



## **ROAD DOG INDUSTRIAL, LLC FIELD EMPLOYEE HANDBOOK**

### **WELCOME**

This Handbook will help you learn more about your working relationship with our Company. The success of this relationship enables all of us to meet the many challenges that are a part of our business. We hope that the concern we have for every employee is reflected in the way each of you deals with your fellow employees and the people we serve. The satisfaction of the people we serve is the foundation of our entire business.

Throughout this Handbook, the word “Company” refers to Road Dog Industrial LLC. This Handbook applies to all employees.

The Company wants each employee to enjoy a challenging and rewarding career. This Handbook outlines the main features of our employment policies and benefits. Your individual contribution is important for our success as a Company. We hope you find fulfillment in the challenges of your work here, and that you will grow and prosper with us.

### **ABOUT THIS HANDBOOK**

The following pages contain information regarding many of the policies and procedures of Road Dog Industrial, LLC. This is not an employment contract and is not intended to create contractual obligations of any kind. You are employed at the will of the Company, meaning that either you or the Company may terminate the employment relationship at any time with or without cause and notice.

The policies and procedures outlined in this handbook will be applied at the discretion of Road Dog Industrial, LLC. The Company reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. We will notify you when an official change in policy or procedure has been made.

Road Dog Industrial, LLC values the many talents and abilities of its employees and seeks to foster an open, cooperative and dynamic environment where employees and the Company alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of your manager or a company officer.





## **EQUAL OPPORTUNITY EMPLOYMENT**

Road Dog Industrial, LLC is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law.

Road Dog Industrial, LLC does not discriminate on the basis of gender in compensation or benefits for women and men who work in the same establishment and perform jobs that require equal skill, effort, and responsibility and which are performed under similar conditions.

Road Dog Industrial, LLC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. An employee with a disability for which reasonable accommodation is needed should contact his/her manager or a company officer to discuss possible solutions.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their manager or a company officer. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

## **AT WILL EMPLOYMENT**

Road Dog Industrial, LLC does not offer tenured or guaranteed employment. Unless Road Dog Industrial, LLC has otherwise expressly agreed in writing, your employment is at-will and may be terminated by you or by Road Dog Industrial, LLC at any time, with or without notice or cause.

## **EMPLOYEE DIGNITY**

The Company expects all employees to conduct themselves with dignity and with respect for fellow employees and others. Harassing anyone, including sexual or racial harassment, will not be tolerated. Unlawful harassment is any unwelcome conduct, whether verbal, physical, or visual, that is based on sex, race, color, ancestry, national origin, age, disability, sexual orientation or other protected characteristics.

The Company does not condone or allow harassment of others, whether engaged in by fellow employees, supervisors, or managers, or by vendors or others doing business with the Company. Any employee who violates this policy may be subject to discipline up to and including discharge.





## **HARASSMENT INCLUDES:**

Sexual Harassment includes making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any person's continued employment or association with the Company, or making submission to, or rejection of, such conduct the basis for employment decisions affecting any person.

Racial Harassment includes hostile or offensive actions by a person of one racial or ethnic origin against a person of another, or incitement to commit such an act, including but not limited to derogatory comments, racist jokes, physical acts including assault, ridicule or racist graffiti.

Personal Harassment includes hostile or offensive actions based on personal circumstances, sexual orientation, disability, age, religion, or cultural differences.

Any person who believes he or she has been subjected to harassment should report it immediately to their supervisor or other member of management. Employees who have witnessed conduct that you believe to be harassment, should also report this to their supervisor or any other member of management. Each report will be given serious consideration. Appropriate action will be taken.

## **UNION FREE**

The Company is currently a union-free organization, and it is our sincere desire that it will always remain so. We prefer to deal with people directly. We believe that each of you has the right, and the ability, to speak for yourself. You are better able to speak of your concerns than any outsider. We encourage you to bring your problems to your supervisor and to others in management. In return, we promise to listen and respond in the best way we can.

Of course, from time to time we may have problems. All organizations do. Although we aren't perfect, we will endeavor to work these out among ourselves without the intervention of an outside third party. By all of us working together, we will be able to make the Company a healthy, growing organization.





## **SAFETY**

The safety of our people is of primary importance to the Company. Many accidents are preventable through safe work practices. Our goal is to eliminate the causes of workplace injuries.

We need the cooperation of everyone to have a safe workplace. This is not the responsibility of employees only, or managers only. Everyone is responsible for safety.

Employees should perform their jobs in a safe and conscientious manner. Safety guidelines based on common sense and State and Federal guidelines have been established. Creating safety risks or potential accident situations will not be tolerated. Safe conduct is expected at all times.

## **WORK-RELATED INJURIES AND ILLNESSES/WAGE CONTINUATION POLICY**

If you receive an injury or illness at work, no matter how minor, you must report this immediately to your supervisor. A supervisor's report of accident must be completed to be considered for workers' compensation benefits. An injury or illness arising out of your employment may be compensated under the Workers' Disability Compensation Act. The Company may require examination by a doctor selected by the Company for any workplace illness and injury, at the expense of the Company.

If you are sent for medical attention for a work-related injury and are unable to return to work that day, you will be paid at your regular rate until the end of your scheduled shift on that workday. Later visits and time off may be compensable under the Workers' Disability Compensation Act.

As a benefit to our employees and to positively impact our worker's compensation experience modifier, Road Dog Industrial has instituted a wage continuation policy. You will receive prompt payment of weekly wages in lieu of temporary total compensation issued through the Kentucky Division of Workers' Compensation and the continuation of medical/dental insurance (if applicable) and any additional weekly deduction. This policy is for any lost time case where there is more than 8 days of lost time incurred and will continue for a maximum of 12 weeks at which time your situation and progress will be re-evaluated. The lost time claim must be work-related and all accidents will be thoroughly investigated for authenticity. A weekly





wage will be determined based on an average of the employee's wages and hours worked.

Requirements of your participation in this agreement include, but are not limited to:

1. Weekly calls to Road Dog Industrial's corporate office with updates on your recovery.
2. Meet all obligations to ensure a full recovery (doctor appointments, physical therapy, rehabilitation, etc.)
3. Participation in light/restricted duty programs available.

**FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS POLICY MAY CAUSE FORFEITURE OF BENEFITS.**

## **SOLICITATIONS**

To avoid disruption of operations and annoyance of employees, the following must be observed without exception:

1. Solicitation by an employee of a fellow employee during the working time of either employee, on behalf of any individual, organization, club or cause, is not allowed.
2. Distribution of any literature, pamphlets or material to an employee during the working time of either employee, or at any time in any working area, is not allowed. "Working time" does not include your scheduled rest or lunch periods.

## **WORKPLACE VIOLENCE PROTECTION**

The Company is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Company has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Company and its Clients.





Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

## **EMPLOYEE CONDUCT**

In any successful organization, there is a need for certain rules to be followed by all employees. All employees are expected to conduct themselves in a manner consistent with respect for fellow employees, the Company, and our customers, and in a manner consistent with efficient and safe operations. Any employee's actions which are inconsistent with this standard cannot be tolerated if our Company is to be successful, and therefore will not be tolerated.

## **TRANSPORTATION**

You are expected to provide your own transportation to and from your assigned job site. Road Dog Industrial has projects throughout the United States. In the event that you reject an opportunity to work on an assignment that is too far away from your residence, it will not be held against you for consideration of future assignments. By signing this handbook you acknowledge having a valid drivers' license, limits of liability of at least \$100,000 per person/\$300,000 per accident/\$100,000 property damage, that your vehicle is in safe, operable condition and you can provide Road Dog Industrial, LLC a certificate of insurance. Management will conduct an evaluation of your motor vehicle record upon hire and annually thereafter to insure that it meets the criteria established by Road Dog Industrial, LLC. Road Dog Industrial is not responsible for your vehicle or for driving time to and from an assignment.

## **POLICIES AND SERVICES**

All time records must be signed by the Client site supervisor of the company the employee is assigned to. If there is no signature to verify the employee's time, we will be unable to process the time record. In the event that a timecard is submitted without a supervisor signature, the Company will seek to verify the time directly with the Client. Additionally, in such cases, the Company will be forced to accept the record of time as submitted by the Client if it differs from the record submitted by the employee. All time must be turned into the local office no later than 12:00 p.m. on Tuesday. If time records are not received by this time, it will delay the processing of your paycheck.





## **TERMINATION OF EMPLOYMENT**

If an employee decides to leave the Company, it would place less hardship on your fellow employees as well as management if you would give at least two (2) weeks' advance notice to your supervisor.

Employees are not under any express or implied contract of employment for either a definite or indefinite length of time. The Company and the employee each have the right to terminate employment at any time, with or without cause, and with or without notice. This right may be exercised by either party in its discretion.

## **PAY POLICIES**

**Pay Periods and Paychecks** - For pay purposes, the workweek is a seven (7) day period which begins on Monday. The normal payroll period is weekly for all employees.

Employees are responsible for ensuring that all time is submitted, by their immediate on-site supervisor, no later than the end of day Monday.

If there is an error on your paystub, you are to report this to the office manager immediately, and the error will be corrected by an adjustment in the next payroll period.

Employees have the option of receiving their payroll via direct deposit, to their personal account, or enrolling in our Comdata pay card system. There will be no physical checks issued. The Comdata pay card allows the employee to easily access funds at ATMs and merchants, as a PIN-based debit card or signature-based credit card.

**Overtime Pay** -Overtime is work performed in excess of forty (40) hours per workweek. A non-exempt (hourly) employee who works overtime is compensated at the rate of one and one-half times the regular hourly rate. An exempt employee (salaried administrative, executive, professional, etc.) is expected to work all hours necessary to perform his/her job and is not paid overtime.

**Payroll Taxes** - Deductions from each employee's pay are made for taxes, as required by law. Your paycheck will show the amounts withheld for local, State and Federal income taxes, and also the amount withheld for Federal Social Security tax ("FICA"). In addition to your FICA withholding, the Company contributes an equal amount of FICA tax on your behalf, to fund your





## **MILITARY LEAVE**

A leave of absence for purposes of entering into the armed forces will be handled according to applicable State and Federal laws. If you intend to enter the military, please contact the Human Resources Department.

## **FAMILY AND MEDICAL LEAVE**

As required by the Family and Medical Leave Act (FMLA), the Company will provide covered employees up to twelve (12) weeks per year of unpaid job protected leave for certain family and medical reasons. Employees who have been employed for at least one (1) year, and have worked at least 1,250 hours over the previous twelve (12) months of employment are eligible. The Company's Family and Medical Leave Act Policy is attached as Appendix B.

## **OTHER MANDATED BENEFITS**

The Company also complies with and contributes to other government-required programs for your benefit. These programs are not financed from general taxation, but from contributions paid by the Company on your behalf.

You are protected by workers' disability compensation insurance, which provides benefits if you suffer a work-related injury or illness. The Company also pays State and Federal unemployment taxes to provide our employees with unemployment insurance.

## **CALL IN**

The attendance control program does not relieve an employee from the requirements to inform the company of his/her absences or tardiness pursuant to the work rules. If an employee is absent or tardy and does not inform the Company of the absence or tardiness within 1 hour of the occurrence, the employee will be charged with one (1) additional occurrence. However, the fact of a call-in will have no bearing on the determination of what constitutes an absence or any occurrence of tardiness. In addition the employee is required to call in for reassignment when completing, quitting a job or being release from a project.

Road dog industrial has made this very easy for our employees.

Employees must log on to [WWW.ROADDOGINDUSTRIAL.COM](http://WWW.ROADDOGINDUSTRIAL.COM) select "employee check in"







It is the employee's responsibility to notify the company that an absence, tardy or need to leave early falls under one or more of the exceptions above within two (2) business days of returning to work to avoid an occurrence being charged.

Failure to report for work or not use the employee check in feature on our web page, for two (2) days will be treated as a voluntary quit.

### **Acknowledgement of Receipt & Understanding**

I hereby certify that I have read and fully understand the contents of this Employee Handbook. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with a company official. I agree to abide by the policies set forth in this handbook and understand that compliance with Road Dog Industrial, LLC's rules and regulations is necessary for continued employment. My signature below certifies my knowledge, acceptance and adherence to the Company's policies, rules and regulations.

I acknowledge that the Company reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between the Company and its employees. I further acknowledge that I am employed at the will of the Company and that either the Company or I may terminate the employment relationship at any time with or without notice or reason.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

