

**DIRECT AND CORRECT, INC.**

**EMPLOYMENT HANDBOOK**

**Revision effective January 2019**

**DIRECT AND CORRECT, INC.**

**EMPLOYEE'S ACKNOWLEDGEMENT OF POLICIES**

**I have received my copy of the Employee Handbook revised January 2018, which outlines my privileges and obligations as an employee of Direct & Correct, Inc. I will familiarize myself with the information in this booklet, and I understand that it constitutes the personnel policies of the company. I agree to utilize this manual as a guideline. The language in this manual should not be construed as a contract guaranteeing continued employment. The employer retains the right to terminate this relationship at any time, for any reason, with or without cause or notice.**

**Since the information in this book is necessarily subject to change by action of management, it is understood that management reserves the right to modify or change policies unilaterally, provided that the personnel are notified of such changes through the usual channels. This Handbook supersedes all previous Handbooks.**

**This sheet must be signed and turned into the office. The policies included in this packet are yours to keep.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

## DISCRIMINATION AND EQUAL EMPLOYMENT

Direct & Correct, Inc. is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's religious affiliation or belief, gender, veteran status, national origin, race, marital status, disability, sexual orientation, gender identity, color, creed, age, genetic information, that the individual was the victim of domestic violence, a sexual offense, or stalking, or other prohibited category. Furthermore, there shall be no retaliation against any employees for complaints related to unlawful employment practices concerning any of the aforementioned protected categories. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination. Such conduct will result in disciplinary action, including the possibility of discharge. Management fully intends to abide by the law, and will, when required, take firm disciplinary action in accordance with policy to ensure that we meet our responsibilities to our employees.

Direct & Correct, Inc. shall not aid, abet, compel, coerce, or conspire to discharge or cause any employee to resign because of an individual's religious affiliation or belief, gender, veteran status, national origin, race, marital status, disability, sexual orientation, gender identity, color, creed, age, genetic information, that the individual was the victim of domestic violence, a sexual offense, or stalking, or other prohibited category.

Direct & Correct, Inc. will establish rates of pay and terms, conditions or privileges of employment without regard to an individual's religious affiliation or belief, gender, veteran status, national origin, race, marital status, disability, sexual orientation, gender identity, color, creed, age, genetic information, that the individual was the victim of domestic violence, a sexual offense, or stalking, or other prohibited category.

Direct & Correct, Inc. will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the District. All questions concerning this policy and requests for accommodation should be directed to the Karen or Jake Pollard. If, during your employment with Direct & Correct, Inc., you ever feel discriminated against by another employee, supervisor, contractor, client, customer, inspector, engineer or anyone else you may come into contact with throughout your work day, immediately notify either Karen Pollard or Jake Pollard with a written statement.

## SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY

We are committed to providing a work environment that is free of discrimination and unlawful harassment. Types of harassment that are, or may be, prohibited by law include harassment based on prohibited discriminatory bases... not just sexual harassment. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment on any unlawful basis (both overt and subtle, sexual or otherwise) is strictly prohibited. This policy applies in all work-related settings and activities and is not limited to the workplace.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action up to and including termination of employment.

Any employee who feels that he or she has been a victim of unlawful harassment in any form by any manager, supervisor, co-worker, customer, vendor, parent, student, visitor or other person must advise the offending individual the conduct in question is offensive and request that it be discontinued immediately. If the offending conduct continues or recurs, he or she should bring the problem to the immediate attention of their supervisor or Jake or Karen Pollard. If the complaint involves someone in the employee's direct line of supervision or if the employee is uncomfortable for any reason with discussing such matters with the

individuals designated or is not satisfied after bringing the matter to the attention of one or more of these individuals, that employee shall report the matter promptly to Jake or Karen Pollard.

We will investigate all allegations of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

Any employee who is found, as a result of such an investigation, to have engaged in unlawful harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment. Furthermore, retaliation in any form against an employee or applicant who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

## **HIRING CRITERIA**

Direct & Connect, Inc. will always endeavor to employ the best qualified applicant for each position. Selection will be based on:

- Certifications
- Customer Relations
- Knowledge of Special Skills
- Ability to work with our current staff
- Take Direction/ Qualifications
- Physical ability to perform the essential functions of the job, including the ability to stand for long periods of time and walk long distances.
- Dependability
- Willingness to display a loyal and cooperative attitude
- Passing a Drug Test – Shall be required and paid for by employee / potential employee
- Working mobile phone with working voice mail or answering machine (Office must be able to leave you messages at all times).

## **NEW EMPLOYEE**

Employment is on an “at will” basis, which means the employee can be discharged at any time for any reason. The new employee will be evaluated and qualifications assessed. If any deficiencies are noted with an employee’s work, they may be counseled appropriately and steps taken to improve the deficiencies. Alternatively, their employment may be terminated.

As an employee, it is your responsibility to ensure that your contact and personal information is kept updated in the company file. This includes your phone number, address, tax information, emergency contacts, direct deposit information and any and all other information given to the office. If you change your phone number so that we cannot get in contact with you and you do not contact the office for two or more days, we assume you have abandoned your position. If you do not update your direct deposit information with us after changing banks or accounts, it may take weeks to get the money refunded back to the company so that it can be sent to you. The company is not responsible for lost working hours, monies, etc. due to an employee’s failure to update their information with us.

If your employment with Direct & Correct, Inc. is terminated for any reason, we ask that you call us before the end of the year to update us with any address changes that may have occurred. This ensures that you receive your tax information in a reasonable amount of time so that you can file your taxes. Direct & Correct, Inc. accepts no responsibility for W-2’s that are sent to the wrong address because of a current or former employees failure to update their address with the office.

## **WORKING HOURS**

You are expected to be in position, fully dressed and prepared to perform your duties at the scheduled start time. This means that you are at your assigned work position by your scheduled time. This usually requires you to show up to the job site 15 minutes early so that you may park your vehicle, unload your things, put on the proper clothing and gear, get your cooler and radio together, secure your vehicle and get to your start position. If you are scheduled to work and cannot, you shall call two hours in advance to inform the office the reason you cannot work your shift. If you call the office at least two hours before the start time, stating that you cannot make it to work and we can obtain coverage, you will not be penalized as long as it does not become habitual. Habitual meaning late for more than 3 times in a 30 day period or more than twice in a one week period. If you are not at your location at the scheduled start time, did not call the office to notify the office of your absence or tardiness and we cannot contact you at the number the office has on file; then you are considered to be a No Call / No Show and to have abandoned your position with the company.

If you do end up showing up to that job site, late, without notifying the office and the office has already had a replacement start heading to the job, you may end up only getting to work until the replacement gets there and then you will be sent home. This is normally left to the discretion of the replacement on whether or not they still want to work. A 2 hour "Show Up Time" will not be paid to the employee that was late to the job site and did not contact the office.

Not having transportation or fuel is not an excuse for tardiness or absenteeism. If you call out of your scheduled job site, the office will not put you back on the schedule until you contact the office to say you are ready to go back to work. If you are not ready to start flagging at the designated start time, you will be considered late. The first incident you will received a written warning, the second an unpaid 2-day suspension and the third will result in termination. and there will be disciplinary consequences.

## **DRUGS AND ALCOHOL**

Being under the influence of or possessing any alcohol, drugs or other controlled substance, or prescription drug in a quantity or dosage that exceeds prescribed amounts, that may alter your job performance is strictly prohibited and will not be tolerated. We, as a company, have a vital interest to maintain a work environment that promotes the health, welfare and safety of it's employees. Being under the influence of drugs and/or alcohol poses unacceptable safety and health risks to everyone on the job site. We have enacted and will carry out reasonable measures for ensuring a drug free workplace. Random drug tests and alcohol tests can and will be performed. Any employee who tests positive will be required to enroll and pass a state approved drug/alcohol class at the employee's expense. The employee will be removed from the schedule until she/he has completed and passed the class. If an employee is suspected of being under the influence of drugs and/or alcohol while on a job site, said employee will be removed from the site and be required to take a urinalysis within four hours. If the employee tests positive, immediate termination can result. Failure to submit a urinalysis will be grounds for immediate termination. The possession, transfer, manufacture, distribution, influence, sale or use of alcohol and/or drugs or prescription drugs in a quantity or amount exceeding prescribed dosages is not permitted on our premises or job sites. Any employee violating this policy will be subject to immediate termination without warning. We recognize that chemical dependency is a serious health problem and encourage employees to seek assistance for such problems. If you fail a drug test, it is your responsibility to get counseling and to submit and pass another drug test after completion of your counseling.

\*\*\*See ADDENDUM 1 for the full Direct & Correct Drug Policy\*\*\*

### **Mandatory Equipment List for Employees To Acquire And Maintain At Their Expense.**

- Retroreflective Paddle (Must be in new or like new condition)
- Class 3 Vest (Must be in new or like new condition)
- Class E Flagger Pants (Must be in new or like new condition)
- Orange Hard Hat & Safety Eyewear

- Working Mobile Phone
- Working Radio (“Walkie-Talkie”) with Extra Batteries to last the entire work period
- Own dependable transportation, valid driver’s license and valid insurance
- Food & Drink in cooler for the entire work period. Employees may not leave a job site to a convenience store or anywhere else without prior permission directly from the office. Any employee who does is considered to be off the clock and the company will not be liable for anything that occurs while the employee is not on the job site working.
- Certification Cards with I.D.
- Steel Toe Work Boots
- Direct & Correct, Inc. Time Sheets
- Flashlight or Glow Wand
- Extra:
  - Bug spray
  - Sunscreen
  - Toilet paper
  - Rain Gear (Dress for changing weather also)

\*\*\*\*\*If you show up to work without flagging your mandatory equipment, you will be sent home without pay for the day. If this happens again, you will be terminated without any future warnings, coaching, counseling, or notice.

All employees must have a serviceable and charged personal cellular phone on their person when working and so the office may contact you. Employees are not permitted to use cellular phones during working hours except to speak with the office, on breaks, or to address an on-site emergency. Employees may use their cell phones away from the work area and road way during breaks.

### SCHEDULING, PAY AND OVERTIME

Call the office between 6 and 7 PM every day to learn your following day’s schedule if the office has not already contacted you. Only office personnel can set the schedule. Only the office can make scheduling changes. Do not call another employee to work your shift, you will still be considered a No Call/No Show for not working the shift. If the office calls you before 6PM and does not get an answer, they will leave a message. You are required to call the office back after listening to your message to confirm that you got the message and understood your following day’s schedule. Call the office with any problems or confusion regarding the schedule.

Call the office if you are at a job site and the contractor has not arrived within one hour of the start time. If you are not ready to start flagging and at your flagging position at the beginning of the shift, you will be considered late and there will be disciplinary consequences. If a Contractor does not cancel a job within one hour of the start time, you are required to get a time sheet filled out by their supervisor showing that each Direct & Correct, Inc. employee on the job site is getting paid 2 hours “Show Up Time”. If a Contractor does not cancel until one hour AFTER the start time or if any work is actually performed by the respective employee, you are required to get a time sheet filled out by their supervisor showing that the employee is getting paid 4 hours.

All employees are started at \$10.00 per hour and raises may be given depending upon time at the company and performance. All employees shall be paid the prevailing rate for all prevailing rate projects. Prevailing rates are available at the office, on all prevailing rate projects and from the Del-DOT inspectors. If you ever feel that there is a discrepancy on your paycheck, especially if you feel you were on a prevailing rate project and weren’t paid prevailing rate, immediately notify the office, first and immediately. Any and all payroll issues or questions need to immediately addressed to the office. There will never be any

disciplinary action taken against anyone for bringing a valid pay issues to the office, you are encouraged to do so and to do so as quickly as possible as to find a clear resolution.

All employees are considered to be on an "On Call" status until 9AM every morning. If the office retains the right to call any "On Call" employee prior to 9AM to provide additional employees to job sites that may require them for any reason. After 9AM, the office may still call an employee to request they go to work but it is up to the individual employee to decide whether or not to work if the office does not call until after 9AM.

If you require a day off, the office must receive a written note at least 7 days prior to the requested days off. The office reserves the right to deny days off if not requested within 7 days. Verbal day off requests are not honored. The office does not necessarily need to know why you need the day off and it is your right to keep that confidential. The office may call and ask the reason for the day off so that they may ask you to work a partial day. If an emergency happens that requires you to take days off, please let the office know as soon as possible. If you have an emergency where you take one or more days off, it is your responsibility to call the office to let them know you can be put back on the schedule. You are not permitted to leave the job site early or arrive late unless cleared through the office the day prior. This is normally only allowed if the office has absolutely no one else to cover your position for the whole day.

Overtime may be necessary during various times to insure demands are met. All employees must record all hours worked. You are forbidden from working and not recording the work. You are forbidden from working overtime without prior approval. You will be paid from when you arrive at the first job site of the day until you leave the last job site of the day. If anyone instructs you not to record correct hours worked, inform Karen or Jake Pollard immediately. It is your responsibility to ensure your name is legible on the time card, that your hours are correct on the time card and the time card is completely filled out before leaving the job site. Time sheets that are not legible or filled out completely may cause your pay for that time worked to be delayed until a correct, legible and completed copy is received by the office. Your basic rate of pay is subject to change depending on work performed and whether or not it is a prevailing wage job. It is your responsibility to ensure that the time sheet where your hours are recorded is turned into the office in a timely manner. If your time sheet is not turned into the office prior to the following Monday after the day worked, your pay may be delayed. If your time sheet is not turned into the office, you will not be paid for those respective hours until the time sheet is received.

Paychecks are issued on Fridays, via direct deposit to the bank account you provided to the office and only by direct deposit. Time sheets must be at the Office by 8:00 a.m. Monday Morning. When you are on a job site it is your responsibility to check to make sure your name, time arrived and left and total hours worked are recorded correctly on the time sheet. If you aren't on the time sheet the office cannot pay you. If these dates fall on a holiday, payment will be issued on the preceding day. Hours worked so far each week (Sunday to Wednesday) must be called in every Wednesday at the end of the work period for purposes of scheduling the rest of the week. When hours are called in on Wednesday, all employees finished work on the job site should be together when calling the office. If you do not report your hours on Wednesday, or report incorrect hours, you may not be scheduled to work on Thursday and will receive a write up. Pay is by direct deposit only, it is the employee's responsibility to provide the office with direct deposit information, in writing, before the Wednesday prior to their first check. If the office does not receive the direct deposit information, pay may be held until the employee's direct deposit information is received by the office.

## **PAYROLL DEDUCTIONS**

Deductions from your gross pay are for money owed by you for federal and state income taxes, social security and any benefit deductions elected by you. Your earnings are the total amount indicated on your paycheck less deductions to equal your "take home" or net pay.

## **GARNISHMENT**

If an employee is served with a notice of assignment, a writ of attachment, a writ of garnishment, a notice of levy by the IRS or other taxing authority, or is served with other proper orders requiring direct payment to someone other than the employee, the employee will be notified in writing of the action to be taken. When required, the company will deduct appropriate garnishments from the employee's paycheck.

## **EMPLOYEE BENEFITS**

### **Aflac**

We offer participation in a company paid standard Aflac plan. Coverage is subject to change in the employer's discretion. This is not available until the January after an employee has been with the company for at least 12 months and in those 12 months worked at least 1,500 hours.

## **COMPUTER AND NETWORK ACCEPTABLE USAGE POLICY**

### **1. Overview**

The purpose of this policy is to outline the acceptable use of computer equipment at the company. These rules are in place to protect the employee and the company. Inappropriate use exposes the company to risks including virus attacks, compromise of network systems, incidental release of sensitive data, and legal issues. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations. It is the responsibility of every employee to know these guidelines, and to conduct their activities accordingly.

### **2. Scope**

All computer related systems, including but not limited to computer equipment, software, operating systems, storage media, network access, electronic mail, WWW browsing, and FTP access, are the property of the company. This policy applies to all computer related systems and their use.

### **3. Policy**

#### **3.1. General use and Ownership**

- a.** Users should be aware that the data they create on the corporate systems remains the property of the company.
- b.** We reserve the right to inspect any and all files stored on company systems and storage media, and to monitor data transmitted on the internal network.
- c.** The company has software and systems in place that monitor and record all internet usage. These security systems are capable of recording (for each and every user) each web site visit and each email message into and out of our internal network, and we reserve the right to do so at any time to ensure compliance with this policy. No employee should have any expectation of privacy as to his or her internet usage.
- d.** The company's facility and computing resources must not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province, or other local jurisdiction in any material way.
- e.** The company retains the copyright to any material posted to the internet by any employee in the course of his or her duties.

- f.** Employees accessing the internet must take particular care to understand the copyright, trademark, export, and public speech control laws of all countries in which this company maintains a business presence, so that our use of the internet does not inadvertently violate any laws which may be enforceable against us.
- g.** Viewing or otherwise accessing elicited material is strictly forbidden.
- h.** Please do not install, reinstall, or uninstall any Operating System without prior approval from the IT department.
- i.** The company retains the licenses to all software it purchases.

### **3.2. Downloads/Uploads**

- a.** Employees may not download entertainment software or games, or play games over the internet.
- b.** No downloading of images or video unless there is an express business-related use for the material.
- c.** Do not upload or transfer any software licensed to or by the company or data owned or licensed by the company without express authorization.
- d.** File sharing programs (P2P) of any kind are prohibited.
- e.** Downloading of software applications is permitted for business use only; please do not install software without prior approval from the IT Department.
- f.** All software must be properly licensed. No employee may knowingly download, distribute or participate in the use of pirated software.
- g.** Hosting files for access from the internet from home or for public viewing is not allowed, this includes using Windows remote desktop feature.

### **3.3. Security and Proprietary Information**

- a.** Employees should take all necessary steps to prevent unauthorized access to confidential information, including that which is defined by the company confidentiality and non-disclosure policies. Examples of confidential information include but are not limited to: company private, corporate strategies, competitor lists, sensitive trade secrets, specifications, customer lists, and research data.
- b.** Keep passwords secure and do not share accounts except in areas deemed necessary and appropriate by management. Users will be required to change their password periodically.
- c.** All systems connected to the company network or internet, whether owned by the employee or the company, are required to have installed and running

approved anti-virus software with current virus definitions applied. Notify the IT department if you are unsure if proper anti-virus software is installed on a PC.

- d.** Use extreme caution when opening email attachments from unknown senders. Also, take caution if an attachment is sent from a trusted sender but the message in the email seems strange. If you are unsure about an attachment-delete it and notify the sender that they may be infected. If you think you may have opened an infected file, disconnect from the network and notify IT.
- e.** The company has installed an internet firewall to assure the safety and security of the company's network. Any employee who attempts to disable, defeat, or circumvent security measures will be subject to disciplinary action.
- f.** Executing any form of network monitoring which will intercept or collect data for which you are not the intended recipient is expressly prohibited.

### 3.4. Email

#### 3.4.1. Spam/Junk Mail

- a.** Please do not post your email address to any newsgroup, forum, online Billboard or chat room.
- b.** Delete all spam from your inbox. Do not forward or reply to these emails, this includes responding for the purpose of removing yourself from their list.
- c.** Do not participate in the creating or forwarding of chain letters.

#### 3.4.2. General Use

- a.** Attachment size is limited. Be aware that if you are sending an attachment outside the company, the recipients' limitation on size may be different.

### PAID TIME OFF

| Employees do not receive paid time off.

### HOLIDAYS

Direct & Correct, Inc. does not pay premium time.

### Jury Duty

Any employee who is called to serve on a jury panel, or serve as a witness in a court proceeding in which she is not a litigant, will be allowed time off to serve. Your job will be protected for you while you are serving.

All time spent on jury or witness duty must be substantiated for reimbursement with an official court document indicating dates served and the amount of jury or witness pay.

Jury service time is not paid.

## Voting Time

The voting polls are usually open from early in the morning until late in the evening. It is expected that you will find time to vote either before coming to work or after work.

## DISCIPLINE

### TERMINATION

If you decide that you must end your work here, we ask that you give the courtesy of two weeks notice in writing documenting the date of your termination. If additional notice can be given, it will be appreciated and will allow us time to find a replacement for your position. If, at any time, you do not report to your scheduled job site without notifying the office you will be considered a No Call / No Show, meaning that you have abandoned your employment with our company.

You are an at-will employee. We will make efforts to provide notice of termination in advance if practicable.

### IMMEDIATE DISMISSAL

There are certain things that will not be tolerated with this company in this office, and it is fair that these be directly presented so as not to be misunderstood.

Immediate dismissal means that you will be fired and receive no additional benefits. There will be no notice and no severance pay.

The following non-exhaustive list of offenses are offenses which may be cause for immediate dismissal:

1. Safety violations.
2. Embezzlement of Equipment or Supplies. Careless handling of our equipment will not be tolerated. Theft will result in dismissal. It is our policy to pursue reimbursement and this may mean indictment on criminal charges.
3. Fraud or Forgery of Documents.
4. Illegal Use, possession, sale, purchase or procurement of Controlled Substances. Failing a drug test due to having an illegal substance in your system.
5. Operating any vehicle or working while under the influence of illegal drugs, prescribed drugs in a quantity or dosage exceeding prescribed amounts, or alcohol whether it be on company premises, on a job site or going to or from a job site.
6. Abusive Treatment of Co-Workers, other contractors' employees or motorists. Abusive treatment, including inappropriate physical contact or foul language directed at others, will not be tolerated and will result in immediate termination. Consistently having a negative attitude, where you are effecting the work environment.
7. Conviction of a Felonious Charge: If you are convicted of a felony while working here, your work here may be terminated depending on your job and the nature of the offense. The office shall be made aware of any previous convictions by the employee prior to the employee's first day of work. Past convictions do not necessarily bar you from employment with this company.
8. Dishonesty.
9. Absenteeism/Tardiness.

10. Failure to Follow Policy.

11. Insubordination.

### LESSER OFFENSES / GENERAL RULES

Lesser offenses are generally on a three-strike policy. Employees will be verbal and/or written counseled on lesser offenses.

- Do not ride on the back of any type of vehicle unless that vehicle is equipped with man baskets and safety chains. Safety harnesses may be required to be worn.

- Do not come to up at the office without calling first unless you are dropping off paperwork in the black mailbox-

- Never stand with your back to traffic without another flagger working with you to ensure traffic behind you is being controlled. Sitting or leaning against anything while flagging,

- Do not bring family, friends or other people with you to job sites to sit there all day. If a person is not working at a site then they should not be at the site. This includes Direct & Correct, Inc. employees, if you are not working at a job site then you should not be on that job site.

- No one should be sitting in their vehicles during the work day unless they are doing paperwork or on their break. Anyone caught sitting in their vehicles during the work day can and will be sent home and lose the hours for the rest of the day and disciplinary action will be taken.

~~-To request days off, a note must be handed in directly to the office at least 7 days prior to the requested day off. Verbal requests for days off are not accepted, the office must have a note. You are not permitted to leave the job site early; If you have an appointment you need to request the day off.~~

- Company vehicles are only to be operated by licensed, authorized personnel. Company vehicles are to be operated safely and at the posted speed limit at all times. Cell phones are not to be used while operation company equipment. The office reserves the right to have a copy of your valid drivers license and valid insurance information. If there is any change to the validity of your drivers license, you are required to report this change immediately to the office. No one should be driving or riding in a company vehicle unless approved by the office.

- All problems, accidents, emergencies, safety violations, perceived injustices, etc. are to be immediately reported directly to the office, after notifying appropriate emergency personnel (911). All employees on the site are to write a detailed report of what happened, regardless if they saw the incident. The description, license plate number, driver information and license number should be included in the reports as well as the inspector and foreman's name that was on site that day. All information should be turned into office within 24 hours of the incident, pending injuries and hospitalization of employees.

- It is your responsibility to make sure you have time sheets before going to work. It is also your responsibility to ensure all time sheets pertaining to you are turned in on time and are completely filled out (This means no blank areas on the time sheet). The office is not responsible for missing or late time sheets. Before leaving a job site for the day, ensure the time sheet is correct and completely filled out. Changes may not be made to time sheets without office approval after the contractor or inspector signs off on them.

- While flagging, always abide by the standards and regulations set forth by the Manual on Traffic Control Devices for the respective state that you are working in and in accordance with the ATSSA/state certification flagging license that you are required to have to control traffic (flag)-. This applies as a guide even on non-public projects.

- All employees shall try to maintain a positive attitude on a job site. Having a negative or aggressive attitude when calling the office, talking to other personnel on the site or to passing motorists will not be tolerated. Profanity is not tolerated. Be polite and professional to all co-workers, inspectors, foreman, other company's employees, supervisors, engineers, passing motorists, pedestrians and anyone else you may encounter throughout your work shift. You are a representative of Direct & Correct, Inc. Constantly having a bad attitude and/or creating a hostile work environment will result in disciplinary action.

~~-If the office leaves you a message for your schedule the following day, you are required to call the office back after listening to the message to confirm you received the message and will be reporting to the job site. Failure to do so will result in a write up as well as your position on the site possibly being replaced or you being rescheduled to a different job site~~

- Employees are not permitted to leave the job site while on company time. If you leave the job site for any reason, you are considered to no longer be on company time until you return.

- If a job site is finished within the first 4 hours of work, call the office to notify them of the early end time. If only some of the flaggers are being dismissed from the job site, the flaggers with the most hours shall be the first to leave the job site. This ensures fairness for everyone. The senior flagger on a job site should have everyone report their hours to him/her in the morning. If a contractor has not shown up within 30 minutes after the start time, immediately notify the office.

- If you have not heard from the office in regards to your schedule for the following day by 6pm, you are required to call the office between 6pm and 7pm. Failure to do this may result in disciplinary action or the office assuming that you have quit. When getting your schedule, you should find out how many employees will be with you the following day to ensure everyone knows if someone is missing or late, the name of the contractor, the address or intersection you will be working at and the start time for the job.

~~-It is your responsibility to update the office if your address or other personal information changes.~~

- If you are driving a company vehicle, you go directly from the office/home to the job site or vice versa. No additional stop will be taken in a company vehicle. You are not permitted to transport anyone in a company vehicle without prior approval from Karen at the office.

- Time sheets must be filled out completely, every time. This includes the foreman's full name, a contract or P.O. number, the type of set up and the equipment used, for example, TMA, arrow board, message board, etc.

- If company equipment breaks or is in need of repair, notify the office immediately. This includes signs and drums, vehicles, message boards, arrow boards, etc. If a company vehicle is running low on fuel and you do not have a company card, notify the office.

~~-Drug tests shall be taken within 4 hours of the office notifying you, per the drug testing policy.~~

- The office phones are answered 24 hours a day for emergencies. Most employee questions or concerns need to be taken care of during normal business hours, 9am to 5pm. Scheduling concerns, problems on working job sites and emergencies may be called in as they happen as the office needs to know of these as soon as possible. If calling outside of normal business hours and the phone is

not answered for whatever reason, leave a message with what you are calling for and you will be called back. Do not come to the office without calling and making an appointment, unless your are dropping off paperwork in the black mailbox provided for you at the end of the lot.

- All MOT's are required to have a copy of the MUTCD for both Delaware and Maryland, either paper or electronic.

- If a Direct & Correct, Inc. MOT is on a job site, it is the MOT's responsibility to break the flaggers. The MOT should not have flaggers break other flaggers. If a job site has 3 flagging positions, all 3 flagging positions need to be manned at all times. Employees are not permitted to leave job sites while on paid breaks, if an employee does leave a job site while on a paid break then that employee is no longer to be considered to be on company time.

- Whenever signs are being set on temporary sign stands (windmasters), sand bags shall be used to ensure the sign stands do not fall over.

- No trash, including cigarette butts shall be left on a job site or in company vehicles. Smoking is not permitted in company vehicles.

- All employees must abide by the MUTCD for the respective state they are working in.

- Do not walk or park your vehicle on someone's personal or commercial property without getting permission from the owner. If you need to notify a homeowner or business owner, use their driveway.

- Do not touch or move another person's property without prior written consent.

~~It is the employee's responsibility to ensure the office has current and up to date information for the employee's information. This includes tax information, address, contact information, etc.~~

Cellular Phones are extremely distracting and you being distracted increase the chance of causing an accident. For this reason, the use of a cellular phone or device while on jobs is strictly prohibited. The only time a cell phone may be used is if you are communicating with the office or for emergencies. This includes talking, texting, using headphones or a Bluetooth devices, listening to music, the internet and any and all other ways a cellular device or electronic handheld device may be used. Cell phones can be used on breaks as long as you are away from the road and work area –

Do NOT stand inside the lane closure talking on your phone. All employees are required to keep their cell phones in working order at all times so the office may contact you.