

Phillips & Koch Construction, Inc.



Employee Handbook

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The Teamwork Approach

WELCOME...

Congratulations and welcome! You have been asked to join our company because of your abilities, experience, and the quality of your past performance. We hope your skills and personality will contribute to our mission – reliable, responsive, professional service.

We have developed this handbook to provide you with answers to questions that frequently arise regarding our basic employment policies. We ask that you read the handbook carefully and keep it for reference. The policies outlined cover all employees of Phillips & Koch.

It is important you understand that this handbook is not intended to serve as a contract for employment or benefits. Our ability to serve customers and provide employment depends on our ability to remain competitive. We reserve the right to make changes in policies and practices we believe are necessary to insure an efficient and profitable operation of the business. Nothing in this handbook should be construed as a guarantee of continued employment. Employment at Phillips & Koch Construction is on an at-will basis. This means the employment relationship may be terminated by you or by Phillips & Koch for any reason not prohibited by law.

This handbook becomes effective January 2007 and supersedes all previous editions. We want to avoid misunderstandings, so consequently, any past or future written or verbal statements contrary or in addition to the policies outlined in this handbook must be approved in writing by a member of the management team in order to be valid.

Let your supervisor know when you have been successful at your job or when you need help solving a problem. We believe in you and are glad you are on our team. Welcome to Phillips and Koch Construction, Inc.

STANDARDS OF SERVICE

Phillips & Koch has set a high standard of behavior that it has a right to expect from its employees. We urge you to assume full responsibility for our reputation in the community. Be uncompromising in your honesty integrity, and always make sure your personal conduct is the very best it can be. A moment of carelessness or discourtesy may break down goodwill we have been building for years. Remember that customers judge Phillips & Koch by its employees' conduct, hospitality, enthusiasm, and pride.

You are expected to:

Obey all laws, follow all policies and procedures, and keep informed of policy and procedural changes. This will insure prompt and accurate service to our customers. You should strive to provide quality service and to feel good about a job well done.

Be courteous and helpful. Make certain everyone you encounter, over the telephone and in person; receives consideration and superior service.

Be a good listener. Whether you are dealing with a customer or an employee, listen to their point of view. Understand occasional frustration or anger.

Ask questions. Ask your supervisor any questions you may have about your job and company guidelines. Ask your customers questions that will help you help them

Be responsive. If you make a promise to someone, keep it. For some customers, efficient service can mean the difference between keeping a customer and losing one.

Be a team player. Make an effort to understand exactly how your work affects others.

Dress neatly and professionally. The way you look reflects not only how you feel about yourself, but how you feel about the people we serve.

Help us maintain neat and clean business surroundings. That way you can find things when you need them, and uphold our professional image.

ETHICS

As an employee of Phillips & Koch, you are expected to adopt a high ethical standard of conduct in the performance of your duties. This consists of observing all laws, rules, and regulations. You must treat others fairly and courteously, and treat customers and company property with respect. Our property is for authorized business purposes only. You are expected to show consideration towards everyone you serve.

This company operates business lawfully and encourages reporting of any unlawful practices.

It is always more gratifying to work in an atmosphere of integrity and trust. It is your responsibility to help maintain this atmosphere.

COOPERATION AND TEAMWORK

We believe teamwork is the foundation of a successful employment relationship. As one of the Phillips & Koch team, you can expect to be treated with courtesy and respect by the members of the management team. Likewise, you are expected to be polite, positive, and cooperative in relations with co-workers, managers, supervisors, customers, and others you come in contact with through your employment with Phillips & Koch. Remember, when an individual joins Phillips & Koch, that person becomes part of our organization. As a company, we strongly endorse teamwork and cooperation as independent job requirements.

SAFETY

Phillips & Koch is committed to promoting safety and providing a safe place for you to work. You must think "safety" at all times to minimize accidents and injuries to yourself, co-workers, and customers. If you see something that is unsafe and could cause an accident, do something about it, and report it to appropriate personnel. Please observe the safety rules in every phase of your work, with emphasis on proper lifting techniques.

If you accept responsibility for your own welfare, you can prevent accidents from ever happening. Injuries or accidents, regardless of extent, must be reported to your supervisor immediately.

It is the policy of Phillips & Koch to protect the safety and health of our employees. Injuries and property loss from accidents are needless, costly, and most of all preventable. Our company has established a safety and health program adapted to fundamental safety concepts that will help us prevent injury and loss due to recognized hazards.

Safety First!! Only trained and authorized personnel can use/operate tools and equipment.

Management

Management's responsibility is prevention of accidents and injuries, because management is held accountable for all aspects in their span of control. Management provides direction and full support of all safety procedures, job training, and hazard elimination practices. We must keep fully informed on health and safety areas throughout the company in order to constantly review the effectiveness of our safety and health program.

Supervision

Supervisors and foremen are directly responsible for on the job training of their workers. This includes proper procedures, work practices, and safe methods to do their job. Supervisors must enforce company rules and take immediate corrective action to eliminate hazardous conditions. They will not permit safety to be sacrificed for any reason.

Safety Committee

The Safety Committee consists of management and employee representatives who have an interest in the general promotion of safety and health for Phillips & Koch. The committee is responsible for making recommendations on improving safety and health in the workplace. They have been charged with the responsibility to define problems and obstacles to loss prevention; to identify hazards and suggest corrective actions; to help identify employee safety training needs; and to develop accident investigation procedures for our company.

Employees

Each employee, regardless of position within the company, is expected to cooperate in all aspects of Phillips & Koch' safety and health program. Some major points of our company safety program require that:

All accidents must be reported immediately to your supervisor/foreman and noted on your Daily Labor Report.

All employees will wear proper Personal Protective Equipment for the job they are doing. There are no exceptions.

Machines or equipment without adequate guarding or in questionable condition will not be used. Report this condition to your supervisor immediately.

Hazardous conditions or other safety concerns, including near misses, will be reported to your supervisor immediately.

Each employee has a personal responsibility for his or her own safety as well as the safety of fellow workers. If everyone does his or her part by doing what is necessary to ensure workplace safety, we all benefit.

No job is so important that we cannot take the time to do it safely.

CONFIDENTIALITY

All information acquired by an employee during the course of employment, which is not readily available to the general public, is considered confidential. This information includes, but is not limited to; job information, design, technical information, customer lists, marketing plans, pricing, and financial information. Employees are required to maintain strict confidentiality. Information relating to the company's business is to be used only for the benefit of our customers. The use of confidential information for any type of personal advantage, or disclosure of such information to others for any reason, is strictly prohibited.

All processes, methods, products, software and other information obtained, developed, or conceived by employees on work time during the course of their employment with Phillips & Koch, are the property of Phillips & Koch, Inc.

OUTSIDE EMPLOYMENT

Generally, Phillips & Koch has no objection to employees holding other jobs or being self-employed as long as we feel:

You are able to meet the performance, attendance, overtime, and other requirements of your job;

Your off-duty work activities do not, in our view, interfere with or negatively reflect on the interests and reputation of Phillips & Koch; and

Your off-duty work activities do not directly or indirectly compete with Phillips & Koch Construction, Inc. or its interests.

In order to avoid misunderstandings, employees are required to obtain advance approval for outside employment from a member of the management team.

GETTING STARTED ON THE JOB

TRIAL PERIOD

A trial period provides both the employee and Phillips & Koch a time frame within which to determine if Phillips & Koch is the right environment for the employee and if the employee is qualified for and suited to the work to be performed. All employees are considered "in Training" during the first 180 days of employment. The trial period may be extended at the discretion of and as required by management. At the end of the trial period, your performance will be reviewed. If it is satisfactory, you will be placed in a part-time or full-time position.

You should understand that the completion of the trial period is not intended to provide an employee with any particular job rights or guarantees. You should also understand the company has no obligation to retain you as an employee for the entire trial period if, in our determination, your performance, conduct, or other business conditions justify termination of your employment. Likewise, you are free to resign if you feel your new job is not meeting your needs or expectations.

EMPLOYEE CLASSIFICATIONS

All employees are classified either as exempt or non-exempt; and trial period, part-time, full-time, temporary, or on call. These classifications, explained below, are used for salary administration and other personnel matters

Exempt or Non-Exempt Employees

A salaried employee who holds an executive, administrative, professional, or outside sales position, (as defined by federal law or FLSA) is classified as "exempt". Such employees are exempt from overtime. Employees who are

subject to overtime requirements of the Fair Labor Standards Act are classified as "non-exempt"

Trial Period Employee

An employee who has not yet completed his or her trial period

Regular Full-Time vs. Regular Part-Time Employees

An employee who is hired for an indefinite duration, has completed the trial period, and has been assigned to a position within the company.

Regular Full-Time: An employee who is regularly scheduled to work 40 hours per week

Regular Part-Time: An employee who is regularly scheduled to work less than 40 hours per week

Temporary Employee

Those employees whose service is intended to be of limited duration, such as during summer months only, to complete a specific job, or for a specific project. Temporary employees are not eligible for any company benefits. Should a position become available, a temporary employee may be hired

for ongoing employment at the discretion of the management team. In such an event, the employee will be required to complete a trial period.

On-Call Employee

An employee who does not have a particular job or schedule and who is hired on an intermittent basis to fill Phillips & Koch needs.

PAYROLL INFORMATION

Schedules

Work schedules differ depending on various business needs, and are subject to change. Your supervisor will inform you of your schedule, as well as your lunch and break periods. If it becomes necessary to change your schedule, your supervisor will attempt to give you as much notice as possible.

Our workweek begins on Monday and ends on Sunday.

Hours of Work

The normal days of work for Phillips & Koch personnel are Monday through Friday. Every employee will have a lunch and rest period according to the number of hours worked.

Overtime

Employees are classified as exempt or non-exempt for overtime purposes. Exempt employees are not entitled to overtime pay.

Non-exempt employees, including all hourly employees, will be paid overtime at the rate of time and one-half (1 ½) their hourly rate for hours worked in excess of 40 hours in a work week. If you are an hourly employee and you are absent due to illness, holiday, or any other reason during the workweek, you will not get paid for time away from work. Employees will be paid only for hours worked.

Phillips & Koch does not provide "comp time" (paid time off for hours worked) in exchange for overtime pay. However, with your supervisor's approval, you may trade time within an individual workweek to avoid overtime.

Your supervisor must authorize all overtime before it is worked, unless emergency circumstances prevent prior approval. Unauthorized overtime will result in a written warning or termination, as we deem appropriate.

Employees are expected to perform overtime work when it is required. If the assignment of overtime work presents a hardship for you, discuss your concern with your supervisor. Phillips & Koch will consider individual employee needs and desires to the extent that we feel it is practical and fair to your co-workers.

PERSONNEL RECORDS

Your personnel records must be kept current. Please report promptly to your supervisor any changes of name, address, telephone number, marital status, dependents, payroll deductions, and whom to contact in case of emergency.

DRESS AND APPEARANCE

It is important that all employees present a neat and proper appearance to the public. A well-groomed employee immediately creates a favorable impression of the services we perform. Therefore, while Phillips & Koch generally leaves the choice of dress and grooming to the discretion of the individual, your appearance should always be appropriate for the business environment and reflect Phillips & Koch's image. Management has the discretion to determine appropriate dress.

For individuals working in fabrication, assembly, and other manufacturing areas, OSHA requires safety glasses, steel toe shoes, and other personal protective

equipment to be worn at all times. Please refer to the Safety Manual for more information.

ATTENDANCE AND TARDINESS

We anticipate you'll practice self-imposed responsibility, rather than having it imposed by others. Regardless of the reason, if you aren't with your fellow employees as scheduled, you are loading others down with your responsibility.

If it becomes necessary for you to be absent or late, it is your responsibility to notify your supervisor at once to explain your situation and when you expect to return to work. Failure to do so is cause for disciplinary action. You are expected to call in as far in advance of starting time as possible each day you are scheduled to work. Do not ask a friend or relative to do your calling except under emergency conditions. Management has the discretion to require you to substantiate any absence or late arrival.

When you are off work due to illness or injury, you must keep your supervisor informed of your condition and anticipated date of return to work on a daily basis, unless you have submitted a doctor's slip identifying a specific date for you to return to work. This will allow us to make appropriate staffing arrangements.

Employees who do not call in or report for work for two consecutive workdays will be considered to have voluntarily resigned, unless management determines extenuating circumstances existed to justify the lack of notice.

Remember that if you have too many colds, too many flat tires, or too many weddings to attend, that is NOT responsible behavior. Being late or not showing up for your shift not only disrupts the company routine, but inconveniences your fellow employees.

GIFTS AND PREMIUMS

All vendor premiums, gifts of money or merchandise, prizes, trips, and promotional allowances of any type are the property of Phillips & Koch and must be submitted to management. The acceptance of any of the above will be considered a direct violation of company guidelines, unless written authorization has been given by management.

LOST AND FOUND

All merchandise, monies, or personal property found on company property should immediately be turned in to your supervisor. If a customer inquires about a lost item, please inform the customer that if it is found, it will be at the company shop.

PERSONAL PROPERTY

Phillips & Koch cannot be responsible for your clothing, tools, vehicles, or other personal items that are lost, stolen, or damaged while at work. We strongly recommend you do not bring or keep valuable personal property at work. Leave your valuables (expensive clothing, jewelry, money, etc.) at home. If you choose to bring valuable personal property to work, please be careful.

PRIVACY

At times, we may need to access materials in your desk, company vehicle, or working area, or we may need to review data stored on the computer system. Please remember that working areas are not private and do not guarantee the confidentiality of material or activities. Similarly, our communications system (voice mail, e-mail, and telephone system) is not always secure. If you need to store personal information, or need to have a personal conversation, please keep this in mind. Any materials you need to keep private should not be brought onto our premises. If you need to have a private phone conversation, please do so on your own time.

SMOKING

Phillips & Koch is committed to minimizing the harmful effects and discomforts smoking produces in the workplace. We will attempt to accommodate the needs of both smoking and non-smoking employees by designating smoking areas. Smoking is allowed in designated areas only. Please see your supervisor for information on designated smoking areas, and respect those areas.

SOLICITATION

Because Phillips & Koch would like to minimize work interruptions, we restrict solicitation and distribution of literature during work time and on company property. "Work time" is defined as, but not limited to, all time when your duties require you to be engaged in work tasks.

Solicitation includes oral communications for the purpose of selling, campaigning, etc., such as requests for signatures, contributions for charities, support of political organizing activities, merchandise purchases, and donations. Solicitation by one employee of another is prohibited if either employee is on work time, or if it interrupts others who are working, unless approved by management.

Distribution includes the exchange of printed materials such as handbills, petitions, letters, and pamphlets for any sale, candidate, or cause. Distribution of literature for any purpose is prohibited during work time or in working areas.

STANDARDS OF CONDUCT

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Phillips & Koch is committed to equal employment opportunity in all of its employment practices. Management and supervisors recruit, employ, train, promote, discipline, and terminate employees solely on the basis of individual qualifications and merit, and as is feasible under the standards and policies outlined in this guide and related publications. Decisions involving every aspect of the employment relationship are made without regard to the employee's race, color, creed, religion, sex, age, national origin, marital status, veteran status, or any other status or characteristic protected under applicable state or federal law, unless it is a bona fide occupational requirement necessary to the normal operation of the business. Discrimination or harassment based on any of these factors is inconsistent with our philosophy and will not be tolerated at any time. Those found violating this policy (which insures a discrimination free environment) after a thorough investigation of the charges, will be disciplined, suspended, or terminated.

POLICY AGAINST HARASSMENT

We are committed to providing a work environment free from discrimination. In keeping with this commitment, we maintain a strict policy prohibiting unlawful harassment in any form, i.e. verbal, physical, and visual, etc. Such conduct is also prohibited when it affects either an individual's work performance or creates an intimidating, hostile, or offensive work environment. Again, those found to have violated these guidelines will incur disciplinary action up to and including termination.

If you believe you have been harassed by an employee, supervisor, or other person you come into contact with on the job, you should promptly report the facts of the incident(s) and the name of the individual(s) involved to your manager directly. If you, for any reason, feel uncomfortable reporting to your supervisor, promptly contact another supervisor and/or an owner with your concerns. The company President, or a directed individual of his choosing, will investigate all such claims and take appropriate action.

HARASSMENT

Harassment is a form of misconduct that undermines the integrity of the employment relationship. Specifically forbidden is harassment of a sexual, racial, ethnic, religious, disability, or age-related nature. No employee should be subjected to unsolicited and unwelcome conduct, either verbal or physical. It refers to behavior that is not welcome, is personally offensive, weakens morale, and therefore interferes with our work effectiveness. Such conduct, whether committed by management or non-management personnel, is specifically prohibited.

Sexual Harassment

May include but is not limited to: offensive sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her physical appearance; the display of sexually suggestive objects, pictures, or printed materials; sexual gestures or innuendoes; or any other conduct which has the purpose or effect of creating an offensive work environment.

In addition, no one should imply or threaten that an employee's "cooperation" of a sexual nature (or refusal) will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment. Any such actions will bring prompt and certain disciplinary action, up to and including termination.

Racial, Ethnic, Religious, Disability, or Age Harassment

May include, but is not limited to: derogatory comments about a person's ethnic heritage, racial background, religious beliefs, disabilities, or age; the display of objects or printed materials which are degrading to members of particular racial, ethnic, religious, or age groups, or persons with disabilities; racial, ethnic, or religious slurs and name calling; the wearing of insignia supporting racist, ethnic, or religious organizations; or any conduct that has the purpose or effect of creating an offensive work environment.

Again, no one should imply or threaten that an applicant or employee's toleration of racial, ethnic, religious, disability, or age harassment is a condition of employment. Likewise, no one should imply or threaten that the refusal to tolerate such harassment will have any effect on a person's employment. Such action will result in prompt disciplinary action, up to and including termination.

DRUG AND ALCOHOL POLICY

Drug abuse, once confined to a small segment of the population, is today a growing national problem, found in every sector of society and spreading to every industry and occupation. Recent government sponsored studies estimate drug use each year costs the American economy billions in lost productivity,

increased rates of employee absenteeism, poor performance, on the job injuries, higher medical costs, and rising thefts.

Phillips & Koch has a strong commitment to its employees to provide a safe work environment and to promote high standards of employee health. Consistent with the spirit and intent of this commitment, Phillips & Koch has established this policy regarding drug and alcohol abuse.

Our goal is to establish and maintain a work environment that is free from the effects of alcohol and drug abuse.

While Phillips & Koch has no desire to unreasonably interfere with the private lives of its employees, we expect our employees to report to work in a condition to perform their duties in a safe, effective, and efficient manner.

Phillips & Koch recognizes that employee off-the-job, as well as on-the-job, involvement with drugs and alcohol can have an impact on the workplace and may present a substantial risk to the employee and/or to the employee's co-workers.

Prohibited Conduct

Phillips & Koch prohibits the following conduct, under the guidelines of this policy:

Consuming, manufacturing, buying, selling, distributing, or possessing drugs or alcohol on company premises, regardless of whether or not you are on paid time. This prohibition extends to property owned, leased, or controlled by the company, including parking lots. It also extends to company equipment and vehicles on or off our property. You will be considered in possession of drugs or alcohol if these substances are found in your personal belongings or vehicles brought on company property, as well as when these substances are found on your person.

Reporting for work or returning to duty following breaks or meal periods with any drugs or alcohol in your system regardless of when or where the drugs or alcohol were consumed.

Failing to promptly and fully disclose all felony convictions, plea-bargains, and parole/probation terms which involve buying, selling, transportation, manufacture, cultivation, possession, or consumption of any controlled substance, including alcohol. Disclosure must be made directly to management. This disclosure requirement will apply to all convictions and plea-bargains which occur after the effective date of this policy and all parole/probationary terms which are finalized after the effective date of this policy.

Failing to fully cooperate with any aspect of the company's enforcement of this drug and alcohol policy, including but not limited to refusing to submit to

required testing, inspections, professional evaluation for drug and/or alcohol dependency, or failing to comply with rehabilitation conditions imposed by the company or rehabilitation counselors.

“Drugs” refers to all controlled substances and medication containing controlled substances, which are illegally obtained or used in a manner inconsistent with prescription conditions.

The following policy applies to medication containing controlled substances which is legally obtained and used consistent with prescription conditions:

The use of medically prescribed drugs during working hours is approved, provided there is no medically stated caution preventing the employee from performing his job safely or adequately. For example – operating

mechanical equipment. An employee must inform his supervisor that he is taking drugs prescribed by a doctor prior to beginning work each day he is taking the prescribed medication. Employee misuse of prescription drugs will be treated as substance abuse as outlined in this policy.

Employees who engage in prohibited conduct will be subject to discipline, up to and including termination.

Types of Testing

Reasonable Cause/Right to Test

When reasonable grounds exist to believe an employee has reported to work with alcohol or drugs present in his or her system, Phillips & Koch will require that the employee submit to appropriate test to detect the existence, if any, of such drugs or alcohol in an employee’s system. Urinalysis will be used when there are reasonable grounds to believe an employee has drugs in his/her system. Blood testing will be used when there are reasonable grounds to believe an employee has alcohol in his/her system. Failure to promptly permit testing upon management’s request shall be grounds for immediate termination.

Post Accident Testing

Any employee who is involved in a job related accident which results in death or bodily injury to anyone (other than an injury which requires only outpatient treatment); and/or results in \$1,000 or more in property damage, will be required to submit to urinalysis testing for the detection of drugs or alcohol, unless we conclude at the onset that the employees action or inaction was clearly not a fact causing the accident.

Also, whenever we feel there is reasonable basis for believing that an employee involved in such an accident had alcohol in his/her system at the time of the accident, the employee may also be required to immediately submit to a blood sample for the detection of alcohol under the “Reasonable Suspicion” testing rule above.

For employees who are incapacitated our first concern will, of course, be medical treatment. However, all such employees will be required to authorize the release of medical records to reveal whether drugs or alcohol were in their system, upon our request.

Pre-Employment Testing

All new hires will be tested for drugs. A positive test result will eliminate the applicant from consideration for current employment.

Phillips & Koch's Program

Employees who have drug and/or alcohol dependency problems, or feel they may have such problems, are encouraged to contact their supervisor or management. Although the company will support voluntary treatment efforts for employees with drug and alcohol dependency problems, it is up to each employee to pursue treatment before dependency problems result in unsatisfactory performance, attendance, or safety records, etc., and before the employee violates this policy.

When an employee voluntarily reports a drug or alcohol dependency problem and seeks assistance, that employee will be placed on a leave of absence or adjusted working hours to allow for inpatient or outpatient rehabilitation treatment. The company will pay for an initial assessment by an approved provider such as Serenity Lane. The employee will not be permitted to work until a competent medical authority, approved by the company, has certified the employee has controlled the problem and is safely able to perform the job assignment.

The time an employee is off work undergoing rehabilitation is unpaid. However, employees may draw their unused, accumulated vacation pay and sick leave, if any. All costs of rehabilitation, except an initial assessment, shall be the responsibility of the employee. Also, employees who are receiving health insurance coverage may be eligible for insurance benefits as outlined in their plan.

In order to continue working for the company, an employee seeking assistance must agree to all treatment, rehabilitation, aftercare, and follow-up testing as set forth in a written Rehabilitation and Return to Work Agreement (Last Chance Agreement) as required by the company.

The employee agrees to disclose any incident of his or her arrest or conviction for illegal drug or alcohol abuse to Phillips & Koch. This reporting will occur the next working day after the incident.

The employer is not limited to the methods prescribed in this policy for the search and testing of substance abuse.

The employer may revise this policy at any time. In the event of such a change, you will be notified. You should understand, however, that the company's efforts to maintain a drug and alcohol free workplace are not intended to be limited exclusively to what is written in this policy. The company may take other steps it considers appropriate to detect and eliminate drug and alcohol abuse within its workforce.

This policy is a guideline, and is NOT intended as a contract of employment.

The employee understands that his/her employment may be terminated for any other reason that the company considers sufficient for termination.

IMMIGRATION REFORM AND CONTROL ACT

Phillips & Koch complies with the 1989 Federal Immigration Reform and Control Act (IRCA) and hires only U.S. citizens and aliens authorized to work in the United States.

The law requires you to submit documents that establish both identity and employment authorization, or produce a receipt showing you have applied for such documents, within three (3) days of your hire. If your documentation has not been provided within 90 days, your employment will be terminated.

EVALUATIONS AND PERFORMANCE REVIEWS

You are evaluated informally on an ongoing basis by customer feedback to the company. Evaluations are used to give positive feedback and provide necessary documentation of incidents and/or behavior that are unacceptable to management and may require counseling and/or disciplinary action, and to indicate the need for ongoing education.

It is our policy to formally evaluate each employee's performance on an annual basis. Such reviews are normally conducted at the end of the orientation period and annually thereafter. Hourly employees will be evaluated in July. Salaried employees will be evaluated in January. This evaluation may also serve as the foundation for any recommended salary increase then or at a later date, but does not necessarily mean a salary increase will occur. A written evaluation form will be completed and discussed with you by the management team. The evaluation will become part of your permanent employee record. Emphasis will be placed on constructive performance evaluation, and the details of specific areas of improvement. These discussions are intended to produce positive results through open and frank interaction between you and the management team.

DISCIPLINE AND TERMINATION

It is our belief most employees prefer to work in an environment in which high standards of performance, attendance, and conduct are maintained. If an employee violates safety rules or standards of behavior that management

expects of its employees, fails to perform his/her job in a satisfactory manner, or is involved in conduct that can have an adverse effect on the company, such an employee will be subject to disciplinary action.

Employees are expected to conduct themselves according to standards of behavior we believe are acceptable. Phillips & Koch may issue verbal or written

warnings, suspend, demote, discharge or impose any other reasonable form of discipline as we deem appropriate based upon our evaluation of the employee's conduct, overall work record and status as a regular, orientation period, temporary, or on-call employee.

It may be helpful to identify some examples or types of conduct that are unacceptable and that may lead to disciplinary action. The following list of example is not deemed inclusive of all types of unacceptable conduct, but is intended to provide you with some of the more common types of infractions that arise in the employment relationship. It is important to recognize that when we believe a regular employee has committed a serious infraction of our standards, the employee will be subject to immediate suspension or discharge. When we believe a regular employee has committed a minor infraction of our standards, the employee will generally receive written or verbal counseling to provide an opportunity to correct the problem prior to discharge. When an employee commits a combination of minor infractions, a more serious form of discipline or discharge may be imposed at the company's discretion. Trial period, temporary, and on-call employees will not generally receive counseling prior to discharge.

Minor Infractions

These types of infractions include, but are not limited to, the following:

Failure to provide or meet customer or company service standards

Unsatisfactory attendance, including excessive or unauthorized absenteeism, tardiness, or patterned absences on a recurring basis

Failure to anticipate or communicate absences or tardiness in a timely fashion

Wasting or abusing Phillips & Koch property or the property of a fellow worker or customer

Careless, unreliable, or otherwise unsatisfactory work performance and/or work behavior

Failure to complete job assignments on a timely basis

Being rude, insulting, or uncooperative in relationships with co-workers, supervisors, customers, and business associates

Failure to follow safety rules and practice safe working habits
(NOTE: When we believe an employee has committed a serious safety violation, that violation is considered a major infraction) All current safety policies are listed in the Phillips & Koch Safety Manual

Discriminatory behavior or harassment, which, in our view, is not serious enough to justify immediate suspension or discharge

Off-duty conduct which adversely affects the company's business, reputation, or goodwill in the community, which is not enough to justify immediate suspension or discharge.

Violating any current or subsequently issued oral or written policy

Any other conduct, which is, in our view, sufficient to justify discipline

Major Infractions

These types of infractions include, but are not limited to, the following:

Violation of Phillips & Koch Drug and Alcohol Policy

Unauthorized release of confidential information

Actual or threatened physical violence towards another person

Possession of firearms and/or explosives on company premises

Altering or falsifying any company documents such as: time sheets, expense reports, employment applications, resumes, or misrepresenting hours worked, including failure to record all hours worked

Destroying or damaging property belonging to Phillips & Koch, fellow workers, customers, or business associates

Insubordination, including improper conduct towards a supervisor or person in a position of authority, or refusal to perform in the appropriate manner tasks assigned by the management

Committing repeated violations of safety rules or safe working practices, or committing a safety infraction we consider to be serious. Again, all current safety policies are listed in the Safety Manual

Violating any of the rules, procedures, or conditions governing leaves of absence

Knowingly writing on another employee's time sheet or allowing another employee to write on your time sheet without prior permission from management

Failing to report for work or call your supervisor to report an absence for two (2) consecutive work days, unless we determine there were special circumstances to justify this failure (this is considered a voluntary quit)

Discriminatory behavior or harassment which, in our view, is serious enough to justify suspension or discharge

Violation of any current or subsequently issued oral or written policy which is, in our view, serious enough to justify discharge

Off-duty conduct which adversely affects the company's business, reputation, or goodwill in the community which is, in our view, serious enough to justify discharge

Dishonesty

Any other conduct which is, in our view, serious enough to justify discharge

Any business requires guidelines and rules to avoid confusion and to operate effectively. Address any questions regarding job procedures to your supervisor. Conduct not specifically mentioned will be disciplined according to the standards followed for what we believe is the most equivalent type of conduct listed.

Please understand that management reserves the right to determine, at its discretion, what conduct is considered impermissible. An employee's overall record may be considered in determining the appropriate degree of discipline to be imposed in a particular case. However, the company will determine what the facts are, whether discipline is warranted, how serious the violation is, and what level of discipline is appropriate. If you believe you have been unfairly disciplined, we encourage you to bring your complaint to management.

Notwithstanding all of the above listings and other oral or written statements, it is important for employees to remember they can be terminated at the company's discretion and may resign at their own discretion. The above listings simply include examples of some of the types of conduct that may cause the company to exercise this right.

PROBLEM SOLVING PROCESS

There are many reasons why you may wish to hold a private discussion with a supervisor. If you have a difficult problem, conflicts with others, questions regarding pay, performance or career goals, or simply a desire to express your opinions, please give your supervisor the opportunity to help you.

If you have a problem related to your employment, you have the right at any time to discuss it, in confidence, with these individuals in the following order:

Your immediate supervisor

The management team
The personnel director
The company President

In the case of an unusual situation involving any of the above named individuals, you have the option of skipping that individual and going to the next person on the list.

Phillips & Koch encourages you to bring any work related problem or complaint to management before seeking outside help.

LEAVING THE COMPANY

Involuntary Terminations

The relationship between Phillips & Koch and its employees is terminable at the discretion of the company or the employee. For more detail regarding Phillips & Koch's expectations of employees, see the Discipline and Termination section of this handbook.

Voluntary Resignations

In order to maintain quality and consistent customer care, we require two (2) weeks notice prior to the effective date of your resignation. Prior to receiving your last paycheck, you must return to the office any keys you have been issued, uniforms, credit cards, written materials, tools, or any equipment that is the property of Phillips & Koch.

Final payment of wages and other compensation due will be made in accordance with state regulations, providing all time records are submitted on time. It is the employee's responsibility to make sure all time worked is reported.

All benefits cease on your last day worked. However, health benefits continue until the last calendar day of the month in which you terminate. Continuation of health benefits may be available through COBRA. Ask your supervisor for assistance.

Layoffs

The work performed by Phillips & Koch is subject to the general economy of the market we serve. Changes in scheduled workload and downturns in our business affect our staffing needs. In the event we determine it is necessary to eliminate or combine jobs or otherwise curtail operations,

layoffs may become necessary. The decision of individuals to be laid off will be made by the company based on its determination of the relative skills, qualifications, and ability of the employees to perform the work remaining. If, in our view, the skills, qualifications, and ability of two or more employees to

perform the necessary work are substantially equal, preference will be given to the employee with the greatest length of continuous service.

BENEFITS AND SHARING SUCCESS

BENEFITS SUMMARY

You are entitled to a variety of benefits which, when added to your pay, contribute to your employment package. Once you satisfy certain eligibility requirements, you have the ability to participate in the overall program.

At this time Phillips & Koch does not provide medical and dental insurance.

MAJOR BENEFITS SUMMARY

Benefit	Who is Eligible	Date of Eligibility
Holidays	Full-time, salaried employees	3 months from date of hire
Sick Leave	Full-time, salaried employees	3 months from date of hire
Vacation	Full-time, salaried employees	3 months from date of hire

HOLIDAYS

An eligible employee will receive eight (8) hours of pay at his/her regular straight time rate of pay for the holiday. Any eligible employee required to work on the holiday will be paid at time and one-half (1 ½) for all hours worked, in lieu of holiday pay for those hours.

The company recognizes the following days as paid holidays for salaried employees only:

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

In order to be eligible for holiday pay, you must work your scheduled day before and after the holiday, and work at least one day during the week, except when on vacation. It is at management's discretion to allow holiday and vacation days

to be taken adjacently. If you wish to take vacation time that falls adjacent to a holiday, please check with your supervisor prior to making arrangements.

Only salaried employees are eligible for holiday pay.

Holidays occurring on Saturday will be observed on the Friday immediately preceding. Holidays occurring on Sunday will be observed on the Monday immediately following.

SICK LEAVE

Only full-time salaried employees are eligible for sick leave. Sick leave is defined as time taken off due to off the job illness or injury; disability due to pregnancy; family leave; medical leave; or off the job medical or dental appointments. The primary purpose of sick leave is to protect the employee against loss of income due to injury or illness. If major illness should occur, all accumulated sick leave will be credited, and then all earned vacation time. Each salaried employee of Phillips & Koch shall earn sick leave based on the following:

Sick leave must be used in increments of one hour or more, and proof of illness or injury as supported by a doctor's excuse may be required.

3.3 hours of sick leave are earned per month, for a total of 5 days per year.

Sick leave may be accumulated without limit during the term of employment.

Upon separation of employment with Phillips & Koch, except when retirement occurs, an employee shall not be compensated for unused sick leave.

The office must be notified of all sick leave usage.

LEAVES OF ABSENCE

When employees are hired, it is expected they will work continuously as needed. We do, however, recognize that uncontrollable conditions arise which require employees to take a temporary absence from employment.

During the period of any leave of absence, no wages or benefits are accrued or paid, unless specifically stated in this handbook or required by law. Employees who wish to continue their medical insurance benefits during the period of a leave of absence are referred to the Continuation of Benefits section of this handbook for an explanation of how Phillips & Koch will continue to pay its portion of the insurance contribution. Leaves of absence must be requested by the employee in writing and approved by a member of the management team in order to allow us to make arrangements for proper staffing during your absence. Employees who do not notify Phillips & Koch, or obtain approval for leaves of absence will be considered absent without authorization.

Medical Leave of Absence

Occasionally, employees are required to be absent from work for extended periods of time due to on or off the job medical disabilities. In such circumstances, employees should contact the office regarding extended leaves of absence. Employees who are absent from work due to work related illnesses and injuries are eligible to receive workers' compensation benefits. Employees who are absent from work due to non work related illnesses or injuries may be eligible to receive accumulated sick leave (see the sick leave portion of this handbook for eligibility requirements).

Employees on a medical leave of absence must keep their supervisor or the office manager apprised of their anticipated date of return to work and changes in medical status. All employees on a medical leave of absence for on or off the job injuries or illnesses are required to call their supervisor or the office manager to report their medical status, progress, and anticipated date of return to work at least once a week, unless you have received written approval to be absent until a specific date. Reporting to a co-worker or another person will not be sufficient to comply with this reporting requirement.

The re-employment of persons returning from medical leave is subject to the availability of suitable work. The company will, however, comply with applicable laws.

All employees who are released to return to work from on the job injuries or illnesses must request to return to work within seven (7) days after receipt of notice by certified mail from our workers' compensation insurer that you have been released to return to work by your doctor. This applies to limited and full duty releases. All employees who are released to return to work from a medical leave for extended off the job injuries or illnesses must request to return to work within seven (7) days after receipt of a full or light duty release from their doctor.

Family Medical Leave, Parental, and Pregnancy Leave

An employee may be eligible for unpaid leave under Federal and State laws. Phillips & Koch will comply with the applicable laws regarding time off for parental and pregnancy leaves to care for family members and an employee's own serious health condition. Employees should consult with the Office Manager to determine employee's eligibility, coverage, and notice requirements under the applicable laws. Federal law requires Phillips & Koch to give you notice in this handbook of the following information:

To be eligible for FMLA benefits, an employee must have worked for a total of at least 12 months and have worked at least 1,250 hours over the previous 12 months. However, under state law, certain employees are eligible after 90 days of employment. For information on this law, see the Office Manager.

An eligible employee is entitled to 12 workweeks of unpaid leave during a calendar year for one or more of the following reasons:

For the birth or placement of a child for adoption or foster care

To care for an immediate family member (spouse, child, or parent), with a serious health condition; or

To take medical leave when the employee is unable to work because of a serious health condition

Spouses employed by Phillips & Koch are jointly entitled to a combined total of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not parent-in-law) who has a serious health condition.

Leave for birth or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval. FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work.

A covered employee may use accrued sick or vacation pay for FMLA leave (see the sick leave and vacation portions of this handbook for eligibility requirements). The employer is responsible for designating if an employee's use of paid leave counts as FMLA leave based on information from the employee.

"Serious health condition", is defined as an illness, injury, impairment, or physical or mental condition that involves:

Any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility;

Any period of incapacity requiring absence of more than three (3) calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or

Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days, and for pre-natal care.

Phillips & Koch will maintain group health insurance coverage for an employee on the same terms as if the employee had continued to work. Employees are responsible for paying their share of health insurance premiums while on leave. Phillips & Koch may recover premiums they paid to maintain health care coverage for an employee who fails to return from FMLA leave.

Upon return from FMLA leave, the employee will be restored to his/her original job with equivalent pay, benefits, and other employment terms and conditions. In addition, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before taking FMLA leave.

Employees seeking to use FMLA leave will be required to provide the following:

Thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable;

Medical verification of the need for leave due to a serious health condition affecting the employee or an immediate family member;

Second or third medical opinions and periodic re-certifications (at the employer's expense); and

Weekly reports during FMLA leave regarding the employee's status and intent to return to work

When leave is needed to care for an immediate family member or the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt Phillips & Koch's operations.

When an employee gives notice of FMLA leave, Phillips & Koch shall give the employee specific information on what is required to the employee and what might occur in certain circumstances, such as if the employee fails to return after FMLA leave.

Leave taken as a result of a workers' compensation injury where the injury results in a "serious health condition" will be counted as FMLA leave.

Personal Leave of Absence

Employees may be granted an unpaid personal leave of absence for up to 30 calendar days at the discretion of the company. Requests for personal leaves of absence must specify a starting and ending date as well as the reason for the leave. A leave will not be granted to work another job or to seek employment or career opportunities elsewhere.

Employees returning from personal leaves of absence are not guaranteed re-employment. Re-employment is subject to the availability of a position that Phillips & Koch determines is suited to an employee's skills, qualifications, and experience. Insurance coverage will not be continued by the company during a personal leave of absence.

Military Leave of Absence

Upon entry into the U.S. Armed Forces, National Guard, or Reserves, employees are granted a leave of absence for the period of their required military service in accordance with applicable laws.

Medical Documentation

An employee who is absent for more than two (2) working days because of illness or injury may be required to provide medical evidence confirming his or her recovery and release for regular duty at the time he/she seeks to return to work. If you return with a restricted (limited-duty) release, you will not be returned to work until the treating physician provides a clear statement estimating the length of time needed to return to work, identifying the essential duties or physical functions you cannot perform and estimating the length of time you need to fully recover.

Jury Duty Leave of Absence

Employees who are required to be absent from work due to jury duty will, upon proper verification, be granted unpaid time off to serve. If you receive a jury duty summons, notify your supervisor as soon as possible.

Although the employee is called, Phillips & Koch reserves the right to petition the proper authorities for the release of an employee whose services are urgently needed during the period set for jury duty.

If you are excused from jury duty during working hours at a time that reasonably permits you to return to work, you must call your supervisor to see if you should report for work that day.

Bereavement Leave

In case of death in your immediate family, you are eligible for a maximum of three (3) days of unpaid time off to attend the funeral if those days coincide with scheduled work days. If you are notified of a death in your immediate family while you are at work, you may leave work without loss of pay for the remainder of your scheduled hours for that day.

Immediate family includes: spouse, children (including stepchildren), parents (including stepparents), sisters, brothers, mother and father-in-law, sister and brother-in-law, grandparents and grandchildren.

Employees who wish to take time off work to attend the funeral of persons who are not "immediate family" members may request an unpaid personal leave of absence.

Other Leaves

Employees will be entitled to other leaves of absence as required by State or Federal law.

VACATION

Everyone needs to get away from their work from time to time. It helps one to become refreshed and return to the job with a new outlook. Phillips & Koch provides paid vacation time for full-time, salaried employees.

Requested time off may be approved and scheduled by the management team, providing such scheduling will not cause a hardship within the company. Sufficient vacation leave must be accrued to allow for a minimum of five (5) consecutive days of vacation at least once per year.

Each salaried, full-time employee of Phillips & Koch shall earn vacation time as follows:

Each employee must be employed for a continuous period of 90 calendar days before vacation leave accruals are earned

Each employee who has worked less than three (3) years shall earn vacation leave from his or her date of employment and the accrual rate shall be .77 hours per week. After 3 years of employment, the accrual rate shall be 1.54 hours per week.

Vacation leave accrued by an employee must be used in increments of 8 hours or more

Employees are not allowed to accumulate vacation pay from year to year. Consequently, it is important for employees to take vacation time off during the vacation anniversary year immediately following the year in which it is earned. Vacation time off not used within this year will be forfeited. We do not want this to happen. To that end, we encourage you to plan ahead to make the best possible use of your vacation time off.

The management team must approve all employee vacation requests. Should a holiday occur during a scheduled vacation period, an additional day of vacation will be given.

WEATHER CONDITIONS

During times of inclement weather, the employee shall make his/her best effort to arrive at Phillips & Koch in time for the regular work day. If you are unable to make it to work, notify your supervisor at once.

ONE LAST WORD

This handbook has presented a brief overview of personnel policies established to help you in your job. It is not intended as a formal or exhaustive statement of an employee's rights and responsibilities, or as a contract for employment. It is simply a summary of Phillips & Koch's current policies, rules, procedures, and benefits. Our past flexibility in making changes in these areas has resulted in continuing improvement in working conditions and benefits for all of our employees. We feel very strongly that we must maintain that flexibility to meet future economic challenges.

Accordingly, the management reserves the right to amend, modify, and/or eliminate any of these policies, rules, procedures, and benefits at its discretion.

Since this handbook is a summary of our basic policies, rules, procedures, and benefits, we have attempted to minimize the use of legal and technical language to make each section as simple and understandable as possible. It is up to you to notify us if you have a concern or question about your employment responsibilities.



PHILLIPS & KOCH CONSTRUCTION, INC.



SAFETY HANDBOOK

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POLICY STATEMENT

It is the policy of Phillips & Koch Construction, Inc. to protect the safety of our employees. Injuries and property loss from accidents are painful, costly, and preventable. Our company has established a safety program incorporating safety concepts that will help us prevent injury to employees and loss to property and equipment due to recognized hazards.

As a construction worker, you are part of a unique team in a challenging industry. Your fellow construction workers depend on you. It is important that you understand how each task can be done safely. Your safety and well being, as well as the safety of fellow workers, can be accomplished only through your constant effort. Since it is not possible to include specific instructions for every safety condition, this manual is provided to serve only as a guideline to safe working practices. Always remember that the safe way is the best way to do every job.

Safety Philosophy

- Working safely is a condition of employment
- Prevention of injuries is good business
- All accidents can be prevented
- Management will provide a safe working environment
- Training employees to work safely is essential

See employee handbook for clarifications on policy and personnel matters

RESPONSIBILITIES

MANAGEMENT

Management's responsibility is to provide a safe work environment. Management provides direction and full support for all safety procedures, safety training, and hazard elimination practices. To accomplish this, the company has a full safety program that includes: a safety committee, weekly jobsite safety meetings, and job specific safety

plans. Additionally, the company provides safety equipment and a selection of Personal Protective Equipment (PPE) for all employees.

Management will support any employee who refuses to do something unsafe or is in violation of company policy

SUPERVISION

The supervisor and job foreman are directly responsible for the safety of their workers. This includes following proper procedures and work practices, and performing the job using safe methods. Supervisor and job foreman must enforce company rules and take immediate corrective action to eliminate hazardous conditions. They will not permit safety to be sacrificed for any reason. Only properly trained workers will be allowed to perform said work. They are responsible for keeping job site safety supplies and equipment stocked. Supervisors are responsible for implementing the Emergency Action Plan (EAP).

SAFETY COMMITTEE

The safety committee consists of management and employee representatives who have an interest in the general promotion of safety at Phillips & Koch Construction. The committee is responsible for making recommendations on improving safety in the workplace. They have been charged with the responsibility to define problems or obstacles to safety implementation company wide: identifying hazards and suggesting corrective action; help identify employee safety training needs; and perform accident investigations for our company. Safety committee members are authorized to ensure safe working practices are followed on job sites.

EMPLOYEES

Every employee, regardless of their position within the company, is expected to work safely and cooperate in all aspects of the company's safety program.

The following are the major points of our company safety program:

You are responsible for your own personal safety

Work safely at all times

Comply with all aspects of the company safety policy

Be familiar with your job's specific safety plan

Be familiar with all MSDS on each job

Never walk past an unsafe act or condition. Stop and correct it!

Inspect your work for safety concerns prior to starting each task

Perform only that work for which you are properly trained

Keep any CPR and First Aid cards current

Participate in all safety training meetings

Wear Personal Protective Equipment (PPE) as required

Report all hazardous conditions or other safety concerns to your supervisor immediately

Report questionable equipment to your supervisor, adequate guarding must always be used

Report all accidents or incidents, regardless of the severity, immediately to your supervisor – this includes near misses

Be familiar with Phillips & Koch policies appropriate to the work being performed

Remember that each person is responsible for his/her own safety. Safe working habits and following company policy will play a large role in determining pay increases and advancement within Phillips & Koch. Each employee is responsible for working in a safe manner. Employees are expected to arrive for work in a timely fashion, with a clear head, rested and dressed appropriately.

GENERAL SAFETY RULES

THE FOLLOWING RULES APPLY TO ALL EMPLOYEES

Any exceptions made to the rules in the Safety Handbook will be made in writing in each job's specific safety plan

REPORTING OF A HAZARD, UNSAFE ACT, OR CONDITION

All employees shall work in a safe manner and promote good safety practices with co-workers. Employees shall report to their supervisor all hazardous or unsafe working conditions that could cause personal injury or property damage. The person in charge will address that concern. If corrective action is not taken, report it to their supervisor, safety committee member, or a member of management in that order.

When reporting a hazard or unsafe condition to your supervisor, employees should provide as much information as possible, and if appropriate, suggest corrective action.

CONDUCT ON THE JOB

All employees are required to conduct their work in a safe manner to protect themselves, co-workers, and the general public against personal injury and property damage.

Only safe approved work methods and procedures shall be used. Employees shall not take unnecessary risks while working.

Practical jokes, horseplay, scuffling, or any other conduct that subjects any employee to risk of bodily injury will not be tolerated.

Fighting, gambling, and possession of firearms is forbidden

Running on any construction site is prohibited except in an emergency

There shall be no consumption of drugs, alcoholic beverages, or other intoxicants while on company premises, company time, or in a company vehicle. Management and your supervisor must also be informed of all prescription drugs being taken that could affect working safely

PERSONAL PROTECTIVE EQUIPMENT (PPE)

All employees shall dress in a manner appropriate to the occupation and the hazards of their job. Trousers will be full length. Shirts must cover from over the shoulders to the belt. Footwear will be substantially constructed of leather and may include other heavy-duty materials.

Employees shall use and/or wear Personal Protective Equipment (PPE) when required

All jewelry that presents a safety hazard (rings, bracelets, neck chains, etc.) should not be worn

Use of gloves, aprons, and/or other protective clothing when handling rough materials, chemicals, and hot or cold objects is required

HEAD PROTECTION

Approved protective hard hats meeting Class B specifications shall be worn by employees and visitors on all jobs at all times. "Hard Hat Areas" shall include all designated locations where construction or maintenance work of any nature is in progress and shall encompass the entire job site. The jobsite supervisor or foreman will require all personnel entering the area to conform to the hard hat rule.

HEARING PROTECTION

Whenever it is not feasible to reduce workplace noise levels to less than 85 dBA (decibels), approved hearing protection is available through Phillips & Koch and will be used when necessary or as instructed by a supervisor. 85 dBA is similar to the sound of a power edger, a leaf blower, or a skill saw.

EYE AND FACE PROTECTION

Eye protection shall be worn at all times by employees. Employees performing specialized work that creates hazardous conditions for their eyes shall use job specific eye protection.

Employees shall use appropriate eye and face protection when machines or operations present potential eye or face injury

Employees whose vision requires the use of corrective lenses shall be protected by goggles or their own corrective lenses meeting the accepted safety standards. Side shields are required for safety glasses

Face and eye protection shall be kept clean and in good repair

RESPIRATORY PROTECTION

Use approved respirators or dust masks when exposed to dust, mist, or fumes of a toxic nature. Follow all directions on product usage and MSDS sheets.

HAZARD COMMUNICATION COMPLIANCE PROGRAM

The Hazard Communication Compliance Program (HazCom) is established to provide for the safety of all Phillips & Koch employees and to meet Government requirements. We provide a comprehensive program to educate you with procedures for handling hazardous chemicals, container labeling, Material Safety Data Sheets, other warnings, and employee training.

A copy of the program is available at each jobsite and in the main office. All employees will be trained in HazCom as a condition of employment.

LIFTING

Loads should be carried so that vision ahead is not obstructed

If one person cannot lift an object safely, obtain assistance

The right way to lift is also the easiest way. Take a firm grip, secure good footing, place your feet a comfortable distance apart, keep your back straight, and lift with your leg muscles. Move your feet. Do not twist your body

When two or more people are carrying an object, each person should face the direction that the object is being carried. Those carrying the object shall determine in advance that there are no obstructions in the way. They shall use pre-arranged signals when an object is to be lifted, lowered, or moved

TOOLS

Employees shall always use the proper tool for the job being performed. Makeshift and substitute tools shall not be used unless approved by the supervisor

Any defective tools shall be tagged out of service to prevent their use and removed from the job site. Company tools shall have the defect identified on an affixed tag and be returned to the shop.

Do not use tools with split, broken, or loose handles. Do not use tools with burred or “mushroomed” heads.

Keep cutting tools sharp, and carry all tools in the proper container.

Small tools carried personally shall be secured to prevent them from coming into contact with energized parts. All tools carried in workers tool belts shall be sheathed and secured to prevent them from falling out.

Tools other than those carried in a worker’s belt shall be raised or lowered by an approved container or hand line

All tools shall be kept in good working condition and shall be stored properly.

Tools and loose materials shall not be left on stairways, in aisles, or walkways where they can cause stepping or tripping hazards.

Keep all tools away from the edge of scaffolding, platforms, and shaft openings.

ASSURED EQUIPMENT GROUNDING

We have an assured equipment grounding conductor program on our construction sites covering all electrical cord sets and receptacles that are not part of the permanent wiring of a building or structure. This also covers equipment connected by a cord or plug, which are available for use by our employees. They will be visually inspected before each day's use for external defects. Equipment found to be damaged or defective shall immediately be removed from service, tagged, and returned to the shop.

Each cord set will be color coded with the appropriate color tape as follows:

White – January through March
Green – April through June
Red – July through September
Orange – October through December

PORTABLE POWER TOOLS

Only properly trained personnel can use power tools.

Power tools shall only be used within their capability and shall be operated within the manufacturers instructions

All tools shall be kept in good repair by a qualified person and shall be disconnected from the power source while repairs or adjustments are being made

All protective guards shall be in good working order. If the tool is defective, it must be removed from service

Power tools shall not be used where there is an explosive hazard from flammable vapors, gases, or dust

All electrical power tools shall be equipped with a three-wire cord having the ground wire permanently attached to the tool frame and having a means for grounding the other end of the cord. An exception is where the tool is double insulated and permanently labeled "Double Insulated".

Hydraulic tools that are used on or around energized lines or equipment shall have non-conductive hoses.

Use of powder-actuated tools requires training and certification prior to use or operation.

EQUIPMENT

Be seated when riding motorized vehicles unless they are specifically designed for standing.

Always use seat belts or safety harnesses as required

Obeys all speed limits and traffic regulations

Inspect your equipment prior to use

Never mount or dismount vehicles or equipment while they are in motion. Use handholds and steps on equipment when mounting or dismounting. Never jump from equipment!

Do not dismount any equipment without shutting down the engine, setting the parking brake, and securing the load.

Do not allow others to ride the hook, block, dump box, forks, bucket, shovel, or boom of any equipment.

Know and obey all hand signals

Wear harnesses at all times while in boom lifts

Operators are responsible for the stability and security of their load

Operators are directly responsible for the maintenance of the equipment they operate. A thorough pre-shift checklist will be required.

You must be trained and have a current certification accepted by Phillips & Koch to operate any equipment

VEHICLES

Only those with authorization can operate company vehicles. A valid, current driver's license and approval of the company's insurance carrier is also required. Do not operate motorized vehicles unless specifically authorized

A Commercial Drivers License (CDL) is required to operate vehicles with a Gross Vehicle Weight (GVW) in excess of 26,000 pounds

Be seated when riding in motorized vehicles

Always use seatbelts

Obeys all speed limits and traffic regulations

Inspect your vehicle prior to use

Do not dismount any vehicle without shutting down the engine and setting the parking brake

Vehicle operators are responsible for the stability and security of their load

Prior authorization from a company officer is required for any personal use of company vehicles

HOUSEKEEPING

Work locations, vehicles, and the inside and outside of buildings shall be kept clean and orderly at all times

Stairways, aisles, roadways, walkways, switchgear, breaker panels, fire fighting equipment, and aerial storage areas shall be kept clear and free from debris and obstructions

Refuse piles are to be removed as soon as possible

To eliminate tripping and stumbling hazards, materials and supplies shall be stored in an orderly manner to prevent their falling or spreading

Remove or clinch (bend over) all nails in lumber

Avoid shortcuts; use ramps, stairs, walkways, and ladders

All excavations, roofs, and openings must be properly protected. Contact your supervisor for the proper specifications

Know the location and use of fire extinguishing equipment and the procedure for sounding a fire alarm

Flammable liquids will be used in small amounts and only from approved safety cans

Do not remove, deface, or destroy any warning/danger signs or barricades. Do not interfere with any accident prevention device or practice provided to protect yourself or other employees

Oxygen and Acetylene tanks will be secured at all times. Stored Oxygen and Acetylene tanks from each other by 20 feet or a ½ hour firewall, EMPTY OR FULL

All protruding rebar will be capped with safety caps

DISCIPLINE

Not following the Safety Policies outlined in this manual will make any employee subject to disciplinary action as described in the Employee Handbook under Discipline and Termination

SPECIFIC SAFETY POLICIES

CONFINED SPACE ENTRY POLICY

IT IS THE POLICY OF THE COMPANY, THAT AFTER AN AREA IS DETERMINED TO BE A CONFINED SPACE, CERTAIN PROCEDURES MUST BE FOLLOWED TO ASSURE A SAFE WORK ENVIRONMENT EXISTS

A confined space is any space that:

Is large enough and configured in such a way that an employee can physically enter and perform work

Has limited or restricted means for entry or exit

Is not designed for continuous employee occupancy

The procedures to enter a confined space are as follows:

The company's Confined Space Entry Program must be followed

A Confined Space Entry Permit must be filled out and posted at the entry into each space

Only personnel who have completed the Confined Space Entry and Attendant course are allowed to enter into any confined space

There shall be an attendant stationed at the entry point at all times

A rescue plan must be established for each confined space

This policy applies to all employees of the company. Only properly trained personnel shall enter a confined space

Initially, all confined spaces are to be treated as a permit required confined space

Any employee who enters a confined space without being properly trained or not following the given procedures is subject to disciplinary action, including immediate suspension or termination.

EXCAVATION

No employ shall enter a ditch or trench excavated deeper than 5 feet in Oregon or 4 feet in Washington, unless it has been properly sloped, shored, and/or an approved trench box installed.

Never dig before locating and properly marking all utilities

Hand dig all utilities to locate them before digging next to, above, under, around, or near said utilities.

The walls and faces of all excavations, in which employees are exposed to danger from moving ground, will be guarded by a shoring system, ground sloping, or some other equivalent means

A ladder shall be provided for employees in a trench or excavation and will be as close to the employee as practical; in no case more than 25 feet away.

When working near a traveled way, high visibility safety vests will be worn by all employees working at the trench or excavation site

Shoring requirements will conform to the applicable state or federal rules for various soil conditions

Shoring will be installed from the top down and removed from the bottom up on all excavations

The foreman shall be responsible for properly shoring the trench or excavation

The company shall be responsible for providing the foreman with the materials required and any assistance needed to shore the trench or excavation

There will be a minimum of one “trained competent person” on an excavation job

Unusual conditions or changes in soil composition will be brought to the attention of the supervisor immediately

OFF GROUND WORK

LADDERS

Inspect ladders for defects prior to use

Use ladders only for ascending or descending. Do not carry objects that will prevent you from grasping the ladder with both hands.

If you must place a ladder in a doorway, barricade the door to prevent its use and post a warning sign

Only one person may get on a ladder at a time

Keep both feet on the ladder rungs. Do not allow your belt buckle to pass the side rail while working or climbing

Do not jump from a ladder

All joints between steps, rungs, and side rails will be tight

Safety feet will be in good working order

Rungs will be kept free of grease and/or oil

STRAIGHT OR EXTENSION LADDERS

All straight or extension ladders must extend three (3) feet beyond the support object when used as an access to an elevated work area

After raising the extension portion of a two or more staged ladder to the desired height, check to make sure the safety dogs or latches are engaged

All extension or straight ladders must be secured at the top and, when practical, at the bottom as well

Portable ladders will be used at such pitch the horizontal distance from the top support to the foot of the ladder is approximately $\frac{1}{4}$ of the working length of the ladder

STEPLADDERS

Do not place tools or materials on the steps or platform of a stepladder

Do not use the top rung or platform of a stepladder as a step or stand

Always level all four feet and lock spreader arms in place

SCAFFOLDING

Before starting work on a scaffold, inspect it for having the following: ladders, safety rails, toe boards, and planking in place and secure. Check that the locking pins at each joint and brace end are in place securely and that all wheels on a movable scaffold are locked.

Any scaffold parts including accessories that are damaged or weakened will be replaced prior to use

Scaffold platforms will not be less than 20 inches wide and approved for that purpose

All scaffolds will be erected level and plumb

Do not change or remove scaffold members unless authorized

Do not ride on a rolling scaffold. Remove or secure all tools and materials on the deck before moving

When work from a scaffold is over your head and you are looking up to do your work, there will be a full guardrail on the scaffold no matter how high (or low) the scaffold is above the floor

MANLIFTS

Scissor Lifts

These will be equipped with standard safety rails and toe boards, and a local entrance. If your work takes you off the floor of the lift, you must use fall protection equipment

Articulating Boom Lifts

These will be equipped with standard safety rails, toe boards, and a lockable entrance. Personal Fall Arrest Equipment is required 100% of the time

Manbasket equipped Forklift

These will be equipped with standard safety rails, toe boards, and a lockable entrance. If your work takes you off the floor of the basket, Personal Fall Arrest Systems (PFAS) must be used. A positive means of attaching the basket to the mast of the forklift must be in place as well. When the manbasket is off the ground, the forklift operator must stay within view at all times (never more than 25 feet).

FALL PROTECTION WORK PLAN

It is the policy of Phillips & Koch Construction, Inc., that all employees shall be protected from fall hazards when working on unguarded surfaces more than six (6) feet high or at any height above any equipment. The following addresses how this will be achieved.

Who is exempt:

Employees making an inspection, investigation, or assessment of conditions.

Employees installing fall arrest systems under direct supervision

PERSONAL FALL ARREST EQUIPMENT

Class III full body harness

Lanyards with self-locking type snap hooks

Self-contained retractable lifelines

Nylon beam wraps and portable anchorage points

“Beamers” for structural beams

DESIGNATED LOCATIONS

Stairwells: Employer will provide temporary standard handrail per structure safety standards.

Elevator Shafts: Employer will provide temporary standard handrail per structure safety standards.

Roof Openings: Employer will provide a means to protect employees from the danger of falling through a roof opening according to OSHA standards using either approved covers or guardrails.

Wall Openings: Openings less than 39 inches from the finish floor will have temporary standard railing per construction safety standards. The definition of a wall opening is an opening larger than 18 inches in any dimension

Low Slope Roofs: *Less than or equal to 4:12 pitch*

- Unprotected edges: The employer will provide a means to protect employees from the exposure of a fall hazard of more than six (6) feet

using horizontal lifelines, catch platforms, or an approved fall arrest system.

- **Leading edges:** Constructing a leading edge with fall exposure greater than six (6) feet, employees shall be protected by guardrails, Personal Fall Arrest Systems (PFAS), safety nets, or any combination of the above.

Erection of Steel Skeleton: Connectors are required to use manlifts as much as possible. In the event that connecting is being done off the iron, connectors are required to wear PPE and PFAS at all times, to tie off 100% of the time, and to walk the bottom flange of beams. All other tasks shall be done in accordance with 100% tie-off procedures using approved PFAS.

Excavations: Each employee at the edge of an excavation more than six (6) feet deep shall be protected by guardrail, fence, or barricades when the excavations are not readily seen because of plant growth or other visual barriers. All wells, pits, shafts, and similar excavations with fall exposure greater than six (6) feet will be protected as well in a likewise fashion.

Dangerous Equipment: All employees above dangerous equipment must wear their PFAS and be tied off 100% of the time.

Slab Edges and Blackouts: Must be guarded to keep manlifts and material lifts from going off.

LOCKOUT / TAGOUT POLICY

OSHA and Oregon-OSHA have adopted a standard for locking out and tagging out equipment. This lockout/tagout standard covers all situations where the energizing, start-up, or release of stored energy from machines or equipment could cause injury to employees. All affected employees will receive training by Phillips & Koch Construction in a written procedure. Only personnel properly trained in this procedure can work on equipment.

EMERGENCY PROCEDURES

EMERGENCY PROCEDURES AND FIRST AID

The purpose of an emergency action plan is to ensure the safety and well being of employees in the event of an emergency. The policy of Phillips & Koch Construction is that all of its employees will be currently certified in First Aid and Cardiopulmonary Resuscitation (CPR).

The company will provide an emergency plan for each job site. This plan will direct employees to first call for emergency medical services and then administer first aid as trained. The office is to be notified as soon as possible. Special focus must be given to

blood borne pathogens due to threat of infection. Wear proper PPE if any bodily fluids are present.

The company will provide First Aid kits and fire extinguishers in all of its vehicles and gang boxes. Any of these supplies will be refilled as needed.

ACCIDENT PROCEDURES

The following steps will be taken in case of an accident on the job:

A person designated by the foreman will take the injured worker to an emergency room or call 911

Notify the office of the situation by phone

Fill out the Accident / Incident form

Get paperwork from the doctor regarding the extent of the injury

A witness report must be completed if an accident has occurred

Return the worker to home or jobsite as directed by the doctor

Secure the worker's tools and vehicle

Return the required paperwork to the office

Make note of any accident on the Daily Labor Report

Phillips & Koch Construction's

Respiratory Protection Program:

For employees required to wear respirators during
normal work operations and emergencies

Purpose

This program ensures that **Phillips & Koch Construction, Inc.** employees are protected from airborne chemical hazards during their work. Engineering controls such as ventilation and substitution of less toxic materials are preferred protection methods. However, for some tasks and during emergencies respirators are necessary to protect employees. To ensure that employees who wear respirators are protected from airborne chemical hazards, **Phillips & Koch Construction, Inc.** will do the following:

- Evaluate respiratory hazards to ensure employees have appropriate respirators.
- Ensure that employees are medically able to wear respirators.
- Fit-test employees with the appropriate respirators.
- Train employees to use and maintain their respirators.
- Evaluate this program periodically to ensure that it is effective.

Scope and application

This program applies to all employees who are required to wear respirators during their work and during emergencies such as spills of a hazardous substance. Employees participate in the respiratory protection program at no cost; the costs for medical evaluations, fit testing, and respirators will be paid by **Phillips & Koch Construction, Inc.**

Responsibilities

Program administrator

The program administrator is responsible for administering the respiratory protection program and has the following duties:

- Identify the work areas, processes or tasks that require employees to wear respirators and evaluate the hazards.
- Select appropriate respirators for employees.
- Ensure that employees use respirators in accordance with NIOSH certifications.
- Ensure that employees receive respiratory protection training.
- Ensure that employees store and maintain respirators properly.
- Manage respirator fit testing.
- Manage medical surveillance of employees.
- Maintain required records.
- Inform contractors of this company's respiratory protection requirements.
- Evaluate the respiratory protection program.
- Update the respiratory protection program when necessary.

The program administrator is **Andrew Koch**.

Supervisors

Supervisors will ensure that the respiratory protection program is implemented in their work areas. Supervisors must understand the requirements of this program and ensure that the employees under their charge understand the requirements. Supervisors have the following responsibilities:

- Ensure that employees under their supervision have received appropriate training, fit testing, and medical evaluations.
- Ensure that appropriate respirators and accessories are available.
- Know the tasks that require respiratory protection.
- Enforce the proper use of respirators.
- Ensure that respirators are cleaned, maintained, and stored as required by this program.

- Monitor work areas to identify respiratory hazards.
- Work with the program administrator to address respiratory hazards and other program concerns.

Employees

Employees must wear their respirators in the manner in which they were trained and do the following:

- Care for and maintain their respirators as instructed and store them in a clean sanitary location.
- Inform their supervisor if the respirator no longer fits and request a new one that fits properly.
- Inform their supervisor or the program administrator about respiratory hazards or other concerns that they have regarding the respiratory protection program.

Hazard evaluations

The program administrator will select respirators based on the hazards to which workers are exposed and in accordance with Oregon OSHA requirements. The program administrator will conduct a hazard evaluation for each work process or area where airborne contaminants may be present during routine operations or emergencies. The evaluation must include the following:

- Identification and development of a list of hazardous substances used in the workplace by department or work process.

- Review of work processes to determine where potential exposures to these hazardous substances may occur. This review will be conducted by surveying the workplace, reviewing process records, and talking to employees and supervisors.

Hazard evaluations should also include exposure monitoring to quantify potential hazardous exposures.

The program administrator must revise and update the hazard assessment any time there are changes in the workplace that may affect exposure. Employees who feel that respiratory protection is necessary must contact their supervisor or the program administrator. The program administrator will evaluate the hazards and inform the employees about the evaluation results. If respiratory protection is necessary all elements of this program will apply and this program will be updated.

NIOSH certifications

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and used according to the terms of that certification. All filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label; the label must not be removed or defaced.

Medical evaluations

Employees who are required to wear respirators or who choose to wear respirators other than dust masks must have a confidential medical evaluation to ensure that their safety and health is not at risk. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing a medical evaluation will not be permitted to work in areas that require respirators.

A licensed physician at **Cascade Health Solutions 2650 Suzanne Way, Suite 200 Eugene Oregon 97408** will conduct medical evaluations.

- The medical evaluation will be conducted with the questionnaire in Appendix C, 1910.134. The program administrator will provide a copy of this questionnaire to each employee who requires a medical evaluation.
- The company will attempt to assist employees who are unable to read the questionnaire. When this is not possible, an employee will be sent directly to the physician for medical evaluation.
- All affected employees will be given a copy of the medical questionnaire and a stamped, pre-addressed envelope to complete and return to the physician. Employees will be permitted to fill out the questionnaire on company time.
- Follow-up medical exams will be granted to employees as required by 1910.134 or **Cascade Health Solutions**.
- All employees will have the opportunity to speak to the physician about their medical evaluation.
- The program administrator will provide **Cascade Health Solutions** with the following information:

- A copy of this respiratory protection program, a copy of 1910.134, and a list of hazardous substances by work area
- The name of each employee who needs a medical evaluation and his or her work area or job title
- The employee’s proposed respirator type and weight
- The length of time the employee is required to wear the respirator
- The employee’s expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes of the work area, and a description of protective clothing the employee must wear
- Any employee required to wear a positive-pressure air-purifying respirator for medical reasons will be provided with a powered air-purifying respirator.

Additional medical evaluations will be provided under the following circumstances:

- The employee reports signs or symptoms related to his or her ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing
- The supervisor informs the program administrator that the employee needs to be re-evaluated
- Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation
- A change occurs in workplace conditions that may result in an increased physiological burden on the employee

Information from medical examinations and questionnaires is confidential and can be shared only between the employee and the physician.

Fit Testing

Fit testing is required for employees who wear the following types of respirators: Half-face negative-pressure air-purifying respirator (including dust masks). Employees who voluntarily wear respirators may also be fit tested upon request.

Employees will be fit tested with the make, model, and size of respirator that they will actually wear. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit. Fit testing of powered air-purifying respirators is to be conducted in the negative pressure mode.

Fit testing will be conducted with one of the acceptable methods shown in the table below:

Acceptable fit-test methods for typical respirator facepieces		
Respirator/facepiece	Qualitative fit test	Quantitative fit test
Half-face negative-pressure air-purifying respirator (including dust masks)	Yes	Yes
Full-face negative-pressure air-purifying respirator used in atmospheres up to 10 times the PEL	Yes	Yes
Full-face negative-pressure air-purifying respirator used in atmospheres greater than 10 times the PEL	No	Yes
Powered air-purifying respirators (PAPRs)	Yes	Yes
Supplied-air respirators (SARs) or self-contained breathing apparatus (SCBA) used in the negative-pressure (demand) mode	No	Yes
SARs or SCBAs used in the positive-pressure (pressure demand) mode	Yes	Yes
SCBAs used for structural fire fighting (positive pressure)	Yes	Yes
SCBAs and SARs for atmospheres immediately dangerous to life and health (IDLH), positive pressure	Yes	Yes

- Qualitative fit tests (QLFT) cannot be used for negative pressure APRs in atmospheres greater than 10 times the PEL.
- Quantitative fit tests (QNFT) must achieve a fit factor of at least 100 for a tight-fitting half mask and at least 500 for a tight-fitting full facepiece.
- Follow the fit-test procedures in 1910.134, Appendix A, regardless of the test method

Respirator use

General use

Employees will use their respirators as required by this program and in accordance with the training they receive. Respirators will not be used in a manner for which NIOSH or the manufacturer does not certify them.

Employees must conduct user seal checks each time that they wear their respirators.

Employees must use either the positive or negative pressure check (depending on which test works best for them) specified in Appendix B-1, 1910.134.

Employees will be permitted to leave their work areas to clean their respirators, to change filters or cartridges, replace parts, or to inspect respirators if they stop functioning.

Employees should notify a supervisor before leaving a work area.

Employees are not permitted to wear tight-fitting respirators if they have conditions such as facial scars, facial hair, or missing dentures that prevent them from achieving a good seal. Facial hair must not contact sealing surfaces or interfere with the valve function.

Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the facepiece-to-face seal.

Voluntary use

Employees who choose to wear respirators will receive a copy of Appendix D, 1910.134, which explains the requirements for voluntary use of respirators. Any employee who voluntarily wears a respirator other than a dust mask is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program, and must be provided with the information specified in this section of the program.

Dust masks: Employees who voluntarily wear dust masks are not subject to the medical evaluation, cleaning, storage, and maintenance provisions of this program.

The program administrator will authorize voluntary use of respirators as requested by all other employees on a case-by-case basis, depending on workplace conditions and medical evaluation results.

Respirator malfunction

Respirators that are defective or that have defective parts must be removed from service immediately. An employee who discovers a defect in a respirator must inform his or her supervisor who will give the respirators to the program administrator. The program administrator will decide whether to take the respirator out of service, fix it on the spot, or dispose of it.

The employee must discontinue use and inform his or her supervisor that the respirator is not working correctly. The supervisor must ensure that the employee receives parts to repair the respirator or receives another respirator.

Cleaning, maintenance, change schedules and storage

Cleaning

Respirators must be regularly cleaned and disinfected at the respirator cleaning station **[identify the location]**. Respirators must be cleaned as often as necessary to keep them sanitary.

Atmosphere supplying and emergency use respirators must be cleaned and disinfected after each use.

The following procedure must be used for cleaning and disinfecting respirators:

1. Disassemble respirator. Remove filters, canisters, or cartridges.
2. Wash the facepiece and parts in warm water with a mild detergent. Do not use organic solvents.
3. Rinse completely in clean warm water.
4. Wipe the respirator with disinfectant wipes.
5. Air dry the respirator in a clean area.
6. Reassemble the respirator, inspect it, and replace defective parts.
7. Put the respirator in a clean, dry, plastic bag or other air-tight container.

The program administrator will ensure an adequate supply of appropriate cleaning and disinfection materials at the cleaning station. Employees should contact their supervisor or the program administrator when supplies are low.

Maintenance

Respirators must be properly maintained to ensure that they work properly.

Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts must be replaced. No components will be replaced or repairs made except those recommended by the manufacturer. The manufacturer must repair the regulators or alarms of atmosphere-supplying respirators.

The following checklist must be used to ensure respirators are properly inspected:

Respirator inspection checklist	
Face piece	<input type="checkbox"/> No cracks, tears, or holes <input type="checkbox"/> No facemask distortion <input type="checkbox"/> No cracked or loose lenses or face shields
Head straps	<input type="checkbox"/> No breaks or tears <input type="checkbox"/> No broken buckles
Valves	<input type="checkbox"/> No residue or dirt, cracks, or tears in valve material
Filters and cartridges	<input type="checkbox"/> NIOSH approved <input type="checkbox"/> Gaskets seat properly <input type="checkbox"/> No cracks or dents in housing <input type="checkbox"/> Proper cartridge for hazards
Air supply systems	<input type="checkbox"/> Breathing-quality air is used; breathing air meets requirements in ORS 1910.134(i)(5)-(7). <input type="checkbox"/> Supply hoses are in good condition <input type="checkbox"/> Hoses are properly connected <input type="checkbox"/> Settings on regulators and valves are correct

Employees are permitted to leave their work to maintain their respirators in a designated safe area under the following circumstances:

- To wash their own faces and the respirators' face pieces to prevent eye or skin irritation
- To replace filters, cartridges, or canisters
- When they detect vapor or gas breakthrough or leakage in the face piece or detect other damage to the respirator or its components

Change Schedules

Air-purifying particulate filters, cartridges, or filtering face pieces must be replaced when breathing resistance increases, the cartridge surface is contaminated, or when the filter is damaged.

***Note to users of this program.** Gases and vapors, odor and irritation are not considered adequate warnings. Because end-of-service-life indicators (ESLI) are available for a limited number of chemicals, employers must develop change-out schedules for cartridges and canisters used with air-purifying respirators for protection against gases and vapors.*

Respirator storage

Respirators must be stored in a clean, dry area in accordance with the manufacturer's recommendations. Employees must clean and inspect their air-purifying respirators in accordance with the provisions of this program and store them in a plastic bag in their own lockers. Each employee's name must be on the bag and the bag must be used only to store the respirator.

The program administrator will store unused respirators and respirator components in their original manufacturer's packaging in **the program administrator's office**.

Training

The program administrator will ensure training is provided to respirator users and supervisors. Employees must be trained before using a respirator. Supervisors must be trained before using a respirator or supervising employees who wear respirators. Training will cover the following topics:

- This respiratory protection program
- The Oregon OSHA respiratory protection standard, 1910.134
- Respiratory hazards and their health effects
- Selection and use of respirators
- Limitations of respirators
- How to put on respirators and perform user seal checks
- Fit testing
- Emergency procedures
- Maintenance and storage
- Medical signs and symptoms that limit the use of respirators

Employees must be retrained annually and whenever they change jobs or use a different respirator. Employees must demonstrate their comprehension through hands-on exercises and a written test. The program administrator will document the training, including the type, model, and size of respirator for which each employee has been trained and fit tested.

Program evaluation

The program administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are implemented. Evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring, and a records review. Problems discovered during evaluations must be documented in an inspection log, addressed by the program administrator, and reported to management. The report must recommend how and when to correct each problem.

Documentation and recordkeeping

A written copy of this program and 1910.134 are kept in the program administrator's office and are available to employees who wish to review them. Also maintained in the program administrator's office are copies of training and fit-test records which are updated when new employees are trained, when employees receive refresher training, and when new fit tests are conducted.

Medical questionnaires and the physician's documented findings are confidential and will remain at **Cascade Health Solutions 2650 Suzanne Way Suite 200 Eugene, Oregon 97408**. The program administrator will keep only the physician's written recommendation for each employee to wear a respirator.

Appendix D to §1910.134 – Information for employees using respirators when not required under the standard (mandatory)

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator

designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

[63 FR 1270, Jan. 8, 1998; 63 FR 20098, 20099, Apr. 23, 1998]

Stat. Auth.: ORS 654.025(2) and 656.726(3).

Stats. Implemented: ORS 654.001 through 654.295.

Hist: OR-OSHA Admin. Order 3-1998, f. 7/7/98, ef. 7/7/98.

Fill-in forms

Form 1: Required respirators — determined through hazard assessments

Note: the first row below is an example.

Required respirators at Phillips & Koch Construction, Inc.			
Respirator	Area affected	Employees affected	Hazard
Filtering facepiece-N95	<i>Pre-sanding</i>	<i>J. Joplin G. Parsons</i>	<i>Ventilation controls on sanders are in place, but employees continue to be exposed to wood dust levels from 7.0-10.3 mg/m³ (8-hour time-weighted average (TWA). OR-OSHA PEL, 10 mg/m³.</i>

Form 2: Respirators for voluntary use — determined through hazard assessments

Note: the first row below is an example.

Respirators for voluntary use at Phillips & Koch Construction, Inc.			
Respirator	Area affected	Employees affected	Hazard
Filtering facepiece-N95	<i>Assembly</i>	<i>J. Morrison J. Jett</i>	<i>Ventilation controls on sanders are in place. Employee exposures are less than 2.5 mg/m³ (8-hour time-weighted average (TWA). OR-OSHA PEL, 10 mg/m³. Respirators are not required, but dust masks are available for employee use.</i>

Form 3: Work areas that require escape respirators

Note: the first row below is an example.

Employees who work in the following areas must use respirators during emergencies.		
Area	Emergency	Location of escape respirator
<i>Spray-booth cleaning area</i>	<i>Spill of hazardous waste</i>	<i>Locker 1 in spray booth area</i>

Form 4: Locations immediately dangerous to life or health

The program administrator has identified the following locations as immediately dangerous to life or health (IDLH):

Note: the first row below is an example.

Location	Condition/hazards	Permit-required confined space?	Required respirators
<i>Dip tank #1</i>	<i>Employees must periodically enter dip tank #1 for maintenance or repairs. Dip tank #1 exposes employees to organic vapors</i>	<i>Yes (Note to users of this program: If “Yes,” employees must also follow requirements in 1910.146, Permit-required confined spaces.)</i>	<i>Full-face pressure demand SCBA</i>

Form 5: Medical release

Information provided to the physician

Employee name:

Date:

Job:

Work location:

Type and weight of respirator:

To be used under the following conditions:

- *Duration and frequency of use:*
- *Expected physical effort:*
- *Additional protective clothing and equipment:*
- *Environmental temperature and humidity extremes:*

Estimated frequency of cartridge/filter replacement:

Medical evaluation: physician release

Is employee medically able to use the respirator? Yes No

Identify any limitations on respirator use:

If a follow-up medical evaluation is required, date:

Employee has been given a copy of this recommendation. Yes No

Signature of physician

or other licensed health-care provider: _____

Date: _____

Form 6: Medical evaluation questionnaire from 1910.134, Appendix C

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee: Your employer must allow you to answer this questionnaire during normal working hours or at a time and place that is convenient for you. To maintain your confidentiality, your employer or supervisor must not see your answers. Your employer will tell you how to deliver this questionnaire to the health-care professional who will review it.

To obtain this form in Spanish, go to the CD's main page and see "Spanish-language resources."

Part A. Section 1. Mandatory

The following information must be provided by every employee who has been selected to use any type of respirator. (Please print.)

1. Today's date:
2. Your name:
3. Your age (*to nearest year*):
4. Sex (*check one*): Male Female
5. Your height: feet inches
6. Your weight: pounds
7. Your job title:
8. A phone number where you can be reached by the health-care professional who reviews this questionnaire (*Include area code.*):
9. The best time to phone you at this number:
10. Has your employer told you how to contact the health-care professional who will review this questionnaire? (*Check one.*) Yes No
11. Check the type of respirator you will use (you can check more than one category):
 - N, R, or P disposable respirator (filter-mask, non-cartridge type only).
 - Other type (for example, half- or full-face piece type, powered air-purifying, supplied-air, self-contained breathing apparatus).
12. Have you worn a respirator? (*Check one.*) Yes No
If yes, what type(s):

Part A. Section 2. Mandatory

Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator. (Check “yes” or “no.”)

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month? Yes No
2. Have you ever had any of the following conditions?
 - a. Seizures (*fits*): Yes No
 - b. Diabetes (*sugar disease*) Yes No
 - c. Allergic reactions that interfere with your breathing Yes No
 - d. Claustrophobia (*fear of closed-in places*) Yes No
 - e. Trouble smelling odors Yes No
3. Have you ever had any of the following pulmonary or lung problems?
 - a. Asbestosis Yes No
 - b. Asthma Yes No
 - c. Chronic bronchitis Yes No
 - d. Emphysema Yes No
 - e. Pneumonia Yes No
 - f. Tuberculosis Yes No
 - g. Silicosis Yes No
 - h. Pneumothorax (collapsed lung) Yes No
 - i. Lung cancer Yes No
 - j. Broken ribs Yes No
 - k. Chest injuries or chest surgeries Yes No
 - l. Any other lung problem that you've been told about Yes No
4. Do you currently have any of the following symptoms of pulmonary or lung illness?
 - a. Shortness of breath Yes No
 - b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline Yes No
 - c. Shortness of breath when walking with other people at an ordinary pace on level ground Yes No
 - d. Do you have to stop for breath when walking at your own pace on level ground Yes No
 - e. Do you have shortness of breath when washing or dressing yourself Yes No
 - f. Do you have shortness of breath that interferes with your job Yes No
 - g. Do you have coughing that produces phlegm (thick sputum) Yes No
 - h. Do you have coughing that wakes you early in the morning Yes No

- i. Do you have coughing that occurs mostly when you are lying down..... Yes No
- j. Have you coughed up blood in the last month..... Yes No
- k. Do you wheeze..... Yes No
- l. Do you have wheezing that interferes with your job Yes No
- m. Do you have chest pain when you breathe deeply Yes No
- n. Do you have any other symptoms that you think
may be related to lung problems Yes No

5. Have you ever had any of the following cardiovascular or heart problems?

- a. Heart attack..... Yes No
- b. Stroke Yes No
- c. Angina Yes No
- d. Heart failure..... Yes No
- e. Swelling in your legs or feet (not caused by walking) Yes No
- f. Heart arrhythmia (*heart beating irregularly*)..... Yes No
- g. High blood pressure Yes No
- h. Any other heart problem that you've been told about..... Yes No

6. Have you ever had any of the following cardiovascular or heart symptoms?

- a. Frequent pain or tightness in your chest..... Yes No
- b. Pain or tightness in your chest during physical activity..... Yes No
- c. Pain or tightness in your chest that interferes with your job Yes No
- d. In the past two years, have you noticed your heart
skipping or missing a beat..... Yes No
- e. Heartburn or indigestion that is not related to eating Yes No
- f. Any other symptoms that you think may be related to
heart or circulation problems Yes No

7. Do you take medication for any of the following problems?
- a. Breathing or lung problems Yes No
 - b. Heart trouble..... Yes No
 - c. Blood pressure Yes No
 - d. Seizures (fits) Yes No
8. If you've used a respirator, have you ever had any of the following problems?
(If you've never used a respirator, go to question 9.)
- a. Eye irritation..... Yes No
 - b. Skin allergies or rashes..... Yes No
 - c. Anxiety Yes No
 - d. General weakness or fatigue..... Yes No
 - e. Any other problem that interferes with your use of a respirator..... Yes No
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire Yes No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you ever lost vision in either eye (*temporarily or permanently*) Yes No
11. Do you have any of the following vision problems?
- a. Wear contact lenses Yes No
 - b. Wear glasses..... Yes No
 - c. Color blind..... Yes No
 - d. Any other eye or vision problem..... Yes No
12. Have you ever had an injury to your ears, including a broken ear drum..... Yes No
13. Do you currently have any of the following hearing problems?
- a. Difficulty hearing Yes No
 - b. Wear a hearing aid..... Yes No
 - c. Any other hearing or ear problem Yes No
14. Have you ever had a back injury Yes No
15. Do you currently have any of the following musculoskeletal problems?
- a. Weakness in your arms, hands, legs, or feet..... Yes No
 - b. Back pain..... Yes No
 - c. Difficulty moving your arms and legs..... Yes No
 - d. Pain or stiffness when you lean forward or backward at the waist Yes No
 - e. Difficulty fully moving your head up or down..... Yes No

- f. Difficulty fully moving your head side to side Yes No
- g. Difficulty bending at your knees Yes No
- h. Difficulty squatting to the ground Yes No
- i. Climbing a flight of stairs or a ladder carrying more than 25 pounds..... Yes No
- j. Any other muscle or skeletal problem that interferes
with using a respirator Yes No

Part B. Section 2

Any of the following questions as well as questions not listed here may be added to the questionnaire at the discretion of the health-care professional who will review the questionnaire.

- 1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen? Yes No

If yes, do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions? Yes No

- 2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals? Yes No

If yes, name the chemicals, if you know them:

- 3. Have you ever worked with any of the materials or under any of the conditions listed below:

- a. Asbestos..... Yes No
- b. Silica (e.g., in sandblasting) Yes No
- c. Tungsten/cobalt (e.g., grinding or welding this material) Yes No
- d. Beryllium..... Yes No
- e. Aluminum..... Yes No
- f. Coal (for example, mining) Yes No
- g. Iron Yes No
- h. Tin Yes No
- i. Dusty environments Yes No
- j. Any other hazardous exposures..... Yes No

If yes, describe these exposures:

- 4. List any second jobs or side businesses you have:
- 5. List your previous occupations:
- 6. List your current and previous hobbies:
- 7. Have you been in the military services? Yes No

If yes, were you exposed to biological or chemical agents (either in training or combat)? Yes No

8. Have you ever worked on a HAZMAT team? Yes No

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (*including over-the-counter medications*)? Yes No

If yes, name the medications, if you know them:

10. Will you be using any of the following items with your respirator(s)?

a. HEPA filters Yes No

b. Canisters (for example, gas masks) Yes No

c. Cartridges Yes No

11. How often are you expected to use the respirator(s)? Check yes or no for all answers that apply to you.

a. Escape only (*no rescue*) Yes No

b. Emergency rescue only Yes No

c. Less than 5 hours per week Yes No

d. Less than 2 hours per day Yes No

e. 2 to 4 hours per day Yes No

f. Over 4 hours per day Yes No

12. During the period you are using the respirator(s), is your work effort:

a. Light Yes No

If yes, how long does this period last during the average shift? hours: minutes:

Examples of a light work effort are sitting while writing, typing, drafting, or performing light assembly work; standing while operating a drill press (1-3 lbs.) controlling machines.

b. Moderate Yes No

If yes, how long does this period last during the average shift? hours: minutes:

Examples of moderate work effort are sitting while nailing or filing; driving a truck or bus in urban traffic; standing while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; walking on a level surface about 2 mph or down a 5-degree grade about 3 mph; or pushing a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.

c. Heavy Yes No

If yes, how long does this period last during the average shift; hours: minutes:

Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; shoveling; standing while bricklaying or chipping castings; walking up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator? Yes No

If yes, describe this protective clothing and/or equipment:

14. Will you be working under hot conditions?
(temperature exceeding 77°F) Yes No
15. Will you be working under humid conditions? Yes No
16. Describe the work you'll be doing while you're using your respirator(s):
17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):
18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):
- Name of the first toxic substance:
 - Estimated maximum exposure level per shift:
 - Duration of exposure per shift:
 - Name of the second toxic substance:
 - Estimated maximum exposure level per shift:
 - Duration of exposure per shift:
 - Name of the third toxic substance:
 - Estimated maximum exposure level per shift:
 - Duration of exposure per shift:
 - Name of any other toxic substances you'll be exposed to while using your respirator:
19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well being of others (*for example, rescue, or security*):

Form 7: Fit test results

Note: Appendix A, 1910.134, "*Fit Testing Procedures*," is required for fit testing.

Date:

Employee name:

Job:

Department:

Fit test method:

Type of respirator	Make/model/size	Fit factor/results

Person performing the fit test:

Problems the employee has encountered with his/her respirators:

Form 8: Program evaluation summary

Evaluator:

Date:

Names of employees consulted during the evaluation:

- 1.
- 2.
- 3.
- 4.
- 5.

Problems identified	Corrective action
1.	
2.	
3.	
4.	
5.	
6.	

EMPLOYEE SAFETY POLICY ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have read Phillips & Koch Construction's Safety Policy. I also agree with the concept of this policy and understand that my continued employment with Phillips & Koch Construction, Inc., is largely based on my safe and efficient work habits.

Employee Signature

Date

Employee Name (Please Print)

DRUG AND ALCOHOL RECEIPT AND TESTING AUTHORIZATION

Signing of this form authorizes Phillips & Koch Construction, Inc. to test the undersigned in accordance with the Policy. Signing also authorizes the laboratory, physician, hospital, clinic, or other qualified testing facility performing the test to release the test results to Phillips & Koch Construction, Inc. at any time during the undersigned's current and future employment, and authorizes Phillips & Koch Construction, Inc. and the testing entity to release such test results to Phillips & Koch Construction, Inc.'s insurance carriers, including worker's compensation carriers or state fund administrators, when, in the opinion of Phillips & Koch Construction, Inc. or the insurance companies, the results are relevant to a pending or potential future claim by the undersigned. The test results may be used in connection with worker's compensation or health insurance claims, disciplinary, and all other purposes contemplated by the Policy.

This authorization shall remain valid for five (5) years from the date appearing below, or if later, until the conclusion of any worker's compensation claim or other legal proceedings initiated by the undersigned.

The undersigned has the right to receive a true copy of this authorization upon his/her request.

Employee Signature

Date

Employee Name (Please Print)

EMPLOYEE HANDBOOK CONFIRMATION

I acknowledge I have received a copy of the Phillips & Koch Employee Handbook and Safety Manual, and I am covered by this handbook.

I understand this handbook must be returned to Phillips & Koch upon separation of employment.

I understand that Phillips & Koch reserves all rights necessary to the efficient and orderly management of its business. The handbook is intended to be a guideline to its practices, NOT a contract. It may become necessary for Phillips & Koch to change this handbook and its policies from time to time, as it deems necessary for the management of its business.

I have carefully read and understand the policies and rules outlined in this handbook. I recognize my employment and compensation can be terminated with or without notice, at any time, at the discretion of either Phillips & Koch or myself.

I also understand that no one other than a management team member has any authority to enter into any agreement for employment for any specified period of time; to assure me of any future position, benefits, or terms and conditions of employment; or to make any promises contrary or in addition to this handbook. Any past or future promises contrary or in any way different from this handbook, including my right and the right of Phillips & Koch to terminate our relationship at our individual discretion must be in writing, signed and dated by a management team member and myself.

Employee's Signature

Date

Employee's Name (Please Print)

COPY TO BE KEPT IN EMPLOYEE'S PERSONNEL FILE

NOTES