



6882 South Airport Road Suite A, West Jordan UT 84084 Phone: 801-982-9508 Fax: 801-982-9510

Company Policy

New Hire Probation

Newly hired employees are on a 3 month probation where supervisors determine if your work ethic, timeliness, productivity and other standards are up to par with company standards in relation to your stated previous experience. Employment at Golder Acoustics is a physical labor job and you must be physically capable to perform job duties. It is up to the discretion of the supervisor to continue your employment after that probation period. Benefits of insurance and Aflac are available 2 months after the first of the month you are hired for you and all dependents granted you are working full-time hours. Retirement benefits are available 1 year after the date of hire. You are required to contact Stef as the date of your benefit eligibility comes up.

Work Related Injuries

Report any injury immediately to you supervisor! Proper paper work needs to be completed right away after an injury even if you do not require medical attention. Notify Stephanie (801-982-9508) right away. If medical attention is required, the supervisor or work foreman is to make sure that you are drug tested before you leave the facility. Drug testing is required for Worker's Compensation. If you do not report your injury the same day it happened, your injury will be reported as fraudulent to worker's compensation, you will be written up, and may be grounds for termination. If you are hurt and are on work restrictions or cannot go to work at all, it is your responsibility to let Stephanie know; you will be required to show all doctors notes with dates of your expected return to work. Modified work is always available and will be structured on a case-by-case basis, based on your work restrictions.

Cell Phones

The only person permitted to have a cell phone on the job is the foreman. Employees should not to be chatting during work hours with their spouse or significant other. Keep your cell phones in your vehicles or don't answer or make calls.

Drug and Alcohol Policy

Golder Acoustics reserves the right to test if we have suspicion of possible drug or alcohol use. Golder Acoustics has a zero tolerance policy for alcohol and drugs consumed while on the jobsite or while on break and is grounds for immediate termination. An employee who does not pass testing for anything other than marijuana will be immediately terminated. Should an employee not pass testing for marijuana, you will be put on unpaid suspension for up to three weeks. A refusal to take a drug test is considered a "positive" test for drugs in your system. After three weeks, an employee who tested

positive will be retested and put back to work with random testing unless the test comes out positive again, in which case your employment will be terminated.

Warnings

For all warnings of violations of Company Policy, a first warning shall be a verbal warning, the second warning shall be a written warning and on the third warning you will be terminated. Golder Acoustics reserves the right to skip any of the steps for warnings and may terminate an employee for breach of or violation of Company Policy at any time. Everything in this document and including but not limited to the following would consist of a violation of Company Policy: violence in the workplace, arriving late to work; no-call/no-show; arguing with the President of the Company, your job foreman or anyone of authority. Being non-responsive such as not answering telephone calls will also result in a violation of Company Policy.

Sick Days and Extended Leave

You will be given one unpaid sick day per quarter (three months). If you miss more than one day during the quarter you will need a note from a doctor. More than one sick day without a doctor's note will result in violation of Company Policy. If you do not show up or call for 3 days it is considered job abandonment and you will be automatically terminated. If you will be missing more than two weeks due to reasons outside of Worker's Compensation cases, it is your responsibility to notify Stephanie as soon as you have knowledge of this and you will be responsible in full for all insurance benefits premiums. If you are not working for any reason including Worker's Compensation cases, other benefits you have will be taken away, like company truck and company credit card.

Getting Material

When you go to the supply house in the morning please be aware of the correct job name. The general contractor is not a job name. It is how we track jobs in our computer. If you don't know, ask your supervisor!

Out of Town Work

Drive time for out of town work will be paid for the amount of time that GoogleMaps says it will take to get to the job from the shop. Any stops or excessive traffic time, regardless of their nature, will not be reimbursed/paid. Start your time when you get to the job and Aubri will add your drive time on payday. Golder Acoustics will NOT be responsible to pay you for travel stops regardless of their nature. Subsistence for out of town work will be given only if you work a full 8 hour work day.

Work Time

We start work at 7 a.m. and you will be allowed one late call a month. There are 2 breaks a day. We are not legally required to give you the first fifteen minute paid break, it is a benefit. That 15 minute break needs to be at 10 a.m. and then a half hour lunch break at 12 p.m. that is not paid for. If you really only work 7 hours and 45 minutes please be honest and claim it, otherwise you will be in breach of Company Policy and be subject to

discipline and termination. The Company does not authorized smoke breaks; smoke on your own time.

Safety

It is your responsibility to wear the proper safety attire pertaining to each job. You must have all safety attire in your vehicle at all times. If you do not have the proper equipment in your vehicle, you may be asked to go home, unpaid, until the next day when you have your safety equipment. Work performed above 6ft must have fall protection equipment; to work in these conditions, you must be trained in fall protection that will be provided by the company. If you have questions as to what safety attire you need to wear such as safety glasses, hard hats, pants, etc. ask your supervisor!

Personal Tools

You will be issued the major tools needed to do the project. If you lose or get those tools stolen, you will be responsible for their replacement. You will be required to have your own personal hand tools. A 4' level is required of you to have.

Pay Checks

Checks are mailed and direct deposited on Monday, except for government holidays, in which payroll will be the next business day. Most employees receive them on Tuesday and direct deposited on Wednesday. If you have an emergency and need your check held call Aubri (801-982-9508) but **do not bug Dave with this**. You need to be responsible to budget your own money to allow for when pay checks arrive. It is not Golder Acoustics Inc. responsibility if you don't have money for gas. If you cannot afford to put gas in your own vehicle then you won't be going to work until you can fill up your tank. Again, it is your responsibility to budget your money, not ours. We'll make sure you have work, you make sure you get to work. You are also responsible to check your own clocked-in time at the end of the week; if there are errors, you need to let Aubri know before payroll on Monday mornings. If you have problems with the app, call Aubri or your supervisor; there are no excuses as to why you can't clock in and out every day.

When to Call Stephanie

Anytime there is a problem or question regarding an office situation please call Stephanie (801)982-9508 at the office. This means anything with retirement, insurance, bills, receipts, etc. If you have purchased anything on a company card give the receipts to Stef. If you need to be reimbursed, give the receipts to Aubri. If you purchase material or book a hotel room, please write what job you are working on the receipt. All you need to do is place them on her desk. Please deliver your receipts to Stephanie within one week of when the purchase was made.

Company Cards

If you have a company credit card please know that every purchase is tracked. You should be using that card for work situations only. If you use your company truck for something that is not work oriented, such as driving around for personal use, we do not need to put gas in the truck for that. If you are using the truck for some personal things

then you pay to fill it up. Again, if we are generous enough to pay for you gas, you need to be giving us the receipts in a timely fashion.

Company Trucks

Company vehicles are to be used for company time only. You should not use the company vehicle for personal time. That means during the weekend that truck should not be used. No going out on dates in the company truck, no camping in the truck, no weddings in the truck, etc. We expect the trucks to be kept clean and tidy and that is your responsibility. Any accidents need to be reported to Stef immediately and the police need to be called to get a police report. You will be required to sign a Truck Use Agreement that discusses your responsibilities in more detail before you receive permission to use a company truck.

Non-Discrimination Policy

Golder Acoustics, Inc. upholds a non-discrimination policy, which prohibits discrimination against any employee or future employee on the basis of race, religion, color, sex, age, national origin, marital status, parental status, sexual orientation, gender identity, pregnancy, disability or status as a veteran.

We thank you for your hard work and hope to continue making the best team possible.

Printed Name _____

Signature _____

Email address _____

Phone number _____

Date _____