



EMPLOYEE POLICY HANDBOOK

Updated 2016

L.D. Docsa Associates, Inc.

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INTRODUCTION

This is your personal copy of the L.D. Docsa Associates, Inc., Policy Handbook.

L.D. Docsa is a professional firm organized to provide general construction contracting services to clients at a profit. Operating on this scale requires a host of trained, competent, ambitious people whom possess various skills and who have mastered the ability to work together efficiently, effectively and proficiently.

Good teamwork produces the best results. Each individual is an important member of this team of specialists. Regardless of how exulted or humble your title, you are important to L.D. Docsa and its clients. Our clients and this company rely upon you to successfully complete each project. If you have a problem, please feel free to discuss it with your supervisor. He/she will be happy to discuss it with you. An appointment can be made with the office if you do not receive a satisfactory answer, or wish to discuss it further.

L.D. Docsa has been built slowly and steadily over a period of years with very careful and deliberate attention paid to customer satisfaction. Maintaining our professional reputation is the key to our continued success. As are all professional practices, our reputation is based upon client goodwill. Goodwill is won by many actions over a long period of time. However, customer goodwill can be forever lost by indiscretion, or quickly destroyed by careless and irresponsible work, action, or poor attitude. You have been entrusted with the responsibility of maintaining and building this firm's goodwill. To the degree that you meet this commitment, the company, and you, will be successful.

Please take time to read this handbook and keep it as a reference. If you have questions, discuss them with your supervisor, or the office. Welcome and Good Luck!!

EMPLOYMENT STATUS

It is our policy that all employees are employed at-will at the discretion of L.D. Docsa for an indefinite period. Employees may resign at any time and employment may be terminated by L.D. Docsa at any time, with or without notice and with or without cause. The policies contained in this handbook serve as examples only and shall not in any way limit the company's power or right to terminate any employee for any reason or no reason at all on company's sole judgment.

Equal Employment Opportunity

L.D. Docsa is an equal opportunity employer. It is our policy to hire qualified applicants and to make employment decisions for all employees without regard to race, religion, color, marital and/or familial status, age, height, weight, sex, national origin, or disability. We will base all employment decisions upon an individual's qualifications and references for the position available. We will make promotional decisions based on the individual's work record and qualifications as related to the position for which the employee is being considered.

Discrimination/Harassment Prohibited

L.D. Docsa is an equal opportunity employer and prohibits discrimination and harassment of all kinds. Specifically, the company will not tolerate harassment or discrimination on the basis of race, color, sex, age, religion, height, weight, national origin, marital or familial status, or disability.

As part of L.D. Docsa's policy of equal opportunity employment, this company strictly prohibits abusing the dignity of anyone through ethnic, racist, sexist or other derogatory comments, slurs, statements, jokes or other objectionable conduct in violation of this policy. The company believes that all employees are entitled to a workplace free of harassment,

and expects that all employees will treat each other and our customers with courtesy, dignity and respect.

Sexual Harassment

This company prohibits any employee, male or female, from engaging in actions, which sexually harasses other employees by:

- (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of the employee's employment; or
- (b) making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
- (c) stating or implying that a particular employee's advances in employment have resulted from the granting of sexual favors or the establishment or continuance of a sexual relationship; or
- (d) stating or implying that a particular employee's deficiencies in performance are attributable in whole or in part to the sex of that person; or
- (e) commenting on particular characteristics associated with a particular sex; or
- (f) creating an intimidating, hostile or offensive working environment by such conduct.

Complaint Procedure

Any employee who believes that he or she has been subjected to any sexual harassment, as defined above, or any harassment based upon his or her race, color, sex, age, religion, height, weight, national origin, marital or familial status, or disability, should file a written complaint on the form attached to these policies within forty-eight (48) hours after the incident(s) occur. The company will immediately investigate and resolve the matter. If the alleged act was committed by someone other than the employee's immediate supervisor, and that supervisor did not participate in and was unaware of that conduct, the employee should register the complaint initially with his or her immediate supervisor. If the employee is dissatisfied

with the resolution by the supervisor, or if the supervisor was involved in the conduct, or if, after notifying the supervisor, the harassment continues, the employee should contact the president of the company immediately.

Upon receipt of the complaint, an impartial investigation of all complaints will be undertaken immediately. Any supervisor or other employee who has been found, after appropriate investigation by the company, to have harassed or discriminated against another employee will be subject to appropriate discipline, up to and including discharge.

Non-Retaliation

The company trusts that all employees will continue to act responsibly to establish a working environment free of discrimination. The company encourages employees to raise any questions they may have regarding discrimination with management.

The company not only prohibits harassment, but also strictly prohibits any retaliation against any employee who, in good faith, has registered a complaint under this procedure. Any supervisor or employee of the company who, after investigation, has been determined to retaliate against an employee for utilizing the complaint procedure will be subject to appropriate discipline up to and including discharge. Any employee who believes he or she has been retaliated against for exercising the rights guaranteed under this policy should utilize the complaint procedure or notify the president of the company. A form for filing a complaint is attached at the end of these policies. Additional forms may be obtained from any supervisor.

False Complaints

Any employee who files a complaint, which is knowingly false when made, will be subject to immediate discipline up to and including discharge.

WARNING: Harassment, including sexual harassment or other forms of prohibited conduct, may lead to personal liability. Any person engaged in such conduct may be compelled by a court to pay money damages to victims of harassment.

STANDARDS OF EMPLOYEE CONDUCT AND BEHAVIOR

Behavior

There are certain types of behavior which are unacceptable in a workplace. In order to preserve its prerogative to control the workplace and maintain a safe and efficient working environment for all employees, the company adheres to an employment-at-will policy, meaning that the employment relationship may be terminated by either the company or an employee at any time, with or without cause, and with or without notice for any or no reason. There are certain types of disciplinary actions, which may be taken by the company at its discretion, from time to time. It is not bound to utilize these types of disciplinary actions in any sequence or in any particular circumstances. The types of disciplinary actions, which may be utilized by the company, are as follows:

- (1) Verbal warning
- (2) Written warning
- (3) Suspension without pay
- (4) Discharge

Attached to this handbook as Appendix "A" are the company's current rules of conduct. These rules list certain types of behavior, which may result in the imposition of disciplinary action. They are not all inclusive, as it is impossible to list all types of improper behavior, which may require disciplinary action by the company.

General Housekeeping

General housekeeping is important to the image of the company as well as the safety of employees. You are expected to keep your work area as neat as possible.

Dress Code

Office and field employees are expected to dress in appropriate attire, at the management's discretion and in accordance with MIOSHA and OSHA regulations.

Work Day

Normal work hours in the field are from 7:30 a.m. to 3:50 p.m., with a 30-minute lunch hour and one (10) ten-minute break, mid-morning. Summer hours are 7:00 a.m. to 3:20 p.m. beginning approximately May 1st and ending approximately October 1st, or at Superintendent's discretion. Ten minute clean-up times at the end of the employee's shift is allowed if needed. Business needs may at times make the following conditions mandatory: overtime, shift work, rotating work schedules, or a work schedule other than the usual.

Normal work hours in the office are from 8:00 a.m. to 5:00 p.m. with one (1) hour for lunch and two (10) ten minute breaks.

TRAINING

We recognize that working on a job can be a continuous learning opportunity. To help you learn and grow on your job, you will be given guidance and coaching by your supervisor and various consultants. Education provides the two-fold benefit of self-improvements for the employees and enhanced job knowledge for the betterment of the team. We will participate in seminars, training programs and apprenticeship

schools pertinent to the various trades. Arrangements for these opportunities can be made through the office.

L.D. Docsa may participate in an educational cost reimbursement with employees. Prior approval for potential reimbursement by management required.

SCHEDULE OF REIMBURSABLES | TUITION AND BOOKS

GRADE	% OF REIMBURSEMENT
A	100%
B	75%
C	50%
D & E	0%

***Employees are responsible for all other supplies.**

Reimbursement is restricted to the apprentice training program. Other classes will be considered if related to our business and approved in advance by management.

EMPLOYEE CLASSIFICATIONS

L.D. Docsa will maintain standard definitions of employment and will classify employees in accordance with these definitions.

Definitions of Employment

As an employee, you are classified as one of the following:

Salary Employee; Employee paid at an annual rate for an undetermined amount of hours worked.

Hourly Employee; Employee paid on the basis of an hourly rate according to the number of hours worked.

Continuous Service

Definition of continuous service is uninterrupted employment. Continuous service is broken by the following:

- (5) Termination of employment by company.
- (6) Resignation by the employee.
- (7) Lay-off lasting more than two (2) full months.
- (8) Absence from work for more than three (3) consecutive working days without notifying the supervisor.

Absenteeism and Tardiness

Every absence from work must be reported to your supervisor. If you are going to be absent or late for work, your immediate supervisor should be notified as soon as possible so that arrangements can be made to cover your work area. Occasional work absenteeism is expected and will not affect your record, providing satisfactory explanation is given. Chronic absenteeism or tardiness will lead to dismissal.

Reviews

Supervisors will endeavor to give each employee a ninety (90) day review and an annual performance review. Evaluations will be signed by the employee and the supervisor and/or the president of the company, and placed in the employee's personnel file. The review will be based on such factors as the quality and quantity of job performance, job knowledge, initiative, and the employee's attitude towards his/her work and other employees. This will also be an opportunity to re-affirm expectations of both the company and the employee and set future goals. Salary or wage adjustments may be made at this time and will not normally be made at

other times unless an employee's job classification changes. While formal reviews may only take place once each year, it is understood that an employee's performance may be discussed at any time deemed appropriate. Supervisors will endeavor to conduct annual reviews during the first calendar quarter for all personnel. Wage increases and benefits occur during this time.

Personnel Files

Information recorded in your personnel record is extremely important to you and the company. If you change your marital status, address, phone number or have an increase or decrease in the number of your dependents, be sure to report such changes to the office at once. The changes affect your status as a taxpayer and the deductions taken from your paycheck in this connection. Such change may also affect the benefits payable clause, or the named beneficiary in your benefit plans.

Equally important, if some emergency arises, correct information will enable us to quickly reach your family.

COMPENSATION

Payroll

Employees are paid every Friday. Should any payday fall on a holiday, payday will be on the preceding day.

The pay period is from Sunday through the following Saturday. Supervisors are to have their time sheets into the office on Monday morning. When working out of town, time should be called or faxed in on Monday mornings. The time sheet should also be turned in when returning to the office.

L.D. Docsa encourages employees to take advantage of direct deposit. Your payroll check to be deposited in your account on Friday. A copy of the payroll check will be mailed to you.

Employees electing not to participate in the direct deposit system will have their payroll check mailed to them.

If you feel that an error has been made in your paycheck, contact the office.

Wage Rates and Raises

Hourly construction workers will have a base wage rate. This rate will apply for all jobs that do not have a prevailing wage rate. An employee working on a prevailing wage job will be paid the higher of his/her base rate or the prevailing wage rate.

When the prevailing wage rate includes fringe benefits, all company paid fringe benefits will be applied toward this amount and the balance will be paid to the employee.

Overtime will be paid for all hours actually work over forty (40) in a work week at a rate of one and one-half times the base rate, or as mandated by law on prevailing wage rate projects.

Payroll Deductions

We are required by law to deduct Federal Withholding Tax and State Income Tax from your paycheck. The amount of these deductions is determined by your salary and the number of exemptions. Should your marital status or number of exemptions change, please contact our office.

Also, out of your paycheck will come deductions for social Security and Medicare (FICA) at a rate established by Federal law. The company matches your contribution and the total amount is credited to your Social Security account by the social Security Administration.

At the end of the year, you will receive a W-2 form for filing with your income tax returns. This will show your total earnings and tax deductions for the year.

Residents of the City of Battle Creek, Springfield or any city with income tax will have the appropriate City Income Taxes deducted.

Other applicable deductions such as Insurance, Flex Plan, AFLAC, 401 (K) Pension Plan, or Friend of the Court (child support) may also be deducted from your paycheck.

If you have any questions about payroll calculations, contact the office.

Garnishments or Wage Assignments

An employee will be notified concurrent with L.D. Docsa filing the proper documentation with the respective agency and transmitting any monies due from the employee.

Pay Advance

Employees are not permitted to borrow on their earnings in advance of payday and checks cannot be issued before the due date. Exceptions can be made at management discretion.

Paid Time Off

Vacation, holiday and sick leave are combined as paid time off (PTO). PTO hours are to be used for sick days, holidays, vacation, medical and dental appointments, etc. Hours allowed for PTO are calculated as described below.

The Firm's Board of Directors will establish PTO for officers.

During the first three months of employment, paid time off shall be calculated based on employee's total days of work, but shall not accrue to

the employee. If employment continues beyond the first three months of employment, the staff member shall receive specified PTO for those first three months. If employment is terminated at or prior to the first three months of employment, no PTO will be paid.

PTO is based on the number of years the staff member is employed by the Firm, and is accrued at the following rates for full-time staff members.

YEARS OF SERVICE ACCRUED HOURS	TOTAL DAYS	ACCRUAL HRS EVERY 2 WEEKS	TOTAL
ADMINISTRATIVE STAFF			
1 AND 2	15	5	120
3 AND 4	21	7	168
5 THRU 9	26	8	208
OVER 9	31	10	248
FIELD STAFF			
1 THRU 3	7	2	56
4 THRU 7	14	4	112
OVER 7	22	7	176
*ACCRUAL WILL BE FOR 25 PERIODS PER YEAR			

For part-time staff members, PTO hours are prorated based on the average number of hours to be worked each year.

PTO is intended to be taken for general physical and mental health and relaxation and staff members are to take advantage of PTO time earned. PTO time will not be compensated with cash payments and must be used as intended.

However, due to the nature of the construction business, 40 hours of PTO time will be allowed to be carried over per year into the next year, but no

more than 80 hours of PTO time can be accumulated and carried over. See example:

Year 2002; 50 hours remaining – Carry over 40. (lose 10 hours.)

Year 2003; 80 hours remaining which includes the 40 hours carried over from 2002 – Carry over 80. (Lose 0 hours. This total includes hours from the previous year of carry over.)

Year 2004; 90 hours remaining which includes 80 hours from previous years – Carry over 80. (Lose 10 hours. 80 hours maximum allowable and 80 hours already banked from previous 2 years.)

Scheduling vacations or any other scheduled time off should be coordinated with immediate supervision or general superintendent. This should be done as far in advance as possible to avoid conflicts with project activities.

If an employee is off due to lay-off, disability leave, or military leave, time will stop accruing after 6 weeks. If an employee is off for a workers compensation claim, time will stop accumulating after 26 weeks.

LEAVES OF ABSENSE

Medical and Personal Leaves of Absence

A medical or personal leave of absence may be granted for up to fourteen (14) continuous days, without pay, to a regular full-time employee who has been employed continuously for one (1) year. A leave of absence is not required for absence due to illness of less than three (3) workdays.

All requests for leave must contain the reason for the leave, the date leave will begin, and the anticipated date of return. All requests must be made in writing and submitted to the office as far in advance as possible for approval. Doctor statements may be required in advance for a medical

leave approval. A doctor's authorization may also be required to return to active employment.

Group insurance coverage will continue during an approved leave of absence. During a leave of absence, the employee may not enter into any other employment. If an employee does become employed while on leave, the company will consider such action to be a voluntary resignation.

The employee is expected to return to work from a leave of absence on or before the scheduled return date. In the event an employee does not return on or before the scheduled return date without an approved extension (which may be granted on a case by case basis), the company will consider such action to be a voluntary resignation.

The company will hold the employee's job and continue benefits for the fourteen (14) days of an employee's approved leave. In the event an absence in excess of fourteen (14) days is required, the employee may be eligible to continue health insurance benefits as provided by law and pursuant to the insurance carrier's requirements.

A medical leave of absence due to an on-the-job injury at an L.D. Docsa work site may be available up to a maximum of twenty-six (26) weeks.

Accommodations and exceptions to this policy may be granted on a case by case basis. An employee seeking such an accommodation should contact the company in writing as soon as practical to request such an accommodation.

Jury Duty

If you are absent from work because of jury duty in a Federal or State Court, you will receive the difference between what you received as jury pay and your regular pay. Pay received will be at the base rate unless returning to a prevailing wage job that same day. On any day when you are excused or released from jury duty, you are expected to return to your work within a

reasonable period of time after dismissal. A maximum of three (3) days of jury service will be paid.

Military Leave of Absence

If you are a full-time employee and or called to duty in the U.S. Armed Forces, you will be eligible for re-employment in accordance with applicable law after completing military service.

Military Reserves or National Guard Leave of Absence

Employees who serve in U.S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish; however, they are not obligated to do so.

You are expected to notify your manager as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

BENEFITS

Insurance Plans

All employees will be eligible for membership in our group insurance plans after ninety (90) days of continuous employment. Employees not electing coverage when first eligible will not be offered coverage until the next annual enrollment period. See addendum for details.

Pension Plan 401(k)

L.D. Docsa has a 401 (K) Profit Sharing Plan and Trust program. An employee can elect to participate in the plan on the first enrollment date following the month in which the employee completed his/her first year of service.

The employee can elect to have deductions made from his/her paycheck based on a percent of wages or a specific amount per week, up to the amounts allowed by law.

Once an employee elects to join the 401 (K) plan, he/she can only withdraw for one of the following reasons, as stated in the plan.

1. Retirement withdrawal – minimum age 59 ½.
2. Participant’s death.
3. Disability.
4. Termination of Employment.
5. Termination of the Plan.

All guidelines of the plan will be followed. Further details of the plan are available through the accounting department.

Other Benefits

L.D. Docsa also participates in various State and Federal Programs which benefit you. These are Social Security, Workers Compensation and Unemployment Compensation.

We contribute to these programs so that you will have an income at the time of your retirement or in the event of disability, injury on the job, or loss of employment.

VEHICLES

Personal Vehicle Use

Use of employee vehicle for company business may occur. L.D. Docsa will assist in maintenances of these vehicles at management’s discretion. All unauthorized maintenance expenses will not be reimbursed by L.D. Docsa.

Company Vehicles

A copy of the driving policy signed by each employee must be on file prior to use of a company owned vehicle. Company vehicles are intended for business use only. Any unauthorized personal use or abuse will result in a loss of the vehicle.

TRAVEL AND EXPENSES

Mileage

An employee will be required to work “out of town”. An “out of town” job will be defined as any job greater than fifty (50) miles away from the closer of the employee’s residence or the office. Travel expense will be paid based on distance from the job to the closer of the employee’s residence or the office. The rate of reimbursement will be 90% of the IRS allowable rate per mile. Mileage will not be paid over 50 miles if the project is a prevailing wage project. Car-pooling will be required when appropriate. The superintendent may provide transportation. Scheduling will be at the superintendent's discretion based upon his/her daily job related responsibilities.

When working on an “out of town” project, lodging, meal allowances, etc. will be reviewed on a case by case basis with management prior to starting the project. Travel time will only be paid one way and only on projects that

require lodging. These jobs will be known as *** “non-committing” projects.

Gas & Credit Cards

Employees may be advanced company credit/gas cards during employment. These cards are to be used for related business only. Any unauthorized personnel use or abuses will result in confiscation. The abusive charges will be paid by the employee.

NO SOLICITATION

Non-employees are prohibited from engaging in solicitation of any kind on company premises.

Employees are prohibited from engaging in solicitation of any kind in the working areas of company facilities during the working time of any person being solicited. In addition, solicitation is prohibited during non-working time. Charitable solicitation may be permitted upon prior authorization from management.

SECURITY KEYS

Keys for company facilities, vehicles, trailers, gang boxes and equipment will be issued to employees as required facilitating the performance of their duties. Any employee who is entrusted with a key becomes responsible to maintain the security of whatever the key protects. In no case should company keys be copied or given to any unauthorized person. Care must be taken that keys are not lost or left in any location accessible to unauthorized persons.

Any employee who observes or suspects that an unauthorized person has access to any company property should report it to the office immediately.

All keys signed out to an employee must be returned at the time of lay-off or dismissal before the final pay is issued.

SAFETY POLICY

Carelessness breeds injury. Poor health or injury can break-up your home and/or future. To protect yourself and those around you, you are asked to cooperate fully by observing rules at all times.

L.D. Docsa employees will follow all guidelines set by OSHA, MIOSHA, ACOE EM385 and the L.D. Docsa Associates, Inc., Job Site Safety Manual. As noted in the Safety Policy violations of safety rules will be documented using the form attached in Appendix D.

It is the Policy of this company to maintain a safe and healthful workplace. The company has implemented a Safety Program to help further this policy. (See the LD Docsa Associates Safety Manual).

Employee safety is of utmost importance to the company. Any unsafe or hazardous working condition (whether involving a company employee or another entity's) should be brought immediately to the attention of your supervisor.

Safety and health involves individual responsibility on the part of every employee. The company expects all employees to constantly be aware of any action or condition, which is or might be unsafe, unhealthy or careless, and to act and work in a safe manner.

Never allow an accident to go unreported. If you are injured on the job, regardless of how slight the injury may appear to be, report it promptly to your supervisor. Any injuries of a serious nature must be handled at once by the nearest immediate care facility. Treatment of alleged injuries at a later time may not be covered by Worker's Compensation and the employee may be responsible for the medical charges.

TOOLS AND EQUIPMENT

Company Tools and Equipment

Proper care and use must be given to all power equipment. Report all unsafe conditions or equipment to your supervisor or to the office. Mistreatment of company tools, vehicles and equipment will not be tolerated; disciplinary procedures will result with possible discharge to employee. Employees are responsible for company tools that they have checked out. There is absolutely no “personal” use of company equipment, job sites, main office, maintenance shop or grounds.

Employee Tools and Equipment

All employees shall provide themselves with sufficient tools to perform a day’s work. All saw horses, work benches, and power tools shall be furnished by the Employer. All employees will be required to have their tools in good working condition when reporting to work with the Employer. Items customarily furnished by the employees include the following:

1. Appropriate Clothing.
2. Rubber Boots as needed.
3. Hard hats (company will provide employee with one hard hat at the outset of employment; employees will be responsible to obtain subsequent hard hats).
4. Safety glasses.

In addition to the above items, skilled trades are expected to provide additional tools. They are listed in Appendix B:

Computers, Computer Systems and Electronic Media Equipment Use

Producing, exchanging and retrieving information electronically by taking advantage of computer technology presents valuable opportunities for LD Docsa Associates. While employees are encouraged to use this new technology, its use carries important responsibilities. LD Docsa Associates employees are expected to exhibit the same high level of ethical and business standards when using this new technology as they do with more traditional workplace resources.

Computer systems are owned by LD Docsa Associates and are provided for the use of LD Docsa Associates employees. The use of information systems is a privilege extended by LD Docsa Associates, which may be withdrawn at any time. An employee's use of computer systems may be suspended immediately upon the discovery of a possible violation of these policies. A violation of the provisions of this policy may result in disciplinary action up to and including termination.

Computers, computer systems and electronic media equipment (including computer accounts, voice mail, laptop computers, printers, networks, software, electronic mail, Internet and World Wide Web access connections) at LD Docsa Associates are provided for the use of LD Docsa Associates employees for LD Docsa Associates business-related use. It is the responsibility of LD Docsa Associates employees to see that these information systems are used in an efficient, ethical and lawful manner.

The company reserves the right to monitor computer and e-mail usage, both as it occurs and in the form of account histories and their content. The company has the right to inspect any and all files stored in any areas of the network or on any types of computer storage media in order to assure compliance with this policy and state and federal laws. The company will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual computer and e-

mail activities. The company also reserves the right to monitor electronic mail messages and their content. Employees must be aware that the electronic mail messages sent and received using company equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by company officials at all times. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate company official.

The following policies relate to the responsible use of computers and computer services and electronic media resources at LD Docsa Associates:

1. These resources are LD Docsa Associates property and are to be used solely for business purposes. The authorization to use these resources can be revised, restricted or revoked at any time.
2. Fraudulent, harassing, threatening, discriminatory, sexually oriented, descriptive or explicit material, whether pictorial or written or obscene or offensive messages and/or materials are not to be transmitted, printed, requested or stored. "Chain letters," solicitations and other forms of mass mailings are not permitted.
3. Employees are responsible for protecting their own passwords. Sharing user Ids, passwords and account access codes or numbers is discouraged. Employees may be held responsible for misuse that occurs through such unauthorized access.
4. LD Docsa Associates provides an electronic mail system and network connections for internal and external business communication and data exchange purposes. Although employee passwords are required for access, these systems cannot guarantee confidentiality. In fact, use and access may be monitored and tracked by management at any time. Even though files, data, or messages may appear to be "deleted," procedures by the company to guard against data loss may preserve material for extended periods of time.
5. In order to maintain and assure company access to company data, no employee is permitted to use encryption devices whether hardware or software based, other than encryption enabled web browser software

authorized by the Technology Specialist, on a company computer without express written authorization. Any employee authorized to use encryption coding devices and other security protection devices must provide the applicable keys and codes in a sealed envelope to the Technology Specialist where they will be retained in a secure environment.

6. Introducing or using software designed to destroy or corrupt the company's computer system with viruses or cause other harmful effects is prohibited. Employees are required to use the company-provided anti-virus software. Employees may not use proxy servers or other anonymizers for the purpose of disguising internet browsing or computer usage.
7. No employee may add hardware, software, or peripherals, which are not owned by LD Docsa Associates, without the express written permission of the Technology Specialist. This restriction includes, but is not limited to, privately owned sound cards, palm devices, printers, personally owned software such as games or screen savers or unlicensed shareware.

Cell Phone Usage

Cell phones provided by the company are and remain company property. Accordingly, employees should be aware that all billings, calls, texts, and other usage of company cell phones are subject to review, and employees have no expectation of privacy with regard to the same. The phone numbers associated with company issued cell phones remain the property of the company. Bills shall be reviewed regularly, and lost or stolen phones are to be reported immediately. Employees shall use cell phones in a responsible manner, being mindful of maintaining privacy while using cell phones in public places for company matters, and using the cell phone (including any camera on the cell phone) in accordance with company expectations of conduct. Employees shall be responsible for any charges associated with non-business use of company cell phones.

Of increasing concern to L.D. Docsa are the dangers of distracted driving. Therefore, L.D. Docsa will not tolerate texting, talking, taking pictures, or any other usage of a hand-held phone while operating a company vehicle or

while using a hand held device for business purposes while operating a personal vehicle. This includes, but is not limited to, answering or making calls, engaging in phone conversations, and reading or responding to emails and text messages.

L.D. Docsa employees are required to:

1. Turn cell phones off or put on silent or vibrate before starting the car.
2. Pull over to a safe place if a call must be made or received while on the road.

Violations of this policy will result in appropriate discipline, up to and including discharge.

Personal Telephone Calls

Company telephone lines are not to be used for personal long distance calls or excessive local calls. They must be kept clear for business and emergency use. Employees should limit all personal calls to their breaks or meal period. Unauthorized use of the telephone will lead to discipline up to and including discharge.

SUBSTANCE ABUSE

LD Docsa & Associates, Inc. is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.

This organization has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance, attendance, or public safety.

As a condition of employment, this organization requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.

This organization encourages employees to voluntarily seek help with drug and alcohol problems.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

1. All employees will receive a written copy of the policy.
2. The policy will be reviewed in orientation sessions with new employees.
3. Employee education about the dangers of alcohol and drug use and the availability of help will be provided to all employees.

Covered Workers

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to CEO, executive management, managers, supervisors, full-time employees, part-time employees and interns.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this

policy applies during all working hours, whenever conducting business or representing the organization, while on call, paid standby and while on organization property.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate. In the event a conviction resulting from out-of-work conduct results in time off work, the company reserves the right to discipline or otherwise terminate employment.

Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to DHHS/SAMHSA guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in pre-employment, random, post-accident, reasonable suspicion and follow-up testing upon selection or request of management.

The substances that will be tested for are amphetamines, cannabinoids, cocaine, opiates and phencyclidine (PCP).

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Any employee who tests positive will be immediately removed from duty, suspended without pay for a period of 30 days, required to successfully complete recommended rehabilitation including continuing care, required to pass a Return-to-Duty test and sign a Return-to-Work Agreement and terminated immediately if he/she tests positive a second time or violates the Return-to-Work Agreement.

An employee will be subject to termination if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after six months and must successfully pass a pre-employment drug test.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee

required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems. Further, all personnel policies related to leaves of absence from work are applicable.

Return-to-Work Agreements

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment. Employer reserves the right to terminate employment immediately upon the occurrence of any violation.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required not to report to work or be subject to duty after having consumed or otherwise ingested drugs or alcohol. In addition, employees are encouraged to be concerned about working in a safe environment, support fellow workers in seeking help, and report dangerous behavior to their supervisor. It is the supervisor's responsibility to inform employees of the drug-free workplace policy, observe employee performance, investigate reports of dangerous practices, document negative changes and problems in performance, counsel employees as to expected performance improvement, and clearly state consequences of policy violations.

Assistance

L.D. Docsa recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation.

We encourage our employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

We encourages our employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

WEAPONS POLICY

The company prohibits all persons who enter company property from carrying a handgun, firearm, or prohibited weapon of any kind onto the property regardless of whether the person is licensed to carry the weapon or not.

This policy applies to all company employees, contract and temporary workers, visitors, customers and contractors on company property, regardless of whether or not they are licensed to carry a concealed weapon. The only exceptions to this policy will be police officers or other persons

who have been given written consent by the company to carry a weapon on the property.

All company employees are also prohibited from carrying a weapon while in the course and scope of performing their job for the company, whether they are on company property at the time or not and whether they are licensed to carry a handgun or not. Employees may not carry a weapon covered by this policy while performing any task on the company's behalf. The only exceptions to this policy will be persons who have been given written consent by the company to carry a weapon while performing specific tasks on the company's behalf. This policy also prohibits weapons at any company sponsored function such as parties or picnics.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation. This includes all firearms, illegal knives or other weapons covered by the law. Legal, chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy. If you have a question about whether an item is covered by this policy, please contact the human resources manager. You will be held responsible for making sure beforehand that any potentially covered item you possess is not prohibited by this policy.

"Company property" covered by this policy includes, without limitation, all company owned or leased buildings and surrounding areas such as driveways and parking lots under the company's ownership or control. Company vehicles are covered by this policy at all times regardless of whether they are on company property at the time.

Searches

The company reserves the right to conduct searches of any person, vehicle or object that enters onto company property. Pursuant to this provision, the company is authorized to search lockers, desks, purses, briefcases, baggage,

toolboxes, lunch sacks, clothing, vehicles parked on company property, and any other item in which a weapon may be hidden. Additionally, the company may search a vehicle owned by it and used by the employee, and a vehicle owned by an employee that is being used to conduct business on behalf of the company, regardless of whether the vehicle is located on company property at the time. Searches may be conducted by company management or local authorities. To the extent the search is requested by company management and the employee is present, the employee may refuse the search; provided, however, that such refusal can result in termination of employment for refusal to cooperate. The company reserves the right to conduct searches on its property or authorize searches by law enforcement on its property without the employee being present.

VIOLATIONS

Failure to abide by all terms and conditions of the policies described above may result in discipline up to and including termination. Further, carrying a weapon onto company property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from the company property, and may result in prosecution.

THIS POLICY SHALL NOT BE CONSTRUED TO CREATE ANY DUTY OR OBLIGATION ON THE PART OF THE COMPANY TO TAKE ANY ACTIONS BEYOND THOSE REQUIRED OF AN EMPLOYER BY EXISTING LAW.

If you become aware of anyone violating this policy, please report it to your supervisor, Human Resources or the company president immediately.

ABRITRATION AGREEMENT AND PROCEDURE

Any controversy or claim arising out of the employment relationship or termination of the employment relationship (including any claim of

discrimination) shall be settled solely by arbitration in the County of Kalamazoo, State of Michigan, in accordance with the rules of the American Arbitration Association then pertaining. The decision of a neutral arbitrator shall be final and binding and neither party shall have any right of appeal therefrom. Judgment upon the award rendered by the arbitrator may be entered in the Circuit Court for the County of Kalamazoo. The demand for arbitration must be submitted, in writing, to both the other party and the American Arbitration Association at 27777 Franklin Road, Suite 1150, Southfield, Michigan 48034. The demand must be received by the American Arbitration Association within one hundred eighty (180) days after the alleged violation, misconduct, or incident of harassment or discrimination occurred. Failure to file the demand within the said one hundred eighty (180) day time period shall constitute a full and complete waiver of the claim and shall constitute a full and complete waiver of any right to compensation, benefits or damages. If said written demand is not filed within the time limits set forth herein, it is forever barred.

The party seeking arbitration of the dispute shall bear all of the fees and expenses of filing the claim with the American Arbitration Association. The parties shall bear their own costs and attorney's fees except that the parties shall share equally the costs of any arbitrator's fees and expenses.

ADMINISTRATIONS OPTION

The contents of this manual do not grant any contractual right to continuing employment or the benefit contained herein. The management reserves the right to modify and/or delete the L.D. Docsa policy Handbook in part or in its entirety at its discretion. No one other than the president may alter or modify any of the policies in this manual (including the at-will policy), and any changes must be in writing. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

INSURANCE ADDENDUM

Life Insurance

L.D. Docsa will provide \$15,000.00 life insurance policy for all eligible employees. Employees are responsible for completing all enrollment forms and designating beneficiaries. Details of the coverage can be obtained from the insurance policy and documents.

Health Insurance

L.D. Docsa will participate in a health insurance plan for its employees. The employer/employee portion of the premiums will be re-determined prior to each renewal date.

In the event of a lay-off or disability in the middle of the month, the company will continue insurance coverage for the remainder of the month, plus pay the company portion of the premium for the next month. The employee will continue to be liable for his/her portion during insurance coverage. If the lay-off or disability extends beyond this period, the employee can elect coverage through COBRA. The employer will notify the employee of the details of this coverage.

If an employee is off work due to a worker's compensation claim, L.D. Docsa will pay the company portion of the insurance premium for the employee for the duration of the worker's compensation claim. The employee will be liable for his/her portion of the health insurance premiums.

Details of the coverage can be obtained for the insurance policy and documents.

Disability Insurance

SOCIAL SECURITY PRIVACY POLICY

Purpose: The company is required by the Michigan Social Security Number Privacy Act 454 of 2004, MCL 445.81 et seq., (the “Act”) to create a privacy policy concerning the Social Security numbers that it possesses or obtains.

This Privacy Policy sets forth the company’s policies and procedures regarding how Social Security numbers are obtained, stored, transferred, used, disclosed and disposed.

Policy: It is the policy of the company to protect the confidentiality of Social Security numbers obtained in the ordinary course of company business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the company obtains or possesses except in accordance with Act and this Privacy Policy.

Procedure: Obtaining Social Security Numbers. Social Security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy.

Legitimate reasons for collecting a Social Security number include, but are not limited to:

1. Applicants may be required to provide a Social Security number for purpose of a pre-employment background check.
2. Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.
3. Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any company employee benefit plans.
4. Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.

Public Display: All or more than four sequential digits of a Social Security number shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all times.

Account Numbers: All or more than four sequential digits of a Social Security number shall not be used as a primary account number for an individual.

Computer Transmission: All or more than four sequential digits of a Social Security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.

Mailed Documents: Computer documents containing all or more than four sequential digits of a Social Security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document. Documents containing all or more than four sequential digits of a Social Security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

Storage: All documents containing Social Security numbers shall be stored in a physical secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

Access to Social Security Numbers: Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. The department heads having access to records containing Social Security numbers shall determine which other personnel within their departments have a legitimate reason in the company's course

of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.

Disposal: Documents containing Social Security numbers will be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.

Unauthorized Use or Disclosure of Social Security Numbers: The company shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The company will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses or discloses Social Security numbers through the company for unlawful purposes.

APPENDIX A

Employee Rules of Conduct

This section lists certain types of conduct for which disciplinary action may be taken, up to and including discharge. This is not an all-inclusive listing, as it is impossible to list all types of inappropriate conduct. The company reserves the right to impose any level of disciplinary action in a given situation, and this listing of rules should not be read to conflict in any way with the at-will relationship discussed earlier in this Handbook. Commission

of any of the following offenses shall render an employee subject to disciplinary action up to and including discharge:

1. Neglect of duty or refusal to comply with company instructions.
2. Falsifying time, work or any company records.
3. Theft or intentional destruction of company or another employee's property.
4. Being under the influence and/or possessing alcoholic beverages, marijuana or a prohibited controlled substance on company time or premises or while operating or riding in a company vehicle (see also the LD Docsa drug and alcohol policy).
5. Unauthorized possession of operable firearms, other weapons, or explosives on company premises or in company vehicles at any time.
6. Harassment, unwelcome advances, requests for favors and other verbal or physical conduct of an inappropriate nature.
7. Abusing, threatening or coercing another employee on company premises.
8. Failing, through negligence, inattention, or performance to carry out work properly.
9. Violating a safety rule or safety practice.
10. Being discourteous to customers or other visitors.
11. Abusing telephone privileges.
12. Excessive absenteeism or tardiness.
13. Failing to report acts of sexual harassment or other inappropriate conduct that you have witnessed.
14. Harassing another employee because of race, national origin, age, religion, height, weight, or disability, including making any derogatory remarks, slurs, or other objectionable conduct or statements.
15. Preparing or consuming foodstuffs at times other than designated lunch or break periods.
16. Using personal cell phones, internet devices and pagers on company time.

APPENDIX B

Minimum Tool List	Price
Framing Hammer (Stanley)	\$25.00
2lb sledge hammer (Stanley)	\$13.00
Tape measure – 25’ minimum (Kobalt).....	\$15.00
Utility knife (Stanley)	\$10.00
Nail bags (Dewalt).....	\$35.00
Combination square (Stanly)	\$10.00
Speed square (Stanley)	\$5.00
Framing square (Stanley)	\$10.00
Center punch (Stanley)	\$25.00
T-bevel (Johnson).....	\$10.00
Scribe tool (King).....	\$10.00
Torpedo level (Stanley)	\$15.00
C-clamps quickie clams assorted (Irwin)	\$55.00
Cats paw (Stanley)	\$12.00
Plumb bob (8oz. Brass)	\$10.00
Chalk box (Stanley)	\$10.00
Assorted screw drivers (Craftsman).....	
Wrench set ¼” – 1” (Craftsman)	
1/2” Socket set (deep and shallow from ¼” – 1” (Craftsman)	
Adjustable wrenches 6”-12” (Craftsman)	\$35.00
Linesman pliers (Klein)	\$40.00
Reel and belt (Klein).....	\$35.00
Adjustable spud wrench (Klein)	\$55.00
Margin trowel (Marshalltown).....	\$12.00
Magnesium float (Marshalltown)	\$20.00
10” pipe wrench (Rigid)	\$20.00
Craftsman 263pc Mechanics Tool Set (Craftsman).....	\$180.00
 Total Cost:.....	 \$667.00
Weekly cost over 1 year:.....	\$12.63

APPENDIX C

Discrimination or Harassment Compliant Form

Example as shown:

DISCRIMINATION OR HARASSMENT COMPLAINT FORM

1. PLEASE PROVIDE THE FOLOWING: (Attach additional sheets if necessary)

a. The facts, events or circumstances that caused you to file this complaint.

b. The names of the people who engaged in the alleged discrimination or harassment.

c. The dates the incident(s) occurred.

d. The names of any witnesses to the incident(s).

e. Please describe what you did or said in response to the conduct or statements.

2. Please indicate what action or change you are seeking to resolve this complaint.

Date: _____

Employee's Signature

APPENDIX D

Safety Violation Notice | Three-Step System

First Violation: Written notice in employee file (retained for one year and then removed) - suspended for one (1) day without pay.

Second Violation: If violation is within one (1) year of the first violation, suspended for one (1) week without pay.

Third Violation: If violation within one (1) year of the second violation, discharge.

Form example as follows:

L. D. DOCSA ASSOCIATES, INC.
SAFETY VIOLATION NOTICE
THREE-STEP SYSTEM

First Violation: Written notice in employee file (retained for one year and then removed) - suspended for one (1) day without pay.

Second Violation: If violation is within one (1) year of the first violation, suspended for one (1) week without pay.

Third Violation: If violation within one (1) year of the second violation, discharge.

Employee:	Job Location	Site Supervisor:
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On _____ (Date) at _____ (Time), you were observed violating the safety regulations of

MANUAL	PART or SECTION	RULE	DESCRIPTION
LD Docsa Safety Manual			
MIOSHA Safety Standards			
Corps of Engineers Safety And Health Standard (Em-385)			

Observed by: _____

Offense #: _____
(To be completed by home office)

Title: _____

APPENDIX E

State of Michigan Prop 18-1 | Marijuana Law



August 13, 2018

To: Employees

FROM: David L. Docsa, P.E.
Chairman of the Board

RE: State of Michigan Prop 18-1 | Marijuana Law

As the State of Michigan has recently voted to legalize marijuana, be advised the L.D. Docsa Employee Policy on drugs and alcohol will prevail over this newly adopted law. The State law legalizing marijuana has not changed any requirements of companies to modify their drug and alcohol rules and regulations to allow the same.

As a Federal Government contractor, it is our duty to provide a safe working environment in accordance with Federal laws. Marijuana, alcohol, or drugs of any kind will not be tolerated.

Drug testing will still be required of employees. Any employees testing positive for alcohol or drugs of any kind will be held accountable, in accordance with the company policies and procedures.

300 S. 8th Street
Kalamazoo, MI 49009
(O) 269.349.7675
(F) 269.349.2511

LDDCSA.COM
@DOCSAGC

RECEIPT AND ACKNOWLEDGMENT OF AT-WILL EMPLOYMENT

“This is to acknowledge that I have received a copy of the L.D. Docsa Employee Handbook.

I understand that I am to familiarize myself with the information in this Handbook. I agree to employment with L.D. Docsa under the conditions as described in the Handbook, and agree to comply with the Handbook’s policies and terms. I further understand that my employment with the company is for no definite period and that this Handbook is not a contract of employment but rather a helpful summary of the current policies and benefits of the company, and further my employment, regardless of time and manner of payment of wages and salary, may be terminated at any time, with or without causes, and without any previous notice. I also understand that during the course of my employment the company may find it necessary to modify, revoke, suspend, or discontinue the policies, procedures, and benefits described in the Handbook, in whole or in part, with or without notice.

Further, I understand that no manager or representative of L.D. Docsa other than the President has authority to enter into an agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.”

Employee Name (Printed): _____

Signature: _____

Date: _____