

General Philosophy:

We believe in keeping employees fully informed about company policies, procedures, practices and benefits. Also, we wish to communicate what employees can expect from the company, and the obligations assumed as an employee of Purnell Construction. All employees are expected to become familiar with the policies, procedures, practices, and benefits of Purnell Construction. Nothing contained in this handbook is intended to create a contract, express or implied, or otherwise to create legally enforceable obligations on the part of Purnell Construction or its employees.

This is your Employee Manual which was created to communicate to you the employment policies of Purnell Construction.

We reserve full discretion to add to, modify, or delete provisions of this handbook at any time without advance notice. When we make such changes every effort will be made to communicate the changes to employees that are affected.

No individual other than authorized by management employees has the authority to enter into any agreement for Purnell Construction. In this Employee Manual the term “we” and “our” refers to Purnell Construction and the term “you” and “your” refers to you as an individual employee.

Our 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 the 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.

We welcome the opportunity to meet with any employee to discuss suggested improvements in working conditions. We will devote our best effort to conducting an expanding business within which will provide an atmosphere of harmony with opportunity for all employees of Purnell Construction.

Welcome aboard- we are glad you are here!

Equal Employment Opportunity/Harassment Policy:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Purnell Construction will be based on merit, qualifications, and abilities. Purnell Construction does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

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

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of your immediate Supervisor. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Purnell Construction is also committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Affirmative Action:

Purnell Construction shall continue to base decisions on employment so as to further the principles of equal employment opportunity by hiring and employing qualified, reliable, productive employees without regard to race, color, religion, sex, age, national origin, veteran's status, and mental or physical disability. In order to implement this policy, the company has adopted an affirmative action program. Purnell Construction 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, age, national origin, disabled or Vietnam Era veteran status, or physical or mental disability. Purnell Construction has designated Human Resources Manager 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 Equal Employment Opportunity Officer.

Benefits:

Individual health insurance is available to all full-time employees. Coverage will become effective on the 181st day of the month following 180 days of continuous employment.

As health care costs continue to rise, the company will attempt to provide suitable health coverage to its employees. However, when necessary, the company reserves the right to require that employees share in the payment of health insurance premiums. Employees will pay the full cost of premiums for coverage on their eligible dependents.

At the present time, the company pays 75% towards the cost of premiums for coverage on employees.

Safety:

We strive to maintain a safe environment for our employees and guests. However, job safety must concern all employees. In addition under Federal law, the Occupational Safety and Health Act (OSHA) require that the Company and every employee comply with safety and health standards, rules, regulations and orders.

General Safety Rules:

The following rules are General Safety Rules that apply to all personnel at all times. In addition to these Rules, other rules and exposure specific training will be provided to protect the health and well being of our workforce. You have a duty and responsibility to obey these and all rules issued by Purnell Construction. Failure to do so will result in disciplinary action up to and including termination.

- No Horseplay or fighting allowed.
- No firearms or weapons of any kind allowed on Company property
- Report all unsafe conditions to your supervisor immediately.
- Wear seatbelts at all times.
- Keep work areas clean and free of debris.
- No alcohol or drugs will be used or allowed on Company property.
- Report all injuries **Immediately** to your Supervisor.
- Ask for training if unfamiliar with any task.
- Use lifting equipment or get help for loads over 35 lbs.
- Do not remove or bypass any guard on any piece of machinery.
- Use appropriate Personal Protection Equipment (PPE) as needed.
- Any spill of food or liquid must be cleaned up immediately.

Every employee should promote safe working practices and immediately correct any unsafe acts. Report to your supervisor any unsafe working conditions, including damaged or unsafe office equipment, furniture or fixtures. Employees must learn safety rules, follow work procedures as explained by Management and report any hazardous conditions. Use safety guidelines and recognize potential hazards.

Safety Supplies:

Employees will be issued safety equipment such as hard hat, eye protection and other tools/equipment for use in their job. Upon resignation or termination this material must be returned to Human Resource Manager before final pay will be issued.

First Aid:

First Aid kits are available for your use in the event of an accident. You should use these kits for minor injuries only or as an interim measure while awaiting proper treatment. You must report all accidents and injuries, no matter how minor, to your Supervisor.

Security:

We consider the safety and well-being of both guests and employees of utmost importance. We encourage the involvement of all employees in the overall effort to maintain safety and security. Should you see anyone involved in unusual behavior which might create a security problem, immediately alert your Supervisor.

Alcohol, Illegal Drugs and Abuse of Controlled Substances

We maintain a Drug Free Work Workplace. In an effort to ensure a safe and efficient operation in a Drug Free Work Workplace, we have adopted the following Alcohol, Illegal Drugs and Abuse of Controlled Substances policy: We prohibit the unlawful manufacture, sale, distribution, dispensation, possession, transfer or use of a controlled substance, illegal drugs or alcohol on company property, or at any time when on company business. Also, employees cannot report to work unfit to perform job duties, or using, possessing, or being under the influence of drugs or alcohol at work, or on the premises. Employees must report to work and be able to work without risk to themselves or anyone else, and must maintain fitness the entire time they are working. A Manager/Supervisor may determine that lack of fitness for duty by observations of the employee's symptoms or behaviors indicating that the employee cannot perform the job safely. Further, we prohibit alcohol consumption at company sponsored social functions. Provided notice is given to your supervisor, this policy does not apply to prescription drugs used in accordance with Physician's orders. Violations of this policy may result in termination. As a condition of employment, each employee must (a) abide by the terms of the Policy, and (b) notify the Company of any criminal drug conviction for a violation occurring in the workplace not later than five days after such conviction. The conviction may result in termination. Failure

to report the conviction will result in termination. Management reserves the right to perform Drug/Alcohol tests whenever there might be a violation of this policy and also reserves the right to conduct random Drug/Alcohol tests.

Conclusion:

It is the policy of this Company 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 customers. 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, and 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.