

# **G & W EQUIPMENT, INC.**



## **EMPLOYEE HANDBOOK**

**Effective: April 2018** This handbook supersedes all previous employee handbooks and memos.

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# **G & W EQUIPMENT**

## **EMPLOYEE HANDBOOK**

### **INTRODUCTION**

Welcome to G&W Equipment, Inc. ("G&W"). We hope your employment will be satisfactory to you and mutually rewarding. Your supervisor should be able to answer any questions you might have and listen to your suggestions. However, if you feel you are not being treated fairly or your questions are not properly answered, you are always welcome to talk to one of us.

Our employment objective is to recruit personnel who meet high standards of character and work qualifications; that can perform our work competently and have capacity for growth. Our policy is to treat all employees and applicants equally.

In order to provide opportunities for all of our employees to grow through job advancement and promotion, G&W will attempt to continually increase its business in a controlled manner. We will promote from within whenever possible.

This employment policy is a guide only. It is not an employment contract. Additional policies will be added as needed. We hope to provide a pleasant and professional work environment. Good Luck!

Michael Sabbagh, President

Mike Sabbagh, Chairman

February, 2018

## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of G&W to afford equal employment opportunity to all employees and job applicants without regard to race, religion, color, national origin, age, sex, disability, possession of sickle cell or hemoglobin C trait, genetic testing and information, HIV or AIDS status, lawful use of lawful products, testimony or assistance with hazardous chemicals proceedings or investigations, jury service, service in the state's National Guard or State Guard, engaging in activities protected by the North Carolina Retaliatory Employment Discrimination Act or the South Carolina Human Affairs Law or any other class protected by state or federal law. All aspects of personnel management, including recruitment, selection, promotions and compensation, will be administered in accordance with this policy.

Questions or concerns about discrimination, or the fairness of an employment practice at your worksite, should be reported to your immediate supervisor without fear of retaliation. All complaints of discrimination will be investigated and appropriate action taken.

## **ACCOMMODATIONS FOR DISABILITIES**

G&W is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices are conducted on a non-discriminatory basis. It is the policy of G&W to provide a reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. G&W prohibits any harassment of, or discriminatory treatment of, employees on the basis of a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA as amended, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to

perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment and all employees. If you would like to request an accommodation, please contact the Manager of Human Resources.

## **ANTI-HARASSMENT POLICY**

It is the policy of the Company that harassment of applicants and employees, including sexual harassment, on the basis of race, color, religion, ancestry, national origin, age, gender, genetics, sexual orientation, marital, familial, or disability status or status as a covered veteran or any other legally protected group, is unacceptable and will not be tolerated.

This policy applies to all employees. It covers harassment by employees of the Company (including supervisor and management), customers, vendors or other third parties with whom the Company has business dealings. The Company will not tolerate offensive or otherwise unprofessional behavior which it determines is inappropriate, even if it is not sufficiently severe or pervasive to meet the legal definition of a hostile environment.

Unlawful harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

**Sexual Harassment:** The Company does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position.

No employee or applicant should be subjected to unsolicited and unwelcome sexual overtures. Nor should any employee or applicant be led to believe that an employment opportunity or benefit would in any way depend upon "cooperation" of a sexual nature. Other prohibited forms of harassment

include jokes, verbal abuse and epithets, degrading comments, the display of objects and pictures and other offensive conduct.

**Reporting Harassment of Any Kind:** Any employee who feels that he or she has been the subject of harassment (or who has reason to believe that someone else has been the subject of harassment), including sexual harassment, has the obligation to notify his or her supervisor or other member of management in oral or written form. The complainant is expected to provide information that the Company requests, including a detailed account of the incidents complained of, witnesses (if any), dates and other information considered relevant by the Company. A prompt investigation of the matter will be made. All employees – whether complainant, witness or accused – are required to be truthful, accurate and cooperative during the Company investigations. Information obtained during the investigation will only be told to another on a need-to-know basis. As the reporting employee or a witness employee, the Company will not retaliate against you for prompting or participating in the investigation.

Anyone who is found to have engaged in prohibited harassment will be subject to appropriate sanctions, which may include termination of employment, depending on the circumstances. No one should be presumed to be in violation because an investigation is being conducted.

It is the policy of the Company that no one will be retaliated against for making a complaint of harassment based upon an honest perception of the events or for cooperating in the investigation of a complaint.

## **IMMIGRATION LAW COMPLIANCE**

G&W only employs United States citizens and aliens who are authorized to work in the United States and does not discriminate against employees or job applicants on the basis of citizenship or national origin.

The Immigration Reform and Control Act of 1986 requires that each new employee complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Former employees who are re-hired must also complete the form if they have not completed an I-9 with G&W within the past three years, or if their previous I-9 is no longer retained or valid. Current employees may also be required to update Form I-9 from time to time as requested by management. Provision of the required information and timely completion of I-9 forms is a condition of employment at G&W.

## **EMPLOYMENT CATEGORIES**

The policies in this Handbook apply to all employees, whether introductory employees (within the first 90 days of employment) or regular employees (those that have completed the 90-day introductory period) as defined below:

- **Full-time:** A full-time employee is regularly scheduled to work at least 32\* hours per week in a regular work assignment. Regular full-time employees are eligible to participate in the various Company benefits programs.
- **Part-time:** A part-time employee is regularly scheduled to work less than 32\* hours per week in a regular work assignment. Regular part-time employees may not be eligible to participate in all the Company's benefits programs.
- **Temporary:** A temporary employee is hired to work on a specific project or for a specified amount of time. The number of hours worked each week will have no impact on this status. Temporary employees are not eligible to participate in Company benefits programs, except those required by law.

*\* Medical insurance is available to employees working at least 30 hours in an average workweek and begins on the first day of the month following 30 days of employment. For more information see "Introductory Period" and "Group Insurance" sections.*

**Exempt and Non-Exempt Status:** Employees of G&W are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs (determined by the duties and



responsibilities of the job) are entitled to overtime pay for hours worked in excess of 40 hours per workweek.

- Non-exempt positions (also referred to as "hourly" positions) are covered by the overtime provisions of the Fair Labor Standards Act (FLSA) and require overtime payment of 1½ times a staff member's hourly wage rate. Positions that are by law non-exempt and require overtime payment cannot be treated as exempt positions under any circumstances.

- Exempt positions (also referred to as "salaried" positions) are excluded from overtime payment provisions. By law, G&W is not required to pay staff members in exempt positions any overtime. In some instances, due to practices within the industry or other market conditions, G&W may choose to treat certain exempt positions as non-exempt for purposes of paying overtime. Treating an exempt position as non-exempt for the purpose of paying overtime is allowed under the FLSA.

## **INTRODUCTORY PERIOD**

Your first 90 days of employment will be considered the introductory period. That is a time for the company and you to get to know each other better and determine if this is the right place for your long-term employment. G&W reserves the right to extend an employee's introductory period.

If you are a full-time employee (regularly work more than 32 hours per week) you will become a "regular" full-time employee after 90 days. Your employment may be terminated during the probationary period for any reason.

Company-paid benefits are not available to employees in the introductory period, with the following exception: Employees who work at least 30 hours in an average workweek are eligible for the company-sponsored group medical Insurance on the first day of the month following 30 days of employment. See GROUP INSURANCE.

Full-time employees are eligible for other company benefits after the first 90 days.

## **WORK SCHEDULE, TIMEKEEPING AND PAYROLL**

The workweek begins on Monday and ends on Sunday. Payday is every other Friday. Normal working hours are from 7:30 AM to 4:00 PM, with one half hour off for lunch. Office hours are from 8:00 AM to 5:00 PM. Two 15-minute breaks are scheduled during the day. During the hot summer months, the shop work schedule may be changed to start and end earlier. All employees must be ready for work at their scheduled starting times and at the conclusion of lunch and break periods. Road mechanics are expected to have their vehicles fueled and ready to go before the start of the workday. There will be no admittance to the shop area after work hours or on weekends without the presence of a supervisor.

All hourly and salaried employees are required to complete weekly time sheets to accurately reflect hours worked, lunches, vacation, etc. Please be certain that hours worked and used leave time is recorded accurately. Falsification of a time sheet is a breach of Company policy and is grounds for disciplinary action up to and including termination. In the event of an error in recording your time, please report the error to your manager immediately.

Territory managers and other commissioned employees are exempt from this policy.

## **MANDATORY DEDUCTIONS**

G&W is required by law to make certain deductions from your paycheck. Among these are applicable federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify the number of exemptions you claim, please complete a new W-4 form. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that

it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

**Wage Garnishments:** Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained to you whenever G&W is required to make such deductions from your pay.

## **SALARY BASIS POLICY**

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, the FLSA provides an exemption from both minimum wage and overtime pay for certain employees in particular job functions which meet certain criteria regarding job duties and salary.

**Salary Basis Requirement:** Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced due to quality or quantity of the employee's work. Subject to certain exceptions, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Employers may make full or partial day deductions from an exempt employee's pay in the following circumstances:

- Absence from work for one or more full days for personal reasons (not sickness/disability);
- Absence from work of one or more full days due to

sickness/disability if the deduction is made in accordance with plan, policy or practice of providing compensation for salary lost;

- To offset amounts employees receive as jury or witness fees, or for military pay;
- Unpaid disciplinary suspensions of one or more full days due to workplace conduct rule violations;
- During initial or last week of employment;
- For penalties imposed for infractions of safety rules of major significance;
- When employees takes unpaid leave under the Family and Medical Leave Act.

It is G&W's policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the company does not allow deductions that violate the FLSA.

If you believe that an improper deduction has been made to your salary, you should immediately report this to your direct supervisor, or to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

## **FULL-TIME EFFORT**

All full-time employees are expected to devote their primary work efforts to their employment position with G&W. Other part-time employment is permitted as long as those jobs and time requirements do not conflict with what is expected of your employment with G&W.

Part-time employment at a competitor or self-employment in the company's same business lines (moonlighting) is not permitted.

Employees must first seek approval from the Company before engaging in any outside employment. If approved, DOT-regulated drivers will be

required to report all compensated work and must adhere to the 70 hours per week maximum/eight day period, and other rules, set forth in the Hours of Service regulations issued by the Federal Motor Carrier Safety Administration.

## **CONFLICT OF INTEREST**

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of the Company may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with G&W.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

## **PERSONAL RELATIONSHIPS**

G&W strives to provide a work environment that is collegial, respectful and productive. This policy establishes rules for the conduct of personal relationships between employees, including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and friendly work environment.

A personal relationship is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

An employee who is involved in a personal relationship with another employee may not occupy a position in the same department as, work directly for or supervise the employee with whom he or she is involved.

G&W reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect terms and conditions of employment. Supervisors and managers are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the Human Resource department.

## **PAY RATE**

Each employee's pay rate is determined separately between the employee and the company. The company will not disclose your pay rate to anyone without your prior authorization.

## **OVERTIME**

Overtime at the rate of one and one half (1 1/2) times your normal rate will be paid for all hours actually worked during the work week in excess of 40 hours. Failure to receive supervisor approval prior to working overtime hours will result in discipline up to and including termination of employment.

Overtime at the rate of 1 1/2 times will also be paid for any time worked on a paid holiday.

Overtime will normally be worked on a voluntary basis and spread evenly among all eligible employees. Occasionally overtime must be worked

to meet our reasonable business needs. If those instances arise, you will be advised beforehand if overtime will be mandatory.

## VACATION

Vacation is a time for you to rest, relax, and pursue special interests. The Company has provided paid vacation as one of the many ways in which we show our appreciation for your work, knowledge, skills, and talents.

**Eligibility:** Regular full-time employees (hourly and salaried) are eligible for vacation amounts based on their total length of service with the Company following six months of employment. Territory managers, other commissioned employees, part-time and temporary employees are not eligible for this company-paid benefit.

**Vacation Accruals:** Vacation benefits are accrued monthly for eligible employees who have completed six months of employment. On January 1 of each year, vacation is credited to each eligible employee based on the number of years of service achieved in the prior year, according to the chart below:

<b>Length of service</b>	<b>Vacation earned annually</b>	<b>Monthly Accrual</b>
Less than 5 full years	2 weeks (10 days)	0.833 days
Five years to 12 full years	3 weeks (15 days)	1.25 days
12 years and beyond	4 weeks (20 days)	1.67 days

New employees earn no vacation during their first 6 months of employment. After that, they accrue prorated vacation time each pay period based on 10 days per year.

Up to 40 hours of vacation may be taken in advance of being earned. Vacation does not accrue while on a leave of absence.

**Scheduling Vacation Time:** Each year you will be given a vacation request form. Please complete it and return it to your supervisor so that vacations can be scheduled. Every attempt will be made to meet your

specific request. Management must consider Department workloads, the date request was made, and the employee's length of service when determining vacation schedules. Business conditions may require some vacation time to be changed or taken at a specific time of the year.

If a paid holiday occurs during your vacation, the paid holiday time will not count as part of your vacation time.

Vacation time may not be taken in less than half day (4 hour) increments.

**Using Vacation Time:** All vacation should be taken in the calendar year that it is earned. Under certain circumstances you may be allowed to carry over one week of unused vacation with management approval. Otherwise, any unused vacation will be forfeited at the end of each year.

Vacation days must be used before an employee may request unpaid time of four hours or more.

**Vacation Pay:** Vacation will be paid for at the employee's current rate of pay. Payment of vacation benefits will not be made in advance of the actual vacation. Vacation time used will not be considered for the purpose of calculating overtime pay.

**End of Employment:** If you terminate your employment with the company, you will be paid for any vacation earned but not yet taken. Likewise, any vacation you have taken in excess of what you have earned will be deducted from your last paycheck.

## **BEREAVEMENT LEAVE**

An employee who must be absent because of a death in the immediate family will be granted up to three days off with pay. Members of the immediate family are husband, wife, child, parent, brother, sister, father-in-law, mother-in-law, and grandparent.



## **SICK PAY**

Full-time, non-commissioned employees with six months or more service will be granted two paid sick days each calendar year. These days are not cumulative and may not be carried over to the next year. Unused sick days will be forfeited upon termination of employment for any reason. Sick time will not be considered for the purposes of calculating overtime pay.

A doctor's note will be required for absences of three days or more.

All sick time must be taken in the calendar year they are given and cannot be taken in less than one-half day increments (4 hours).

## **SHORT AND LONG TERM DISABILITY**

Employees with six months or more service are also covered by our Wage Continuation Plan. This plan pays \$500 per week for continuous disabilities, after a one week waiting period, for up to three months. Each disability is treated separately for purposes of the one-week waiting period. Disabilities covered under the Company's Worker's Compensation insurance are not eligible for this additional wage continuation.

If your disability continues for more than three months, our Long Term Disability plan will take effect. Additional information on the long term disability plan will be provided to you separately.

## **HOLIDAYS**

All regular full-time non-commissioned employees who have completed 30 days of employment are eligible for the Company paid Holidays. The company has nine paid holidays:

New Year's Day	July 4 <sup>th</sup>	Day after Thanksgiving
Good Friday	Labor Day	Christmas Eve
Memorial Day	Thanksgiving Day	Christmas Day

If any of the above holidays fall on a Saturday or Sunday, the preceding Friday or the following Monday will be recognized. Should you be required to work on a holiday, the hours worked on the holiday will be paid at 1.5 times their base rate in addition to the eight hours of holiday pay at their base rate.

Employees on a leave of absence are not eligible for holiday pay.

To receive holiday pay an employee must work the last scheduled work day prior to the holiday and the first scheduled work day following the holiday, unless prior approval has been obtained from management for vacation time.

## **ABSENCE**

An employee must not be absent without securing permission from the company any later than noon the day before the absence. Earlier notice is encouraged. If an emergency or sickness arises, the employee should contact the office no later than one hour prior to starting time and give cause and probable length of absence. If an employee is absent from work for more than one day, he/she should call in every day and let the supervisor know his/her status. It is not necessary to call in every day if you made previous arrangements with the Company for an extended absence.

Employees who violate this policy will be subject to discipline up to and including termination.

If an employee is absent without calling in (no call/no show) for three consecutive days, it will be assumed that the employee has voluntarily resigned.

## **LEAVES OF ABSENCE**

Leaves of absence may be granted under special circumstances. Leaves of absence that are not designated as FMLA leave are of two types: military leave and/or personal leave. A request for a leave of absence must be made

in writing, and if a leave of absence is granted, it must be approved in writing by your supervisor or manager prior to commencement of the leave period.

**1. Military Leave.** An employee who is obligated to serve in a United States military organization or state militia group will be given the necessary time off without pay to fulfill this obligation, and will retain all of his or her rights for continued employment under federal and state law.

**2. Personal leave.** The company generally does not permit non-medical leaves of absence except in emergency or unusual situations. An employee requiring a personal leave must present a written request to his or her supervisor. The written request must contain the length of the leave of absence requested, with dates, and explain the unusual circumstances that prompt the request. Approval of personal leaves is totally within the discretion of the Company. An approved personal leave must be in writing and signed by your supervisor or manager.

While on leave, an employee's health care may be subject to termination based on the terms of the relevant plan. In such a case, the employee may elect to continue health coverage at his/her own expense, as allowed by law. During a medical/disability leave, the Company may request updates on the employee's status and expected return to work date.

If an employee's position is permanently filled while on a leave of absence, the employee can apply for any available open position within the Company. If the employee does not return to work at the end of the approved leave of absence, we will consider that a voluntary resignation.

## **FAMILY MEDICAL LEAVE (FMLA)**

Family Medical Leave Act (FMLA) allows employees to balance their work and family life by taking reasonable leave for certain family and medical reasons. In order to be eligible for an FMLA leave, you must have been employed by G&W for at least 12 months and have worked 1,250 hours during the past 12 months and if at least 50 employees are employed by the employer within 75 miles.

**Benefits and Protections:** During FMLA leave, the employee maintains health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, employees will be returned to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

**Definition of Serious Health Condition:** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

<b>Reason for FMLA leave</b>	<b>Max length of leave/12-month period*</b>
Employee’s own serious health condition	12 weeks
Birth of a child and to care for the newborn child	12 weeks
Placement of a child with you for adoption or foster care	12 weeks
To care for an immediate family member with a serious health condition	12 weeks

To respond to an urgent situation arising out of an immediate family member's active duty or call to active duty (deployment to a foreign country) in the National Guard, Reserves or Regular Armed Forces (qualifying exigencies)	12 weeks
To care for an immediate family member who has incurred a serious injury or illness while on active duty in the Armed Forces, including a veteran discharged within past five years	26 weeks
To attend to an immediate family member who is on "rest and recuperation" from military service	15 days

\*The Company uses a rolling calendar that looks backward from the first day of FMLA leave used to measure this 12-month period. Each time an employee takes leave, the remaining leave entitlement would be the balance of the time allowable under FMLA which has not been used during the preceding 12-month period.

**Use of Leave by Husband and Wife Both Employed by the Company:** If a husband and wife both work for the Employer and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care of a parent (but not a "parent in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Employer and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

**Requesting FMLA Leave:** If your need for FMLA leave is foreseeable, you must give the Company at least 30 days' prior written notice. If this is not possible, you must give notice as soon as practicable (within one to two business days of learning of your need for leave) and generally must comply

with the Company's normal call-in procedures. Failure to provide such notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with the Company first regarding the dates of such treatment to work out a schedule that best suits the needs of both the employee or the covered military member, if applicable, and the Company.

The Company has FMLA request forms available from the Human Resources Department. Please submit a written request, using this form, when requesting leave.

**Certification Process:** Within five business days after the employee has provided the employer with notice of a request for FMLA leave, the employer will provide the employee with the Department of Labor's (DOL) Notice of Eligibility and Rights Form as well as the appropriate DOL certification form. The employee is responsible for ensuring that the employer receives a completed certification form for the employer to determine if the request qualifies for FMLA leave. Completed certifications must be received by the Employer within 15 days of the request. Failure to provide the required certification for FMLA leave may result in the denial of leave or continuation of leave.

**Substitution of Paid Leave for Unpaid Leave:** While on FMLA leave, you must use any vacation that you have available. Employees' absence due to a workers' compensation injury will run concurrently with unpaid FMLA leave and may count toward an employee's FMLA leave entitlement, provided that the absence is due to a qualifying "serious health condition" as defined under the FMLA. Please be aware that employees receiving workers' compensation payments are not able to substitute accrued paid time off for any part of the leave of absence.

**Intermittent Leave or Reduced Work Schedule:** An employee may take the leave continuously, intermittently or on a reduced work schedule basis when medically necessary. However, in all cases, the leave may not exceed a total of 12 weeks (or 26 weeks to care for an injured or ill service member). Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Reporting While on Leave:** If you take leave because of your own serious health condition or to care for a covered relation, you must contact the Company on a monthly basis regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

**Recertification:** The company may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

**Intent to Return to Work from FMLA Leave:** The Company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

**Notices Sent by Employer:** The Company will send all Notices of Rights and Eligibility Forms, Designation Notices and letters regarding Expiration of FMLA leave/Return to Work Orders to the employee by certified mail or via hand delivery.

**Unlawful Acts by Employers:** FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement:** An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**Additional Information:** For additional information about your rights and obligations, see the Family Medical Leave Act poster in your workplace, visit the U.S. Department of Labor's website ([www.wagehour.dol.gov](http://www.wagehour.dol.gov)) or contact the Human Resources Department.

## **EXTENDED DISABILITY FOLLOWING FMLA**

If a period of disability continues beyond the 12 weeks provided for within the Family and Medical Leave section, an employee may apply in writing for an extended disability leave.

## **JURY DUTY**

G&W is committed to supporting the communities in which we operate, including supporting our employees in fulfilling their responsibilities to serve as jurors whenever it is possible. When an employee receives notification



regarding upcoming jury duty, it is their responsibility to notify their direct supervisor within one business day of receiving the notice. If you are required to report to jury duty, at the end of each day of Jury Duty, notify your Supervisor of your status.

## **GROUP INSURANCE**

Our company has an excellent Medical and Dental insurance program for you and your family. You are eligible to participate in these programs on the first day of the month following 30 days of employment. Additional details and costs will be provided separately.

In addition, the company offers life insurance for employees and their dependents. The company pays 100% of the cost of this insurance.

There is also a voluntary supplemental life insurance program available for you, your spouse and your dependents. Additional information on this benefit will be provided to you separately.

Booklets covering your group health, dental and life insurance benefits are available in the office.

When you leave the company, you may be eligible to extend your health insurance coverage for up to 18 months under COBRA.

## **HIPAA SPECIAL ENROLLMENT**

The Health Insurance Portability and Accountability Act of 1996 HIPAA limits exclusions for preexisting conditions; prohibits discrimination against employees and their dependents based on their health status; guarantees renew-ability and availability of health coverage to certain employers and individuals; and protects many workers who lose health coverage by providing better access to individual health insurance.

The special enrollment rights apply without regard to the dates on which an individual would otherwise be able to enroll under the plan. Special Enrollment periods apply to you and/or your dependent(s), if you have a new

dependent as a result of marriage, birth, adoption or the placement for adoption (qualifying event). Under these rules, a group health plan is required to provide the opportunity for special enrollment for these individuals should they make the request within 30 days of the date the qualifying event occurred.

If you decline enrollment under G&W's plan for yourself or your dependents (including your spouse) and state in writing that you and/or your dependents have coverage under another group health plan or health insurance coverage as the reason for declining to enroll you may also have special enrollment rights. Special enrollment rights may apply to you and/or your dependents in the event that you and/or your dependents are no longer eligible for this other coverage.

Your plan may offer an Annual Open Enrollment giving you the opportunity to enroll yourself and/or your dependents if you have previously declined/waived coverage for you and/or dependents.

## **COBRA NOTIFICATION**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents or beneficiaries the opportunity to continue health insurance coverage under the employer's health plan when a qualifying event would normally result in the loss of eligibility. Some common qualifying events are: resignation, termination of employment, death of an employee, a reduction in an employee's hours or a leave of absence, an employees divorce or separation and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of the coverage at the employee's group rate plus an administration fee. For further information contact the Plan Administrator.

## **401(K) PROFIT SHARING PLAN**

This benefit is available to all employees over the age of 21. Eligible employees may enter the plan on the first day of the calendar quarter

after completing six months of service. (January 1, April 1, July 1, or October 1)

Employees may elect to have pretax deductions withheld from their wages up to certain dollar amounts as stated from time to time by the IRS. Additional information about Company matching contributions and other details regarding enrollment will be sent to you upon eligibility.

The company may also make Profit Sharing contributions annually based on profits of the Company. These contributions are allocated to all eligible employees based on actual wages.

## **WORKERS' COMPENSATION**

G&W complies with all state and federal laws pertaining to workers' occupational safety and any occupational injuries or illnesses arising in the course of employment. Any work-related injury or illness should be reported to your supervisor immediately, no matter how slight or inconsequential that it may seem.

## **SHOP AND WORK AREAS**

The only people permitted in the shop area are employees, customers and suppliers. Exceptions for visitors must be cleared through management. Approved visitors must be accompanied by an employee at all times. This is a requirement of our insurance company.

Mechanics are assigned their separate work areas. Please keep your area clean and neat. Please also clean up any common areas (welder, grinder, saw, paint, etc.) after using it.

## **ALCOHOL AND DRUG POLICY**

The Company is committed to being a drug-free, healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

Company employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on the Company premises or while conducting any business-related activity away from the Company premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with the Manager of Human Resources without fear of reprisal.

### **Drug Testing**

Employee and applicant testing, when requested by G&W, is a mandatory condition of employment. Employees required to go for testing will be paid at their normal rate for scheduled work time missed during the testing process. Refusal to submit to testing is grounds for termination, or denial of employment. Truck drivers with CDL driver's licenses are subject to random drug testing every six months, as provided by DOT regulations. Any employee that receives unacceptable drug and alcohol test results will not be allowed to work on a Client/Host site or facility. Additionally, G&W reserves the right to perform testing under the following circumstances:

**Pre-Employment:** As a condition of employment, all job applicants will be required to produce a negative drug screen result prior to the assumption of duties. All applicants will be notified of this condition during the interview process. A confirmed positive drug screen by any applicant will result in the revocation of his/her job offer and the denial of future employment opportunities with the Company.

**Reasonable Suspicion Testing:** Reasonable suspicion testing is mandatory and will occur when there is reasonable suspicion for believing an employee is under the influence of drugs or alcohol. If a company official or competent person has determined that there is reasonable cause or suspicion that an individual is performing work under the influence, then that individual will be required to submit to a drug and alcohol test.

**Post-Accident Testing:** Post-Accident testing for drugs is mandatory and will occur when an employee is involved in any on-the-job accident (vehicular or otherwise) which may or may not have involved human error. An accident is defined as, but not limited to, any occurrence which causes a fatality, an injury requiring medical treatment, property damage, or a significant disruption of operations.

**Follow up After Rehabilitation and as Part of a Return to Work Program:** If permitted by the Company, an employee will be tested for drugs or alcohol after attendance at a rehabilitation program and as part of a return to work program.

## **SAFETY**

The company is committed to a healthful work environment through adherence to applicable rules and regulations. Employees are encouraged to report any problems or concerns to their supervisor or directly to the Chairman or President.

A safety coordinator and or a safety committee helps monitor safe work practices and recommend improvements in safety policies. The coordinator/committee is also responsible for maintaining a written safety policy.

Please see the separate written Safety and Health Manual. Material Safety Data Sheets (MSDS) are also maintained.

A written emergency evacuation plan is maintained and diagrams outlining the nearest evacuation routes are posted throughout the facilities.

If you are involved in a work-related accident, you must report it

immediately to your supervisor. Worker's compensation regulations require that all accidents be reported within 24 hours.

Non-adherence to any of the safety and health policies or not following safe work practices will result in disciplinary action, including the possibility of dismissal.

## **INSPECTION OF PROPERTY**

As part of a company investigation of possible violations of a policy, it may be necessary for work areas, lockers, desks or cabinets to be searched on occasion. These are the property of the company and, as such, we reserve the right to search them with or without advance notice. You should have no expectation of privacy.

Additionally, packages or bags you carry into or out of work may be inspected by any supervisor at any time. You are discouraged from bringing large or valuable personal items to work. The company is not responsible for any loss or theft of personal items.

## **SMOKING POLICY**

In order to maintain a healthy and comfortable working environment and to ensure compliance with applicable laws, smoking in Company offices and facilities is strictly prohibited, including the use of electronic cigarettes. Employees smoking in any part of the Company's building may be subject to disciplinary action. Employees may leave their work assignments to smoke only during scheduled break times and in designated smoking areas.

## **EMERGENCY CLOSINGS**

In the event that snow, ice or other inclement weather conditions make travel to and from work hazardous each Branch Manager is responsible for adjusting work schedules. It is the responsibility of each employee to inquire about working hours when inclement weather creates hazardous travel

conditions.

1. Any employee who is allowed to leave work before dismissal is announced will be paid for time worked.

2. Hourly employees will be allowed to use unpaid time. They may also choose to use available vacation time in order to receive pay for the hours/days missed due to inclement weather.

3. Employees must call in if they will be absent or tardy due to inclement weather. Failure to notify your manager will be considered "no-show" and subject to corrective counseling.

## **COMPANY VEHICLES**

If you are provided a company vehicle or are asked to drive a company vehicle, you will be asked to sign and adhere to the policies and procedures of G&W's Vehicle Fleet Policy.

## **FIRST AID**

In the event an employee is injured on the job, First Aid Kits are available for them to treat their own injuries. In the event of a serious injury, 911 or medical response will be summoned. No employee is required to treat another person's wounds. However, in the event Good Samaritan assistance is rendered, the exposed employee and victim will be evaluated by our medical doctor or clinic for blood borne pathogen exposure control within 24 hours.

## **EDUCATION EXPENSE**

The Company may reimburse employees for education expenses; including college tuition, correspondence courses, fees and books, according to the guidelines set forth below.

In order for you to receive reimbursement, each class you select must be pre-approved for reimbursement by your supervisor and an officer of the

Company. Eligible courses will generally include those subjects directly or indirectly related to your present employment with the company.

After you have completed the course and received your grade, please submit a copy of your transcript and/or grade sheet, along with copies of the invoices. The Company will pay 100% of eligible costs for grades "A", "B", or pass, for pass or fail courses. The company will pay 60% for "C" grades. No reimbursement will be made for "D" or fail grades.

## **COMPANY RULES**

We are responsible for providing the highest quality and best service to our customers and the community. We are also responsible for the safety of our employees. To meet our obligations and to create a safe and respectful environment for everyone, we have established a set of conduct, performance and attendance standards based on the duties of our organization, best practices for exceptional customer service and legal compliance.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Defacing company property
- Insubordination or other disrespectful conduct



- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Unsatisfactory performance or conduct

## **ZERO TOLERANCE FOR VIOLENCE**

Violence is strictly prohibited in the workplace. Workplace violence is defined as any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties.

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury to another person or subjects another individual to extreme emotional distress;
- Possessing or using a weapon that is not required by the individual's position;
- Intentionally damaging property;
- Threatening to injure an individual or to damage property;
- Aggressive or hostile acts such as shouting, using profanity, throwing objects at another person, fighting or intentionally damaging a co-worker's property.
- Bullying, intimidating or harassing another person (for example, making obscene phone calls or using threatening body language or gestures such as standing close to someone or shaking your fist at them).

- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- Retaliating against any employee who, in good faith, reports a violation of this policy.

Employees who violate this policy will be subject to disciplinary action, up to and including termination. If you feel that you are a victim of workplace violence or suspect or witness an act of violence, you must report it immediately to your supervisor.

## **SECURITY AND CONFIDENTIAL INFORMATION**

The Company's customer lists, customer pricing, finances, sales volume, employee information, systems, policies, procedures, practices, plans or processes are Company property and highly confidential, and it is the obligation of each employee to keep such Company information confidential and unavailable to persons not involved in the Company's business. Employees should, therefore, not discuss the Company's confidential information with any person who does not work for the company, and if anyone not affiliated with the Company questions you about the Company or any of its confidential information, you should immediately refer those requests for information to your supervisor or manager.

Upon termination of employment for any reason, employees are required to immediately return to the Company copies of all documents in their possession which contain such confidential information. Other company property must also be immediately returned to the Company upon termination of employment.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they did not actually benefit from the disclosed information.

## CELLULAR PHONE, COMPUTERS & ELECTRONIC DEVICES

Upon employment, G&W may supply you with a variety of electronic devices that include, but are not limited to, desktop computer, laptop computer, notebook, tablet, cellular phone, diagnostic tools and accessories (hereafter referred to as devices). The devices are the property of G&W Equipment and are to be used for business use only, both in and out of the office. Only G&W employees are authorized to use the devices.

Appropriate measures must be taken when using these devices to ensure the confidentiality, integrity and availability of information, and that access to information is restricted to authorized users. Appropriate measures include:

- Never install unauthorized software on computers. All installation of software, applications and operating systems must be preauthorized by G & W.
- All data and programs on the devices is the property of G & W. Copying and distribution of information and programs without prior written permission is prohibited.
- Data and email on mobile and portable devices should be backed up regularly.
- Restricting physical access to computers to only authorized personnel.
- Secure computers, tablets, notebooks and cellular phones (screen lock or logout) to prevent unauthorized access. Enable a password-protected screen saver to ensure that when left unsecured, they will be protected.
- Comply with all applicable password policies and procedures, including using gwequip.com emails for **ALL Apple** devices.
- Secure notebooks that contain sensitivity information by using cable locks or locking notebooks up in drawers or cabinets.
- Complying with the Anti-Virus policy, at least once per week download and update anti-virus definitions and scan the computer for viruses.
- Ensure that all computers use a surge protector (not just a power strip) or a UPS (battery backup).

Any expenses required to repair or replace the devices due to the negligence of the employee or the installation of unauthorized programs by the employee will be the sole responsibility of the employee.

Cellular devices such as phones and tablets are to be used for business purposes; therefore, we expect a moderate amount of data usage. For those employees with cellular devices, excess data usage of more than the amount

listed below will be charged back to the employee on a monthly basis. Your supervisor will inform you of the current charge back rate, if any.

- Field Sales Personnel and Management 3gb
- Internal Office Personnel 1gb
- Technicians and Drivers 2gb

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## **INTERNET, E-MAIL & ELECTRONIC COMMUNICATIONS**

G&W's property, including computers, tablets, internet access, copy/fax machines, phones, cellular phones, email, and voicemail, is provided to employees for conducting and facilitating company business. They are not intended for personal use or personal entertainment.

Employees are responsible for using the Internet in a manner that is professional, ethical and lawful. Personal use of the Company's electronic communications systems, or any other company property, must not interfere with employee productivity.

Electronic communication by employees that is disruptive, offensive or harmful to morale will not be tolerated. Any attempt to disrupt electronic communications, to violate computer system security, or to send electronic communications under false pretenses (i.e. using someone else's identity to access/send an electronic communication) will not be tolerated. Additionally, excessive personal use of the electronic communications, or any other company property, that interferes with employees' job duties will be subject to disciplinary action up to and including termination.

All electronic communication systems provided by the Company and all information transmitted by, received from, or stored on any company systems is the property of the Company. To ensure proper use of these systems, the company may monitor the use of these systems from time to time. Employees should have no expectation of privacy in connection with the use of this

equipment, or with the transmission, receipt, or storage of information in this equipment. The Company has the capability to retrieve email and voicemail messages even after deletion or erasure, and the use of passwords on the email and voicemail systems does not mean that messages stored on those systems are confidential from the Company or not subject to retrieval by others. Company provided computers, phones and tablets and the information stored in such equipment is the property of the Company. The Company reserves the right, in its complete discretion, to review any employee's voicemail or email files, messages, and usage at any time without advance notice or permission. No employee should attempt to gain access to anyone else's files, email or voicemail messages or other information. Only the Company's executive management reserves the right to and may enter an employee's email, voicemail or other files.

Employees who violate this policy are subject to discipline, up to and including termination of employment.

## **USE OF SOCIAL MEDIA**

At G&W we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers but social media usage can impact and/or have repercussions for the company any time the company is referenced, discussed, referred to, or commented upon in social media.

Social media can be many things but it includes all means of communicating through the internet on blogs, Twitter, Facebook, MySpace, LinkedIn, Instagram, Snapchat or photo or video sharing through Flickr or YouTube. Posting comments on other sites or forums includes, but is not limited to, the publishing, commenting, tagging or otherwise communicating in any manner through such technologies or websites.

When using social media, whether at work or outside of work (during personal time) all G&W employees should adhere to the following guidelines:

1. Always be respectful, fair and courteous to fellow employees,

customers or suppliers. If you decide to post complaints or criticism, avoid using any statements that could be viewed as malicious, threatening, obscene, intimidating or disparaging, or any other comments that could be considered harassment. For more information see our Anti-harassment policy.

2. Employees are prohibited from speaking on behalf of G&W without prior consent of the company. All media inquiries should be directed to the President.
3. Employees may not share the company's confidential or proprietary information which includes but is not limited to operations, procedures, pricing, customers or potential customers, financial information or competitive information. For more information see our Security and Confidentiality Information policy.
4. Refrain from using social media while on work time or on equipment we provide. Do not use your G&W email address to register on social networks, blogs or other online social media sites. For more information see our Electronic Communications policy.

Carefully read these guidelines as they are intended to cover all social media related activities. Employees will be held responsible for what they write in social media and should use discretion and sound judgment in discussions of any work-related matters. If an employee's posting violates any of these guidelines the company may take action against the employee (up to and including termination) based on such postings. Any employee who has questions or doubts about the appropriateness of Social Media usage should speak with their manager.

## **DRESS CODE**

Employees of G&W are expected to present a clean and professional appearance while conducting business, in or outside of the office. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that

negatively affects the Company's reputation or image is not acceptable.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

## **PERSONNEL RECORDS AND ADMINISTRATION**

To ensure timely and accurate payroll processing, it is the responsibility of each employee to promptly notify the Company of any changes in your personal status (beneficiary, marital status, dependents) or contact information.

## **DISCIPLINARY PROCEDURE**

This policy applies to all employees who have completed their introductory period. Typically, the process involves the four steps indicated below which will be applied in an attempt to resolve unacceptable conduct, poor performance, attendance concerns and/or any other infraction of workplace policies, rules and/or procedures (hereinafter referred to collectively as a "violation"):

1. Verbal Written Warning – The employee is informed of the violation by the supervisor and told what constitutes proper conduct. The purpose of a verbal warning is to make certain the employee is fully aware of the violation and the company's expectations so that the potential for future violations may be eliminated.
2. Written Warning --- The employee receives a written warning following a violation. The purpose of a written warning is to make certain the employee understands the severity of the situation and that further misconduct will most likely result in suspension or discharge.

3. Suspension and/or Final Written Warning --- A suspension without pay of up to five days and/or a final written warning is used to address continuing problems where previous action has been ineffective or following a more serious violation. The purpose of the suspension is to make certain the employee understands the seriousness of the situation and that any other violation could lead to termination.
4. Termination --- The employee is discharged as the result of a serious violation or the final step in the discipline process.

Each step of the process will be documented and will become part of the employee's personnel file. The Company reserves the right to determine the appropriate level of discipline based upon the particular circumstances and severity of the matter and may move to any level in the discipline process as it deems appropriate. In addition, some incidents, including, but not limited to, theft, violations of the Company's anti-harassment policies, falsification of time cards and threats or acts of violence may be grounds for immediate discharge.

## **TERMINATIONS**

Terminations are treated in a confidential and professional manner by Company management, and in accordance with our equal opportunity statement.

All employees are employed at-will and are free to terminate their employment at any time. G&W has the right to terminate employment at any time, with or without cause. This policy does not create a contract between the company and any person employed by the company.

## **CONSENT TO RECEIVE ELECTRONIC COMMUNICATIONS**

You agree and consent to receive electronically certain communications, agreements, documents, notices and disclosures (Communications) that we provide in connection with your employment with G & W Equipment, Inc.



You accept electronic communication as reasonable and proper notice, for the purpose of any and all laws, rules, and regulations, and agree that such electronic form fully satisfies any requirements that communications be provided to you in writing or in a form that you may keep. You may request a paper copy be sent to your home address of any electronic communication previously sent to you.

All communications that we provide to you in electronic form will be provided via the email address that G&W Equipment provides to you.

You may withdraw your consent to receive communications electronically by contacting Human Resources at any time.

## **UPDATING THE HANDBOOK**

From time to time, policy changes may be effected to correspond with new areas of concern. You will be advised of these changes upon their implementation. The Company reserves the right to make changes to this Handbook at any time and for any reason.

Again, welcome aboard! We look forward to working with you and will endeavor to make your experience with us a pleasant one.

## Employee Policies Acknowledgment

I acknowledge that I have received a copy of the G&W Employee Handbook, and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding G&W company policies I should direct them to my manager or the Human Resources Department.

I know that G&W company policies and other related documents do not form a contract of employment and are not a guarantee by G&W of the conditions and benefits that are described within them. Nevertheless, the provisions of such G&W company policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that G&W, at any time, with or without notice, change, add to, or delete from the provisions of the company policies.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date