employee may be asked to use PTO.
- Funerals – In the event of an immediate family member, brother, sister, mother, father, or grandparent, Castle will pay your hourly wage for **three days** with proof of death. Please submit an obituary or funeral program with your name listed as a surviving family member or employee will NOT be paid.
- Funerals – In the event that a spouse, domestic partner or death of a child, Castle will pay your hourly wage for up to 2 weeks. This can be taken at full pay for two weeks, or taken as described below.

100% of your wages for two full weeks,  
66% of your wages for three weeks  
50% of your wages for four weeks, then use PTO if available.

- Birth of a child or Adoption - Castle will pay your hourly wage for up to 2 weeks. There are three options to receive pay as described below: In the case of adoption, CBRI understands that these can be last minute, but please provide as much notice as possible.

100% of your wages for two full weeks,  
66% of your wages for three weeks  
50% of your wages for four weeks, then use PTO if available.

- Illness and/or Surgery – Castle will provide up to two week's pay with documentation from your physician that you are unable to work. This short-term assisted pay coverage will start after use of your accrued PTO. This benefit is allowed with planned or emergency surgery. It is Castle's contribution in ensuring better health and wellness to all employees.

## ***Emergency and Medical Leave-Continued***

- Jury/Witness Duty - When an employee is required to serve as a juror or is subpoenaed to serve as a witness, time off with pay will be granted for a period not to exceed ten business days as follows:
  - The employee must notify their manager upon receipt of a summons or subpoena so that arrangements can be made to accommodate the employee's absence.
  - Verification of an employee being seated on a jury, being detained in a jury pool, or subpoenaed as a witness is required.
  - If the court dismisses the jury early, the employee is expected to return to work as soon as possible and complete a regular work day comprised of civic time and time on the job.
  - Should the employee's work duties with the company be vital to its operation, the company may ask the court to excuse the employee from jury duty.
  - All proper paperwork must be submitted prior to receiving payments from CBRI.
  - Employee is required to submit payment as reimbursement for Jury Duty funds that are paid by the court and will be deducted from payroll on the following payroll. Currently MN Jurors are paid \$20 per day and receive 54 cents per mile for transportation. CBRI expects these funds to be documented and reimbursed to Castle.

**\*\*\*Even if an employee only uses one week of time off for Jury Duty, that employee will NOT be eligible to use Emergency and Medical Leave until the next calendar year\*\*\***

- Commissioned Employees will be paid based on an average gross wages over the last six months of payroll and will not be deducted from commission banks.

## ***Observed Holidays***

The company normally recognizes the following paid holidays; however, the company may decide to work on a holiday depending upon job requirements.

New Year's Day \*\*Memorial Day\*\*Independence Day\*\*Labor Day\*\*Thanksgiving\*\*Christmas

The following provisions apply with regard to holidays observed by the company:

- A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.
- Full-time employees, who have completed 30 days of continuous employment, are eligible for holiday pay.
- An employee must also work the regularly-scheduled workdays if asked before and after a holiday to be eligible for holiday pay.
- Paid holiday time will not be considered as time worked for the purpose of computing overtime.

## ***UNLIMITED TIME OFF POLICY FOR SALARIED EMPLOYEES-(full-time & part-time)***

Castle Building & Remodeling offers a generous unlimited PTO policy for salaried employees. New employees will be given 40 hours of PTO after 30 days of service. After Production or Sales goals are met, the employee will convert to unlimited time off. At no time, will the initial PTO be paid out in cash or separation pay. New employees can take time off without pay at any time with manager approval.

***KNOW WHAT IS ACCEPTABLE AND WHAT IS NOT.***

A minimum of two weeks off during a calendar year is minimum requirement to infinity as long as sales and production goals are met. These annual sales goals are provided by your supervisor.

Newly hired salaried employees must complete enough time in CBRI to meet sales or production goals before the unlimited PTO policy goes into effect. New hires will be given 80 hours of PTO upon 30 days of service. These hours will not be paid out on resignation or termination. Once sales or production goals are met or after completing one year of service, the Unlimited Time Off policy goes into effect. Whichever comes first.

Freely communicate your time-off plans. Use the Paid Time off requests and approval by your manager.. Give as much notice as possible. Requests should be given to your supervisor and emailed to hr@castlebri.com.

There is a limit of two consecutive weeks per occurrence. Upon returning to work after a two-week vacation or illness, employees will not be allowed to take an additional two consecutive weeks for a minimum of six months. If there is a health-related illness or injury or emergency that takes an employee out of their position for more than two weeks, please discuss short-term disability options with your supervisor. HR has forms for the Family Medical Leave Act. FMLA is a Federal Mandate that secures an employee's position while they are off without pay. Castle believes in a work, life balance so your supervisor will work with you on getting the time you need off (if at all possible), whether it is with or without pay.

I, \_\_\_\_\_ acknowledge and accept that CBRI will not be accruing payroll. I acknowledge and accept that I will not be paid out for any accrued PTO and I accept this benefit offered by CBRI of unlimited PTO.

---

DATE

***\*\*\* Sign a copy in the New Hire Packet\*\*\****

## ***Leave WITHOUT Pay***

### ***Leave of Absence***

An employee with at least six (6) months of continuous service may ask for a leave of absence without pay from the company; however, no employee is guaranteed a leave of absence.

Any request for maternity/paternity or elder/family care leave of absences must be made in writing stating a definitive period of time and must be approved in advance by your manager. If the time period requested is longer than the position can be held open, then the employee will be advised at that time that the job may not be available upon the employee's return to work.

All requests will be reviewed/granted on individual employee circumstances and will be left up to the discretion of management. Management may recommend either approval or denial of a leave of absence request based upon business considerations and/or circumstances of the request, (e.g., staffing needs, employee disability, military obligations, family crisis, unusual circumstances, etc.).

During any approved leave-of-absence the following provisions apply:

- The employee is responsible for the payment of all payroll deductions amounts being withheld on the employee's behalf (if applicable). This money should be paid to Castle by the first day of each month that the employee is on an approved leave of absence.
- The employee will retain his/her original employment anniversary date showing no interruption in employment.
- The employee will retain his/her membership in the company's Retirement Savings Plan up to the amount of time allowed in the Plan.
- Credit for paid vacation leave cannot be accrued during an approved leave of absence.
- If an employee accepts other employment, all of his/her benefits with the company will be terminated.
- Unless eligible for other leave benefits allowing paid leave, leaves of absence will be without pay.

Due to lack of work, the company may require an employee to take an unpaid leave of absence. The length of the company-initiated leave of absence may vary. You are encouraged to apply for Unemployment benefits through the state of Minnesota.

### ***Voting***

The company encourages its employees to vote in every election. Time off to vote may be taken without pay. Employees are encouraged to vote prior to or following normal work hours.

### ***Military Leave***

It is company policy to grant a leave of absence without pay to employees who participate in U. S. Armed Forces Reserve or National Guard training programs in accordance with the provisions of the Universal Military Training and Service Act.

## ***Health Insurance-Employee***

Employees electing to participate in the Group Medical Plan through Health Partners will receive eighty percent (80%) of the monthly age-based premium for their enrollment in the Bronze Plan (open access), or the equivalent of the monthly age-based premium for their enrollment in the Gold Plan-Open Access, Bronze Plan-Achieve Network or Gold Plan-Achieve Network. This amount will be applied toward the employee's monthly group health plan premium only and will be prorated, based on the monthly allotted percentage amount times 12 months, divided by the number of payrolls (26) in the Plan year (January – December). If an employee is hired mid-year, this amount will be prorated based on the remaining months in the year they are eligible for premium contributions. Currently this benefit is offered for employees only and dependent coverage will be charged above and beyond the Castle provided portion of your premium. All monthly premium amounts due will be withheld from employee's paychecks and submitted to the insurance carrier as invoiced each month.

As health care costs continue to fluctuate and rise, CBRI will attempt to provide suitable health coverage to its employees and when necessary, reserves the right to change carriers and employee premiums during the open enrollment period.

Group Plan summary and rates are available at [www.castlebri.com/hr-employee-resources/](http://www.castlebri.com/hr-employee-resources/) or by emailing [HR@Castlebri.com](mailto:HR@Castlebri.com).

With most group plan coverages, there is one designated window of time for open enrollment, in which any additions, changes, updates, terminations to the plan must happen. This period is November 1<sup>st</sup> through November 30<sup>th</sup>, annually, and it will be the employee's sole responsibility to enroll, make changes, update or terminate coverage during this period. Notice from the Human Resources department and information will be provided to all eligible employees to allow plenty of time to make decisions.

## ***Health Insurance-Dependent Coverage***

Employees electing to participate in the Group Medical Plan through Health Partners are also eligible for dependent care coverage. Castle will receive seventy percent (50%) of the monthly age-based premium for their enrollment in the Bronze Plan (open access), or the equivalent of the monthly age-based premium for their enrollment in the Gold Plan-Open Access, Bronze Plan-Achieve Network or Gold Plan-Achieve Network. This amount will be applied toward the employee's monthly group health plan premium only and will be prorated, based on the monthly allotted percentage amount times 12 months, divided by the number of payrolls (26) in the

## ***Dental Insurance-Employee***

Employees elected to participate in Dental Coverage through HealthPartners will receive the employer contribution of 80% of the premium.

## ***Dental Insurance-Dependent Care***

Employees participating in Dental Coverage will have to option to add dependent care coverage at 50% of the premium cost.

## ***Cafeteria Plan – HSA/FSA Benefits***

Castle will offer, in addition to the group health plan, participation in a Cafeteria Plan, with flex spending account options (HSA, Limited FSA, Health Care FSA, Dependent Care FSA). This benefit, effective March 1, 2017, will be administered by Benefit Extras, Inc. (952.435.6858 or email [flex@benefitextras.com](mailto:flex@benefitextras.com)). The Summary Plan Description and other enrollment information/forms will be made available for viewing at [www.castlebri.com/hr-employee-resources/](http://www.castlebri.com/hr-employee-resources/) or paper copies of the same can also be requested from Human Resources. Castle will match the employee's designated Cafeteria Plan salary reduction amount, up to twenty dollars (\$20.00) each month. This amount will be calculated on a prorated basis, based on the monthly amount times 12 months, divided by the number of payrolls in the year. *Example: Employee designates \$20.00/month from their paycheck.....Castle matches this \$20/month..... (\$20/month X 12 months = \$240 divided by 26 payrolls in the year=\$9.09/paycheck deduction/match).*

## ***401K Savings Plan***

This program enables employees to save for retirement on a pre-tax basis. Employees may elect to defer an amount up to an annual limit of their pay. Employees are eligible to participate in the 401k Retirement Plan following 90 days of continuous service. Employee contributions are 100% vested immediately. Castle's company match will be three (3%) of the first 3% contribution an additional .05 for the 4% . and another half percent at 5%, for a maximum match of 4%. Forms and information video are available on our HR [website](#).

## ***401K Profit Sharing***

Beginning year end of 2022, Castle will profit share 10% of the overall profits and deposit it in employee safeharbor 401k plan. Employees who do not wish to contribute to their 401k will still get profit sharing contributions.

## ***Life Insurance***

As an employee of Castle Building & Remodeling, we will supply at no cost to you a 15k life insurance policy. Additional coverage and dependent policies are available as Volunteer Coverage at an additional cost. Premiums are payroll deducted on an after tax calculation.

## ***Professional Associations/Dues***

Employees are not required to maintain membership in any job-related professional association. However, employees choosing to participate and belong to these types of organizations, (*examples: ASID, NKBD, NCIDQ*) may be allowed reimbursement, up to fifty percent (50%), upon approval. In order to be considered for reimbursement, employees should submit any/all information supporting the membership dues/fees paid to their manager. If reimbursement is approved, the employee shall notify the HR Manager to request reimbursement via payroll, on their next paycheck.

## ***Educational Assistance***

Castle encourages all full-time employees to be more effective on the job and to increase their career potential within the company by voluntary participation in job-related classes, continuing education programs and/or professional seminars during or outside regular working hours. Castle feels employee development is advantageous to both Castle and the employee.

## ***Educational Assistance-Continued***

With prior approval from management, CBRI will pay for approved classes with 90 days of continuous service. Castle considers these investments in your education as long-term investments and reserves the right to deduct 100% of the cost if the employee doesn't complete one year of continuous service after completion of the class.

<b>Employment Status</b>	<b>Reimbursement Due from Employee</b> <i>to be deducted from final paycheck</i>
Stay with Castle 2 years or more	0%
Stay with Castle 1 year but less than 2 years	50%
Stay with Castle less than 1 year	100%

If an employee is invited to a job-related class/seminar that requires an overnight stay, Castle will arrange for and pay all lodging and/or meal expenses. Any cost to attend a seminar will be paid directly by the company before the employee attends. If the employee fails to attend a seminar, the cost to attend the seminar or any cancellation fee incurred will be at the expense of the employee.

Employees requesting educational assistance must comply with the following conditions:

- The employee must submit a written request for educational assistance to their manager listing the name of the school, a description of the course, tuition cost, scheduled time, and whether or not the employee is working toward a degree.
- Reimbursement for educational assistance must be made to Castle if the course is dropped, failed, or in any way not completed, or if the employee ceases to be employed by the company for any reason.
- Castle will be reimbursement if the employee is receiving payment for course(s) by grant or scholarship from other sources, for example, the G.I. bill.
- The owners will give final approval for all educational assistance.
- Any special cases or situations not listed above will be at the discretion of the owners, on a case by case basis.

## ***Health Insurance-Separation or Termination***

Upon Separation from the company or termination, the final pay will deduct necessary premium to cover your continued health care through the end of the month. Example: If an employee leaves the company on the 15<sup>th</sup> of the month and there are two pay periods left that month, CBRI will deduct your premium x2, but if your final check is after the last pay period of the month, your final check will have zero deductions for health. Cobra options will also be discussed.

## ***Continuation Of Group Health Insurance (COBRA)***

***Castle will comply with federal regulations relating to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), which is designed to provide employees and eligible dependents with the opportunity to continue health insurance coverage at group rates in certain instances in which coverage would otherwise cease. The premium for this coverage is the sole responsibility of the employee or dependent. Further information may be obtained from the HR Manager***

## ***Employee Referral Bonus Program***

- A \$500 bonus will be paid (1/2 at the time the referred employee begins employment and the balance after the referred employee reaches 90 days of continuous employment).
- The referring employee must be still employed at the time of the new employees start and for each rewarded milestone.
- Any disputes arising from the employee referral program will be settled at the discretion of Castle ownership.

## ***Mileage Reimbursement***

\*\*\*\* IMPORTANT\*\*\*\* Federal guidelines state that it is the employees responsibility to get themselves to and from work on a daily basis. If you are going to a meeting from home or jobsite, you are only eligible to receive reimbursement for miles that would exceed your normal commute. Please ask your manager or the HR Manager if you need clarification.

Castle offers employees mileage reimbursement at fifty cents (\$0.50) per mile. All employees (except Field Labor) will be required to submit a detailed Castle Employee Mileage Tracker sheet or similar document with the same information.

There are two ways to submit your mileage:

- The Mileage Bug App <http://milebug.com/> - This App is available for Android and iPhones, and will track all that is required. If you decide to utilize this inexpensive App, you will be reimbursed for the initial purchase (\$1.99) and you will then email the information required to submit your mileage, directly to the HR Manager.
- The Castle Employee Mileage Tracker is located at [www.castlebri.com/hr-employee-resources](http://www.castlebri.com/hr-employee-resources).
- In order to be eligible for mileage reimbursement, a completed Mileage Tracker sheet or similar MileBug app report, must be submitted to the HR Manager within sixty (60) days of the actual travel for which you are requesting reimbursement. If circumstances beyond your control do not allow for timely remittance within this sixty (60) day period, please advise the HR Manager for special accommodations.
- A completed Mileage Tracker sheet or similar app report with the same information will be deemed “complete” when received by HR Manager and contains: the employee’s name, date, time, origin, destination, odometer start/end, and business purpose fields completed for each entry. If any information is lacking or incomplete, the Tracker sheet will be returned to the employee with a request that the missing information be provided before actual reimbursement is done.
- Currently, Castle’s Field Labor are exempt from the Castle Employee Mileage Tracker process, and they will track their mileage reimbursement via the TSheets time tracker App, which also provides GPS information.

## ***Workers' Compensation***

Employees of Castle are covered by Workers' Compensation insurance that is purchased by the company in the state in which it operates. This insurance provides compensation to an employee for lost wages caused by accidental injury, or death suffered in the course of or as a result of his/her employment with the company in accordance with the laws of the state of Minnesota.



## ***Workers' Compensation-Continued***

### Reporting:

- A report must be filed with the Production Manager and HR Manager within forty-eight (48) hours of the onset of illness or injury.
- If medical assistance is sought for the reported injury, doctor prognosis and date of expected return to work will be provided to the Production Manager within forty-eight (48) hours of the onset of illness or injury.
- Once a First Report of Injury Report is filed on behalf of an employee, the employee will notify the Lead Project Manager, as requested, of their status and return to work date.
- Any claim found to be dishonest or fraudulent will be grounds for discipline, up to and including termination of employment.

### Benefits:

- Workers' Compensation benefits provide weekly payments based upon 60% of the employee's regular earnings as well as payments for medical and hospital expenses arising out of an occupational illness or injury.

### Effect on Continuous Service Date:

- Any time lost by an employee due to an occupational illness or injuries covered by Workers' Compensation insurance will not affect active service status.
- The company will comply with all state and federal laws pertaining to Workers' Occupational Diseases and Workers' Compensation.

Castle has a return to work policy that is designed to return injured employees back to work as soon as possible. Castle will accommodate employees who have been cleared to return to work by their physician, with any light duty accommodations needed; with the understanding that the assigned duties will be within physician's restrictions, and that the employee will be returned to their regular position at full capacity once their physician so orders. Employees must work with their managers to identify any physical restrictions in order to assign alternative work to allow the employee to resume working quickly.

## ***Employee Discount***

All employees will be eligible for an Employee Discount after ninety (90) days of service for small projects up to \$3,000. Larger projects will require one year of employment. All jobs will be entered like a normal lead and will follow normal processes if possible.

Castle's Employee Discount program is as follows:

## **Design Build Projects and Small Projects**

There will be a small markup on the overall cost of employee jobs. Employees will be responsible for covering all in-house labor, materials, permits and subcontractor costs. Pricing will be determined during the job close process. Your Project Manager will determine when a job is complete. You will be billed the final cost plus 10% for administration fees. Although, CBRI tries hard to make sure all billing is in, you may be notified of a second or even third bill if credit card receipts or invoices aren't received and recorded prior to the job close.

## ***Family – Immediate Family Discount***

All employees will be eligible to offer a Family Discount after one year of employment. All jobs will be entered like a normal lead and will follow normal processes if possible. A rough estimate will be given at the time of planning and family members will be charged a down payment up front at 70% of the estimated cost. Ultimately the family member will be billed the final cost, plus 30%. The final billing will reflect the total cost+30% less the down payment.

## **Design/Planning Services**

There will be no markup charged for any in-house design and planning fees. The family member will be charged for all hourly design costs and outside Architectural Drafting fees or structural engineering fees incurred while his/her project is designed. Note: because no markup is being charged these projects may fall lowest on the designer's priority list.

## **Materials**

There will be a very small markup for ordering materials only through Castle. All discounts will be passed on to employees and a 10% markup will be added to cover handling costs.

## **SECTION 4 - Separation from employment**

### ***Separation from Employment***

- Retirement, voluntary resignation, lack of work, or termination may separate an employee from employment voluntarily or involuntarily. However, if any misconduct warranting discipline is severe enough, Loren Schirber has the authority to discharge the employee immediately.
- Owner, Loren Schirber will advise the HR Manager immediately of the date for terminating an employee.
- All company property in the employee's possession must be returned to the HR Manager upon separation from employment before the final paycheck is released.

### ***Voluntary Resignation***

- Any employee who voluntarily resigns his/her position with Castle is expected to provide the company with advance notice of at least two (2) weeks.
- If the employee does not provide advance notice as requested, the employee will not be entitled to payout of accrued PTO and are not eligible for rehire.
- If an employee gives proper notice, but has not completed a minimum 90 days of service, the employee will not be paid PTO upon resignation.

### ***Exit Interview***

- An employee planning to leave the company will be asked to participate in an exit interview, as schedules allow. In addition to discussing his/her decision to leave the company with his/her immediate supervisor, the HR Manager will meet with the employee prior to the termination. Discussions concerning the reasons for leaving will assist the company in evaluating the effectiveness of its personnel policies and practices. At the time of the exit interview, matters relating to final pay and any other personal considerations will be arranged, and all company property will be returned.

## ***Pay at Time of Separation from Employment***

- The company will determine if the terminating employee has any outstanding debt owed to the company and whether the individual has in his/her possession any company credit cards, tools, keys, safety equipment, manuals, cell phones, laptops, tablets, or other company property.
- Upon completion of a full accounting of the employee's and the company's accounts as determined by the company, a final paycheck for time worked less deductions will be issued to the employee on the next regular pay day in accordance with applicable federal and state law.
- The company will issue a check designated as the final payment for all services rendered. The final check will not reflect any time not actually worked except for an employee separated from employment with the company for any reason before he/she has taken part or all of his/her earned vacation. The employee will receive pay for his/her earned vacation time at the time of separation from employment.
- Upon resignation or termination, the employee should contact the HR Manager to discuss premiums for COBRA. If the employee decides to continue coverage, they will be billed from Castle for the premium and can pay electronically from the email billing. If COBRA bills are not paid within 7 days, Health Insurance will be cancelled by the HR Manager

## ***Reduction of Workforce***

In the event that a reduction in the company's workforce becomes necessary, employees over and above the number determined by the company as needed to perform the available work will be terminated or laid off. In determining those employees to be retained, consideration will be given to the quality of each employee's past performance, the need for the position held by the employee and, overall attitude of the employee.

If feasible, but not as a vested right, employees subject to layoff will be given a notice prior to the anticipated separation. Upon such termination, all accrued vacation leave will be paid in full, excluding employees who have less than 90 days of employment at CBRI.

## ***Care of Equipment and Facilities***

Each employee is reminded that all items owned by Castle represent a very valuable asset of the company. It is the responsibility of the employee to whom tools and other company equipment are assigned, to maintain and safeguard these assets as if they were his/her own personal property. Employees should be concerned with keeping track of, the care of, and safe use of company-owned equipment and facilities. Employees are expected to follow all operating instructions, safety standards and guidelines and are to ensure the equipment remains in their possession. Good housekeeping is expected of every employee at all facilities and locations.

If any equipment, machines, tools, vehicles, etc. appear to be damaged, defective, or in need of repair, due to ongoing day-to-day operation, notify the Warehouse Manager. Prompt reporting of damages, defects, and the need for repairs could prevent possible injury to employees or others and deterioration of equipment.

Unforeseen loss, damage and theft to company-owned equipment is rare but does occur. While an employee is in possession of company equipment, including tools and technology (such as a laptop computer), the employee is responsible for covering all replacement and/or repair costs. It is the employees' responsibility to be adequately insured to cover such losses.

Unsafe, destructive, careless, negligent, or improper use or operation of equipment may result in disciplinary action, up to and including termination of employment.

## ***Tools***

When tools are provided by Castle for use at Castle job sites, each employee will be responsible to maintain this equipment in a good workable condition and then return to HQ.

## ***Personal Appearance/Clothing***

Personal appearance, proper hygiene and appropriate attire are important to our work practices. Our customers gauge the quality of our company by the attention we show to personal appearance and attire.

Each employee personally represents the company and is required to dress in an appropriate manner. Every employee of Castle contributes to the company's overall public image during work hours. Appropriate attire enhances an employee's effectiveness in providing superior service.

Castle will provide you with enough shirts, sweatshirts and caps with the Company's name and logo. Employees are expected to report to work wearing a clean shirt and pants. A neat, well-groomed appearance should be important to you, the employee, and your fellow workers and to our customers.

Please observe the following guidelines:

- Clothing should not have excessive stains.
- Clothing should not be tattered or torn.
- Appropriate measures should be taken to control body odor.
- Shoes/boots should not be excessively worn.
- Hair & hair style should reflect good grooming.
- Face shaven daily.
- Beards kept groomed.
- Please inform your manager when replacement shirts or cap are needed.

## ***Smoking Policy***

Castle is dedicated to providing a healthy, comfortable, productive work environment for our employees as well as a healthy, comfortable environment for our customers. This goal can only be achieved through ongoing efforts to protect non-smokers and to help employees adjust to restrictions on smoking. Therefore, smoking is prohibited throughout company facilities and client homes and garages. Smoking is allowed only in designated smoking areas.

### **Designated Smoking Areas**

- Outside of Castle's office or shop.
- Outside of customer's dwelling

Smoking is only permitted during regular breaks and lunch. The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All employees share in the responsibility of adhering to and enforcing this policy. Any conflict should be brought to the attention of the appropriate supervisory personnel.

## ***Company Meetings***

Company meetings will be held on regular intervals. The agenda will be open to all employees' input. If you feel that we, as a company, need to discuss a particular matter, please bring it to our attention. If necessary, please inform homeowner(s) of scheduled meetings so that they know why you are not on the site at your usual time.

## ***Company Meetings -Clocking In***

Employees are to clock-in for a mandatory company meeting on their TSheets time when attending. You should be told when the meeting is officially started and stopped. If you are not sure, ask the office to clarify.

## ***Personal Belongings***

Castle recognizes an employee's desire to display mementos pertaining to his/her family or other personal items. While Castle can take no responsibility for the safekeeping of these items; it welcomes its employees to personalize their work areas for added comfort or pleasantness. However, several guidelines must be observed. They are as follows:

- **Safety Comes First** - No object can interfere with job safety as viewed by company management.
- Nothing can be displayed that in the opinion of management is derogatory to any person or system of beliefs.
- Objects that in the opinion of management are inappropriate or hinder work efforts will not be allowed and must be removed upon request.

## ***Safety Equipment***

Employees will be provided with safety equipment if it is a requirement for a particular job. This equipment will be replaced at the employee's expense if the equipment is lost, damaged, or stolen. Replacement will be provided if the equipment is shown to be defective.

## ***Company Tools & Equipment***

Castle tries to own larger more expensive tools as listed on the tool list at ProHQ and will loan them as necessary for Castle jobs. It is expected that Castle carpentry employees own some of their own small tools. Other tools are recommended, but not necessary. Each employee is reminded that all items owned by Castle represent a very valuable asset of the company. It is the responsibility of the employee to whom tools and equipment are assigned to maintain and safeguard these assets as if they were his/her personal property.

An inventory of Castle's tools and equipment will be made periodically. Use of company equipment for other than job-related use is not allowed without express permission from your manager.

When leaving a jobsite, make sure all tools get returned to HQ. When completed with your work assignment, it is required that all tools be placed back in the designated storage areas at the Production Head Quarters or removed from the work area and secured in locked storage where available, or responsibility for such clearly transferred to another employee for their continued use.

## ***Production Head Quarters (ProHQ) Policies***

Select employees will be given a key to obtain entry of the ProHQ.

Each employee is responsible for:

- 1.) Lock all doors when you are the last person to leave the ProHQ.
- 2.) Any materials brought back to the ProHQ should be stored in their proper place.
- 3.) Write up a list of materials brought back from your job and turn the list into the Production Manager, indicating in writing which job the materials are from.
- 4.) No tools or equipment are to be stored outside of the ProHQ.

- 5.) Clean up around our building and surrounding property whenever you see debris in the area. It is our responsibility to mow and keep the weeds down around the building.
- 6.) Any repairs and malfunctioning equipment in and around the ProHQ should be reported to the Warehouse Manager.
- 7.) Any hazards or “accidents waiting to happen” that exist in and around the ProHQ should be reported to the Warehouse Manager immediately.

### ***Purchasing Materials and Supplies***

- ALL credit card receipts should be photographed with your phone and email the picture of the receipt to [receipts@castlebri.com](mailto:receipts@castlebri.com). Be sure category and job name and date of transactions are visible or type them in as a text message with the receipt attachment. Receipts should be sent daily as job closes depend on getting all expenses applied in a timely fashion.
- Do NOT leave any receipts at the jobsite for the customer to find.
- Each employee is responsible to ensure that materials on site are protected from damage and/or theft as reasonably possible.
- All employees are required to either get extra materials back to the supplier for credit or back to the ProHQ for inventory. The HR Manager should be provided with receipts for all returns in the same manner as when purchases are made. All receipts/credits should be turned into the HR Manager as soon as reasonably possible, but no later than seven (3) days after purchase.
- No employee may charge personal expenses on a company account and/or credit card without prior, express permission and payment arrangements being made with the HR Manager in advance of the purchase. If a purchase is made with a Castle credit card in error, please let Tambra know as soon as possible. If during the credit card reconciliation process, a questionable purchase is discovered, you will be asked for details. If the purchase is personal, you will be notified and the amount will be deducted from payroll.
- No "left-over" company supplies or materials are ever to be used by an employee for personal use without prior express permission.
- Castle, prior to its procurement, must approve any purchase or rental of tools, supplies, and/or equipment that is not a normal job list item.
- Project Manager and Designer should determine, in advance, the material needs of a job. If materials are needed, the Project Manager and Designer should make a determination of the entire project's needs, so as to minimize the number of trips made.

### ***Energy Preservation & Waste Prevention***

Waste of energy and materials is costly to the company and ultimately results in losses that must be paid for by other cost reduction actions. Employees are expected to:

- Conserve energy at every opportunity by keeping thermostats in moderate ranges when leaving the ProHQ; i.e., 50 degrees in winter.
- Change filters regularly.
- Drive within posted speed limits.
- Participate in the company's recycling and composting program.

### ***Solicitation AND/OR Distribution***

To prevent disruption of business activities, to minimize distractions for all employees, and to preserve company security, solicitation of literature, materials, goods, contest promotions, requests for donations, or any other solicitation is prohibited during working time or in work areas.

## ***Security***

All doors, files, desks, gates, and any other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Company vehicles should be kept locked at all times when not in use. Lost keys must be reported to the Warehouse Manager immediately. Any concerns about security should be directed to the Controller, Tambra.

An employee who is entrusted with a customer's key is to exercise all caution not to lose or misplace it. The Lead Carpenter and Project Manager must be notified immediately in the event that key is lost or missing.

The Project Manager must be informed of the location of the key and/or lockbox at all times. Lock box sign out will be posted at [www.castlebri.com/hr-employee-resources/](http://www.castlebri.com/hr-employee-resources/). The customer's key must be returned to the lock box when not in use. The Project Manager should be notified of any transfer of keys from one employee to another.

THE CUSTOMER'S HOME SHOULD NEVER BE LEFT UNLOCKED OR UNATTENDED.

Whenever practical, please lock yourself into the house, so that the security of the house is not compromised. This should especially be the case when the security of the house is compromised because of where you are in relationship to the location of the door, or when you are creating so much noise that you would be unable to hear if someone entered the house.

Each employee is reminded that our clients have trusted us with access to their home, and it is the responsibility of all employees working in the home to safeguard it as if it were his/her own personal property.

## ***Outside Employment (Moonlighting)***

Castle makes every effort to keep its employees as fully employed as possible and at a good rate of pay. When an employee is on the job, this means that 100% of his/her effort is required. If an employee chooses to work outside of his/her job and the outside employment competes with what is expected of him/her as an employee of Castle, opportunities for promotion and advancement with Castle may be limited by his/her decision.

If management feels that outside employment prevents an employee from fulfilling his/her obligations to the company, the employee will be asked to resign from Castle or to leave his/her outside employment.

All management and supervisory personnel are expected to enforce this policy and, by example, refrain from conflicting outside employment.

## ***Job Site Clean Up***

All employees are required to leave every job "broom-swept" clean at the end of every day. This rule is in effect and will be enforced unless expressly told otherwise for special situations.

All subcontractors or workers on our jobs are to be required to clean up their mess and remove their debris. If any subcontractor and/or their representatives fail to do so, please inform the office so the appropriate action can be taken.

## ***Policy on Harassment***

Consistent with our policy of equal employment opportunity, harassment in the workplace based on a person's race, sex, religion, national origin, age, height, weight, marital status, sexual orientation or disability will not be tolerated concerning employees or applicants for employment.

One aspect of our policy requiring some clarification is the prohibition of any form of sexual harassment in the workplace. The following describes the type of conduct that is prohibited as well as the complaint provisions to investigate and remedy any problems that may arise.

## ***Policy on Sexual Harassment***

Sexual harassment includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures in the workplace, sexually explicit or offensive jokes, or physical assault.

Any employee who feels that he/she is a victim of sexual harassment, including but not limited to, any of the conduct listed previously, by any supervisor, management official, other employee, customer, client or any other person in connection with employment at Castle should bring the matter to the immediate attention of any member of management.

Every effort will be made to promptly investigate all allegations of harassment in as confidential a manner as possible and appropriate corrective action taken if warranted.

After an investigation, any employee determined to have engaged in sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination of employment.

## ***Sexual Misconduct***

Sexual Misconduct is not Sexual Harassment but nonetheless, unprofessional and inappropriate in the workplace and warrants discipline.

Sexual advances or propositions no matter the outcome, whether mutually agreed upon between a direct or indirect reporting manager is unacceptable. Sexual advances between a manager and subordinate create a risky environment related to favoritism and subordinate insecurity regarding employment stability. It also creates a legal risk for the company and isn't acceptable. Protecting all Castle's assets is a priority and our employees are our greatest asset. No employee should ever feel diminished, degraded, unsafe, treated unfairly or with partisanship while employed at CBRI.

Castle acknowledges that workplace romances are common as statistic prove more than 22 percent of married couples met in the workplace. If a relationship does occur, notify your manager and Castle will make every effort ensure there is a separation of duties within the workplace.

Other examples of sexual misconduct are as follows:

- Sexually explicit e-mails or text message during or off company time neither on personal devices or the company's information technology resources.
- Sexually explicit photos of yourself in compromising positions.
- Insinuations that lead the affected individual to reasonably believe that granting or denying sexual favors will affect his/her reputation, employment or company standing.
- Stalking, cyber stalking, voyeurism, recording or transmitting sexual images.



## ***Sexual Misconduct Examples-Continued***

- Use of sexually degrading languages or sounds to describe a person.
- Unwanted and unnecessary touching, patting, hugging or other physical contact. Keep your hands and arms to yourself.
- Comments or questions about an individual's sexual prowess, sexual deficiencies, efficiencies or sexual behavior.

Please report any sexual misconduct to Loren (Owner) and/or Tandra (Controller) to ensure a quick and thorough investigation. Violations are cause for disciplinary action up to and including dismissal.

## ***Anti-Nepotism Policy***

Castle Building & Remodeling welcomes the opportunity to hire and retain qualified employees who are related to one another by blood or marriage. However, since such relationships can create problems in the workplace, including suspicions of favoritism if the related employees are in a supervisor-subordinate relationship, it is the policy of CBRI that:

Any employee of CBRI who has or acquired a familial relationship with another employee shall not have any direct or indirect administrative or operational authority over the other person. This means that no family member can be in the direct chain of command. Or have any authority or position that can benefit or disadvantage another employee in a familial relationship. Example: Signing an evaluation, job performance reviews, pay raises or initiate additional perks or benefits.

“Familial Relationship” within the meaning of this policy means two employees (or an employee and job applicant) in the relationship of husband, wife, father, mother, brother, sister, son, daughter, aunt, uncle, niece, nephew, grandfather, grandmother or any of those relationships arising as a result of marriage (example, brother-in-law).

## ***Communication Systems***

The following office procedures apply concerning Castle communications:

Company communications equipment is the sole property of Castle. Communication equipment and services include mail, electronic mail, courier services, facsimiles, telephone systems, computers, computer networks, on-line services, internet connections, computer files, tablets, video equipment and tapes, tape recorders and recordings and cell phones.

Employees should not use Castle communication services and equipment for personal use except as permitted by Castle. When personal use is unavoidable, employees must properly log any user charges and reimburse Castle for them. Long personal calls should not be taken while you are working. Please make use of breaks and lunchtime for such.

Improper use of Castle communication services and equipment includes any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive spoken, written, recorded, or electronically transmitted messages.

## ***Public Web Participation Guidelines***

The Web provides an opportunity for Castle Building & Remodeling to expand and deepen our interactions with clients, prospects, technology providers, business leaders and the media. These guidelines for Web Participation build upon longstanding policies regarding associates' personal conduct and upon the sound judgment that we expect our associates to use in their professional interactions.

## ***Public Web Participation Guidelines-Continued***

“Web Participation” is currently defined as all forms of public Web-based communication and expression, such as blogs, microblogs, link blogs, social network sites, wikis, bookmark sites, photo sharing sites, video sharing sites, forums, mailing lists, discussion groups and chat rooms. These Guidelines apply to all Castle Building & Remodeling employees. These Guidelines are expected to guide your behavior in all forms of Web Participation, with the exception of internal interactions.

When applying these Guidelines to your Web Participation, you should be conscious of the “persona” in which you are speaking, especially when commenting on topics related to construction or remodeling industry: are you in the “professional persona” of a Castle Building & Remodeling associate, or the “personal persona” of any member of the public who uses remodeling or building services?

- You are acting in your professional persona as a Castle Building & Remodeling associate when:
- You identify yourself in the social environment as a Castle Building & Remodeling associate, regardless of your role at Castle Building & Remodeling; or
- You occupy a role at Castle Building & Remodeling responsible for creating our intellectual capital, such as Interior Designer, Project Manager, Office Manager, or Carpenter, and are commenting on a topic related to construction or remodeling; or
- You are an associate participating in any Castle Building & Remodeling-sponsored web property, including the Castle Building & Remodeling Facebook, Pinterest, or Twitter pages.

These Guidelines apply to you in either “persona;” however, when you adopt your “professional persona” on the web, you have a responsibility to approach subjects related to remodeling in a thoughtful and professional manner, as a representative of Castle Building & Remodeling.

### **Summary**

You may not initiate or maintain a personal blog, social network discussion group, or other internet site that discusses or relates to Castle Building & Remodeling, our business, or to the remodeling industry.

All Castle Building & Remodeling policies apply, and should be followed, in your conduct and activities on the Web. Think before you post; use sound judgment and think about reactions to your post before you post it.

Respect your audience; avoid negative personal comments or inflammatory subjects.

Have productive conversations; if you are a designer posting on a Castle Building & Remodeling social network, or simply participating in another design forum; remember that the primary benefit of Web Participation is for others to learn about Castle Building & Remodeling and for Castle Building & Remodeling to learn from others.

Don’t “give away the farm”; if you are a Castle Building & Remodeling employee don’t post the kind of information and advice for which clients pay Castle Building & Remodeling.

- Protect and enhance the value of the Castle Building & Remodeling brand: Present Castle Building & Remodeling in a positive light and avoid making derogatory comments about Castle Building & Remodeling, our products, services, management, employees, or systems.
- Respect confidentiality: Protect Castle Building & Remodeling’s and our clients’ confidential information.
- Be personable and have fun: Web participation is about enjoying personal interactions, not delivering corporate communications.
- Be conscious of persona: Know that when you are representing Castle Building & Remodeling or may be perceived as such, you are expected to post as a professional, in compliance with these Guidelines.

## ***Public Web Participation Guidelines-Continued***

- Comply with all Applicable Laws: When engaging in Web Participation, you are expected to respect and adhere to all applicable laws and regulations.
- Publicity: Refer all requests for interviews or comments from the media to Loren Schirber

Castle Building & Remodeling reserves the right to monitor Web Participation by our associates, including social networking sites, to ensure compliance with these guidelines. Violations of these Guidelines may result in disciplinary action, up to and including termination of employment.

### ***Section 6 - Conflict of Interest***

Employees shall avoid outside employment, activities, investments, and other interests that involve obligations, which may compete with or be in conflict with the interests of the company. A conflict of interest can arise in dealings with anyone that Castle transacts business; i.e., present or past customers, clients, owners, buyers, suppliers, banks, insurance companies, and people in other organizations with whom we contact and make agreements.

Conflicts of interest should be avoided and may include the following examples:

- Working for any group mentioned above for personal gain.
- Engaging in a part-time activity for profit or gain in any field in which the company is engaged.
- Borrowing from, or lending money to, individuals representing organizations with which business dealings are conducted.

### ***Professional Conduct***

The company expects that all of its employees will conduct themselves with the pride and respect associated with their positions, fellow employees, customers and the company. Employees should always use good judgment and discretion in carrying out the company's business. Employees of Castle should always use the highest standards of ethical conduct.

Improper conduct by and between employees and/or by and between employees and business associates on the company's premises or adversely affecting company work will not be tolerated. Any employee demonstrating improper conduct will be subject to disciplinary action including termination of employment.

Please consider the following guidelines:

1. Don't play the radio loudly. The radio should be set for those in the immediate area, not the entire site. Castle encourages employees to use headsets for private listening. Your choice of music or talk programs should not be offensive to customers and/or other employees.
2. Don't use foul language.
3. Don't leave tools lying around so children can hurt themselves.
4. Leave tools, equipment, and materials in an orderly area so customers do not feel we are taking up more space than needed.
5. Don't use the customer's tools, vacuum cleaner, garbage cans, etc.
6. Don't go into parts of the customer's home where we are not working.
7. Find out which bathroom they would like us to use and leave it clean.
8. Never ask a client for discarded property.

In general, be aware of the working relationship we have with our customers. We want repeat business. Any behavior which is a violation of company policy or of common sense and common courtesy, or which reflects poorly on the company or endangers its employees or customers, will be subject to disciplinary action including termination of employment.

## ***Bribes, Kick-Backs & Other Illegal Payments***

Bribes, kickbacks and other illegal payments to or from any individual with whom we conduct business in any form and for any purpose are prohibited. Certain rebates to CBRI are acceptable as legitimate business practices within government trade regulations.

## ***Accepting Gifts***

We are delighted when our clients are moved to reward your work with monetary gifts. Cash tips given by our clients to you for excellence in service are permissible to accept with the following stipulation: A written "thank you" note is sent. Notify the office of the gift so that we may respond with gratitude.

## ***Section 7 - Rules to Help Us All***

It is the policy of Castle to expect all employees to abide by certain work rules of general conduct and performance at all times. The regulations governing employee conduct and responsibilities have been established in the best interest of the company, its employees, and its clients.

Accordingly, a violation of these regulations constitutes misconduct on the part of the employee and appropriate disciplinary action will be initiated. These rules are guidelines only and are not all-inclusive. Disciplinary action may include, but is not limited to, verbal reprimand, written notice, suspension from work without pay, and immediate termination of employment. Management reserves the right to terminate or discipline any employee as the company, in its discretion, considers necessary in individual circumstances.

In the event an employee is suspended from work for disciplinary reasons, benefits will not accrue nor will benefits be recoverable during the suspension period.

## ***Confidentiality***

Castle is engaged in a business, which requires that a strict code of confidentiality of information be maintained. No employee will store information outside of the company (either in written or electronic form) about any matter pertaining to the conduct of the company's business, which may compromise a customer or the company to outsiders. Any employee who compromises information may be subject to termination of employment.

## ***Examples of Misconduct***

**The following are examples of misconduct for which an employee may be subject to discipline and do not constitute a complete list of the circumstances for which discipline will be warranted.**

- Falsification of any records or reports pertaining to hours worked, absence from work, claims pertaining to injuries occurring on company premises, claims for any benefits provided by the company, communications or records, including personnel and production records.
- Disclosing confidential information to outsiders.
- Any unethical conduct or conflicts of interest.
- Purposefully concealing defective work.
- Unauthorized use or sale of any company-owned property, salvaged material or equipment.
- **Reporting to work under the influence of or smelling of alcohol or illegal drugs; possession, sale or use of marijuana or illegal drugs or chemicals or consumption of alcohol while working on job sites, in the office or in company vehicles.**
- Negligence or willful acts in the performance of duties resulting in damage to company property or injury to others.
- Insubordination - a willful and deliberate refusal to follow reasonable orders by a member of management.
- Willfully misusing company property.

## ***Examples of Misconduct-Continued***

- Violation of the company's equal opportunity, sexual harassment and sexual misconduct policies.
- Committing a safety violation resulting in serious injury to another person.
- Violation of company policies.
- Gaining unauthorized access to company records.
- Speeding, reckless driving or unauthorized use of company vehicle.
- Use of threatening, profane or abusive language.

## ***Section 8 - Safety***

Castle is committed to the safety of its employees and its property and equipment. To this end, we will utilize a safety program in our daily activities. It is necessary that the company establish safety rules and regulations to be observed by all employees at all times.

Any employee who disregards any company safety rule and/or regulation is subject to disciplinary action including termination of employment.

With regard to these rules, the following will be considered standard procedure for all employees:

- Should a safety regulation be modified, so that an employee's safety is something less than it should be, the employee should inform their manager.
- All questions concerning the reason for doing something in a certain manner may be asked of any member of management at any time.
- Employees' decisions should always be guided by the company's commitment to safety.
- Should a hazardous situation or condition exist and a decision has to be made on safety or production, safety concerns should always take precedence over production.

It is management's responsibility to see that every employee at Castle is provided with safe working conditions, all safety regulations are observed and employees use good common sense to protect themselves as well as others. Management will periodically inspect working conditions and may suspend all work activity until an unsafe condition is corrected.

The most important part of safety is YOU. It is your responsibility to abide by the safety rules - these rules are made for your protection. Report any personal injury IMMEDIATELY, however minor. Report all dangerous conditions and practices to your manager.

## ***Safety Rules***

The following is not a complete list of safety rules and these rules are not intended as a substitute for common sense and good judgment. Castle's Employee Safety Manual will be posted at [www.castlebri.com/hr-employee-resources/](http://www.castlebri.com/hr-employee-resources/).

- Hard hats will be worn on the job when working under heavy objects which may be dropped or fall accidentally.
- Hard-toed shoes will be worn when working on jobs where heavy objects may fall.
- First aid kits are provided on each job. It is the responsibility of the Project Manager to see that the kits are on the job and remain well stocked.
- All gasoline shall be stored in approved safety cans. Never use gasoline for cleaning.
- Know where the fire extinguishers are located and know how to use them.
- Extension cords used with portable electric tools and appliances shall be of the three-prong type. Defective cords shall be replaced on the day they become defective.
- All ditches 5' deep must be shored or slanted to the angle of repose. Dirt and materials must be at least 3' back from the ditch.

## ***Safety Rules-Continued***

- Defective materials or tools must be turned in to the Lead Project Manager and not remain on the job.
- Read all Material Safety Data sheets supplied with hazardous materials and abide by the instructions. Direct any questions to the Lead Project Manager.
- Employees should check with the Lead Project Manager regarding any potentially hazardous material.
- Keep oxygen and gas cylinders in an upright position and secured. Caps should be kept on tanks not in use. Keep tanks free from oil and grease.
- The company, when necessary, will provide safety goggles or glasses and hearing protection. These protective devices will be used when breaking out concrete or asphalt, grinding, using a cutting torch, welding, sanding, using chisels, chipping slag, breaking rock, handling hazardous materials and operating loud power tools and machinery.
- Wear clothes suited for the job. This means hard-soled work shoes, shirts and long pants. Remove all jewelry before reporting to the job.
- Practice good housekeeping throughout the workday. Keep work areas neat, clean, and free from stumbling hazards, grease, etc.
- Learn to lift the correct way. Bend knees, keep back erect, and get help for heavy loads.
- No scuffling or horseplay on the job.
- Do not run. Keep firm footing and proper balance at all times.
- Keep materials out of walkways. Bend down and remove protruding nails.
- Do not throw anything from a height before checking to make sure that no one is below.
- Keep guards and protective devices in place at all times. When guards are removed for repairs, replace in proper order before starting up.
- Use tools only for their intended purposes. Do not use broken or dangerously dull tools.
- Do not attempt to operate special machinery or equipment without permission and instructions.
- Do not repair or adjust machinery while it is in operation. Never oil moving parts except on equipment fitted with safeguards for this purpose.
- Never work under vehicles that are supported by jacks or chain hoists without protective blocking in case of hoist or jack failures.
- Do not disconnect air hoses and compressors until hose line has been bled.
- Field personnel are required to attend all scheduled company meetings.

Special customer requirements for safety, including the government requirements, may apply to projects on which the company is working. Employees will be advised of these situations and expected to follow these policies and procedures.

## ***Hazardous Wastes***

The Environmental Protection Agency has grouped certain chemicals and chemical groups into categories, which have been defined as toxic. This means that in concentrated forms or by accumulating and combining with other chemicals (even the air) these chemicals can be hazardous to human health if exposure occurs.

From time to time in the normal course of their jobs, employees may handle materials, which have been classified as hazardous by the standards of the Occupational Safety and Health Act (OSHA) regulations.

## ***Hazardous Wastes-Continued***

Hazardous materials that are received from our suppliers should have Material Safety Data Sheets (MSDS) or labels, which state the chemical ingredients of the contents, precautions to take, and what to do if exposure occurs.

Employees will be instructed on how to control hazardous wastes and what to do if they are exposed to hazardous wastes. If any employee suspects that the materials or wastes he/she may encounter as an employee are hazardous (whether or not they are being created or used by the company), he/she should inform their manager immediately.

As a company, we are committed to not creating or disposing of hazardous wastes, which will contaminate the environment. Whenever possible, we will choose materials which have been judged as non-hazardous and will properly dispose of hazardous materials if used. Also, we will not knowingly dump any wastes into the environment at any time.

## ***Reporting Injuries, Accidents and Incidents***

When any accident, injury, or illness occurs while an employee is at work, it must be reported to the Lead Project Manager and HR Manager within forty-eight (48) hours of occurrence, regardless of the nature or severity. Other reporting requirements can be found under the Workers' Compensation section.

The company will provide the proper forms for reporting job-related accidents, injuries and illnesses. Any employee failing to report such occurrences will be subject to disciplinary action.

In the event of a vehicular accident involving a company-owned/leased vehicle or while on company business, the employee must report all information immediately to the Lead Project Manager and HR Manager. In no instance should responsibility for an accident be expressed to anyone until the proper person in the company has been notified and permission has been obtained to make statements.

In the event of theft of any company credit card, equipment or vehicle, the employee must report all information immediately to the HR Manager at [HR@castlebri.com](mailto:HR@castlebri.com)

## ***Section 9 - Transportation and Travel Expenses***

### ***Company-Owned/Leased Vehicles***

A manager must authorize all travel in company vehicles on other than company business in advance. This includes vehicles that may be leased by the company as well as those vehicles that are owned by the company.

The following are specific policies related to company-owned/leased vehicles:

- Report any accidents, incidents or theft to Chad and Tandra immediately.
- Fill out the accident report supplied by Castle in your vehicle.
- If there is another vehicle involved, get all the driver and insurance information from the other driver.
- Daily records must be kept for all mileage driven.
- Company-owned/leased vehicles will be driven only as needed for jobs during working hours.
- Company-owned/leased vehicles will be driven only for transportation to and from destinations as specified.
- Company-owned/leased vehicles will not be driven for private use unless specific arrangements have been made in advance.
- Only the driver assigned to the vehicle is authorized to sign for gasoline, oil, etc.
- All charge receipts must include the name and address of the vendor, the date of purchase, the amount paid, and the mileage on the odometer.
- Alcoholic beverages or illegal drugs or chemicals will not be allowed in a company vehicle at any time.
- No driver who has been drinking alcoholic beverages or is under the influence of drugs or chemicals will be allowed to drive a company-owned/leased vehicle.
- No one, other than an authorized company employee, is permitted to operate a company-owned/leased vehicle.
- The company vehicles interior and exterior must be kept clean at all times and thoroughly washed on a regular basis.
- Vehicles must be properly maintained according to the manufacturer's schedule.
- Any employee who misuses a company-owned/leased vehicle will be subject to dismissal.
- Any damage to a company-owned/leased vehicle caused by employee carelessness or misjudgment is the responsibility in can be cause for disciplinary action.
- Chad Hansen, Castle Warehouse manager is in charge of our Fleet. Please refer any inquiries regarding use and maintenance to Chad.
- Please report consideration of major repairs or maintenance to Chad for scheduling, pricing , etc.

### ***Personal Vehicles***

Each employee is required to have his/her own vehicle.

There will be no mileage reimbursement given to or from your home and the job site.

A mileage rate based on acceptable and current Internal Revenue Service regulations will be paid to an employee who uses his/her personal vehicle on official company business. Minimum insurance requirements as specified by the company's insurance carrier must be in effect at the time the employee's personal vehicle is used and the employee may be required to provide the appropriate proof of insurance.

Magnetic logos and window clings will be provided and it is expected they will be displayed while at work in return for mileage reimbursement.



## ***Respect of Castle Reputation***

When operating your vehicle with the Castle magnet attached or any vehicle displaying Castle branding, please be mindful that you are representing the company everywhere you go. Drive respectfully, park respectfully and present a positive image of the company. Refrain at all times from disrespectful gestures or driving practices.

## ***Parking at the Job Site***

- If it becomes necessary to park in the customer's driveway or yard, please protect the parking area from any leaking vehicle fluids.
- No one should park in a neighbor's driveway without express permission from the neighbor.
- Please obey all street signs and parking restrictions. (i.e. No Parking This Side of The Street, Snow Emergency Odd/Even Rules, etc.) Failure to obey any traffic or parking restrictions resulting in a parking ticket or other violation, will be the sole responsibility of the employee.

## ***Section 10 - Employee Concerns***

Castle believes in open communication. If an employee has a suggestion or concern, management wants to know about it. In most cases, an employee will get satisfaction by discussing the matter with their immediate manager. However, the company recognizes that not all complaints will be satisfactorily resolved between an employee and their manager.

For complaints which cannot be resolved informally between an employee and their manager, the following procedure has been established to ensure a fair and impartial review. All complaints will be given prompt and objective consideration in an atmosphere of mutual assistance.

Time periods specified may be extended at the discretion of the management person reviewing a particular complaint if extenuating circumstances justify a longer period.

This complaint reporting procedure does not apply directly to complaints of harassment, which are more specifically discussed in Section 5 - Work Policies and Regulations.

**Step 1** The employee must present his/her complaint to the HR Manager who will make a thorough inquiry into the facts and circumstances of the complaint and will make every effort to resolve the matter promptly and fairly within seven (7) working days of receiving the complaint.

**Step 2** If an employee is dissatisfied with the decision of the HR Manager, the employee may submit a written report to the Production Manager within seven (7) working days of receiving the decision of the HR Manager.  
If further review is required, the higher management level will conduct the appropriate investigations and hearings and advise the employee in writing of the findings and of any change in the earlier decision.  
Regardless of the time limits established, the filing of a complaint will not be accepted after an employee has been terminated from employment.

**Step 3** At any time within seven (7) working days following receipt of the decision reached in Step 2 or within seven (7) working days after the employee's termination date, the employee may submit a written request for further review of his/her complaint to the Operations Manager of Castle. The personnel actions taken previously will be reviewed and a final decision will be made.

## ***Section 11 - Drug-Free Workplace Policy***

### **INTRODUCTION**

In keeping with Castle's concern for the health and safety of its workforce, the following Drug-Free Workplace Policy has been instituted.

This policy certifies the company's intent to maintain a drug-free workplace. The first section describes the prohibitions of this policy such as the manufacture, distribution, sale, possession or use of a controlled substance in the workplace.

### **PROHIBITIONS**

Castle's Drug-Free Workplace Policy prohibits employees from engaging in any of the following activities:

1. Consumption, solicitation to purchase, possession, manufacture, distribution, dispensation or sale of illegal drugs on company premises or company business, in company supplied vehicles, or during working hours.
2. The storing of illegal drugs on company premises or company supplied vehicles is prohibited.
3. Being under the influence of a controlled substance on company premises or while on company business, or while in company supplied vehicles.
4. Failure to adhere to the requirements of any drug treatment or counseling program in which the employee is enrolled.
5. Failure to notify Castle of any conviction under criminal drug statutes for a workplace offense within five (5) days of the conviction.
6. Refusal to sign a statement to abide by Castle's Drug-Free Workplace Policy.
7. Unlawful conspiracy to possess or purchase illegal drugs on company time, property or in a company vehicle.

### **AUTHORIZED USE OF PRESCRIPTION MEDICINE**

An employee undergoing prescribed medical treatment with any drug, which may alter their physical or mental ability, must report this treatment to the Project Manager who will determine whether a temporary change in the employee's job assignment is warranted during the period of treatment.

### **DRUG AWARENESS**

Employees of Castle are our most valuable resource and, for that reason, their health and safety is our number one concern. Any drug use, which imperils the health and wellbeing of our employees or threatens our business, will not be tolerated. The use of illegal drugs and abuse of other controlled substances on or off duty is inconsistent with the law-abiding behavior expected of citizens. Employees who use illegal drugs or abuse other controlled substances on or off duty tend to be less productive, less reliable, and prone to greater absenteeism. This, in turn, can result in increased costs, delays and risks to Castle's business.

Drug use in the workplace puts the health and safety of the abuser and all other workers around them at increased risk. Employees have the right to work in a drug-free environment. In addition, drug abuse inflicts a terrible toll on the nation's productive resources and the health and well-being of workers.

## ***DRUG AWARENESS-Continued***

Early recognition and treatment of drug abuse is important for successful rehabilitation. Whenever feasible, Castle will assist employees in overcoming drug abuse by providing information on treatment opportunities and programs. However, the decision to seek diagnosis and accept treatment for drug abuse is primarily the individual employee's responsibility.

Employees with drug abuse problems should request assistance from management. Castle will treat all such requests confidentially and will refer the employee to the appropriate treatment and counseling services. Employees who voluntarily request Castle's assistance in dealing with a drug abuse problem may do so without jeopardizing their continued employment, provided they strictly adhere to the terms of their treatment and counseling program. At a minimum, these terms include the immediate cessation of any use of drugs, and participation, where required by a program, in periodic unannounced testing for a twenty-four (24) month period following enrollment in the program.

Voluntary requests for assistance from employees will not, however, prevent disciplinary action for violation of Castle's Drug-Free Workplace Policy.

Castle has instituted a zero tolerance level program. Castle is committed to maintaining a safe workplace free from the influence of drugs. All employees are hereby notified that Castle will comply with the requirements of the Drug-Free Workplace Act of 1988, and all applicable regulations issued there under, as well as, when applicable, any more stringent rules created by other federal agencies.

Castle's Drug Awareness Program does not create an employment contract between the employer and employee. Furthermore, Castle has the sole right to modify the policy and program at any time.

### **DISCIPLINARY ACTIONS**

1. A violation of Castle's Drug-Free Workplace Policy is subject to disciplinary action, up to and including termination of employment, at the company's sole discretion.
2. In addition to any disciplinary action, the company may, in its sole discretion, refer the employee to a treatment and counseling program for drug abuse. Employees referred to such a program by the company must immediately cease any drug use, may be subject to periodic unannounced testing for a period of twenty-four (24) months, and must comply with all other conditions of the treatment and counseling program. Castle shall determine whether an employee it has referred for drug treatment and counseling should be temporarily reassigned to another position for safety reasons.
3. Castle will promptly terminate any employee who tests positive for drugs while undergoing treatment and counseling for drug abuse.

### **NOTICE TO ALL PERSONNEL OF DISCIPLINARY POLICY**

This is a formal notice of Castle's intent to take disciplinary action, up to and including termination of employment, against any employee who violates Castle's Drug-Free Workplace Policy. Castle's Drug-Free Workplace Policy prohibits the use, sale, distribution, manufacture or possession of all controlled substances.

Company policy also prohibits the performance of work or presence at any company building, facility, and equipment or work area/site while under the influence of a controlled substance. 1<sup>st</sup> Offense is two days suspension without pay. A second offense is immediate termination.

# Castle Building & Remodeling, Inc.

## ***Acknowledgment of Receipt and Understanding***

### **Read and Sign Immediately**

#### **I understand and/or agree that:**

- The statements contained in the Company Policy Manual for Employees of Castle which includes a Drug Free Workplace Policy, are intended to serve as general information concerning Castle and its existing policies, procedures, practices of employment and employee benefits.
- Nothing contained in the Company Policy Manual for Employees of Castle is intended to create, nor shall be construed as creating, a contract of employment express or implied or guarantee employment for a definite or indefinite term.
- From time to time Castle may need to clarify, amend and/or supplement the information contained in the Company Policy Manual for Employees of Castle and that the company will inform me when changes occur.
- I acknowledge the receipt of the handbook at <https://www.castlebri.com/hr-employee-resources/> I have read and understand the information outlined in the manual, have asked any questions I may have concerning its contents, and will comply with all policies and procedures to the best of my ability.
- I understand the requirements of the Drug-Free Workplace Policy for Employees of Castle as outlined in Section 11, and agree, without reservation, to follow this policy.

**\*\*EMPLOYEE COPY\*\***

**Electronic Copy at [www.castlebri.com/hr-employee-resources/](https://www.castlebri.com/hr-employee-resources/)**

Employee Signature \_\_\_\_\_  
(Employee Name)

Date \_\_\_\_\_

Location \_\_\_\_\_

Authorized  
Witness \_\_\_\_\_  
(Witness Name)

# Castle Building & Remodeling, Inc.

## ***Acknowledgment of Receipt and Understanding***

### **Read and Sign Immediately**

#### **I understand and/or agree that:**

- The statements contained in the Company Policy Manual for Employees of Castle which includes a Drug Free Workplace Policy, are intended to serve as general information concerning Castle and its existing policies, procedures, practices of employment and employee benefits.
- Nothing contained in the Company Policy Manual for Employees of Castle is intended to create, nor shall be construed as creating, a contract of employment express or implied or guarantee employment for a definite or indefinite term.
- From time to time Castle may need to clarify, amend and/or supplement the information contained in the Company Policy Manual for Employees of Castle and that the company will inform me when changes occur.
- I have received a copy of the Company Policy Manual for Employees of Castle, have read and understand the information outlined in the manual, have asked any questions I may have concerning its contents, and will comply with all policies and procedures to the best of my ability.
- I understand the requirements of the Drug-Free Workplace Policy for Employees of Castle as outlined in Section 11, and agree, without reservation, to follow this policy.

**\*\*EMPLOYER COPY\*\***

**TO BE SIGNED/WITNESSED AND TURNED IN TO HR MANAGER**

Employee Signature \_\_\_\_\_  
(Employee Name)

Date \_\_\_\_\_

Location \_\_\_\_\_

Authorized Witness \_\_\_\_\_  
(Witness Name)