



# **EMPLOYEE HANDBOOK**

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*Welcome* to those who are new to the company and our sincerest *Thanks* to those who have been with us through the years and have contributed to our success.

This handbook is designed to provide you with information about your employment with **ETD Services**. The handbook cannot answer every question. It is in our person-to-person conversations that we can get to know each other better, express our views, and work together harmoniously.

**ETD Services** reserves the right, at its sole discretion, to amend the contents of this handbook at any time. No obligations or amendment or exception can be imposed upon the Company at any time, for any reason, except by the Owners of the Company and must be in writing. Written amendments will be issued directly to employees.

## CORE VALUES

- *Passion & Enthusiasm*--When it comes to serving, we're all in!
- *Mutual Respect & Professionalism*--Relationships mean everything to us!
- *Integrity & Honesty*--Honesty and integrity above all else!
- *Persistence & Sense of Urgency*--We will get it right or we'll make it right!
- *Motivate, Inspire, Maximize Potential*--Our Success is Your Success!

## **AT-WILL EMPLOYMENT RELATIONSHIP**

While we hope our relationship will be long and mutually beneficial, it should be recognized that this employee handbook is not a contract of employment. Employment with **ETD Services** is at-will, for not specified duration and no contract for employment shall be valid unless in writing and signed by the Owner. Our relationship is one of voluntary employment: At-Will.

As a member of our company, your employment with ETD Services is voluntarily entered into, and you are free to resign at any time. We realize that occasionally employees will resign to pursue other interests. Similarly, **ETD Services** is free to conclude an employment relationship at any time, with or without cause and with or without prior notice.

Throughout this handbook, information will be provided regarding events that could result in employment termination. At no time does this imply that the company is deviating from the At-Will status.



# **GENERAL INFORMATION**

## EMPLOYMENT STATUS

**REGULAR, FULL TIME:** An employee who is hired to work an average of 30 hours or more each week and is subject to applicable requirements and limitations related to fringe benefits.

**REGULAR, PART TIME:** An employee who is hired to work fewer than 30 hours per week. Part time employees are not eligible for fringe benefits except as required by law or as specifically described in the Benefits section of this handbook.

**TEMPORARY:** Temporary employees are those who are hired to temporarily supplement the workforce or to assist in the completion of a specific project. ETD Services cannot guarantee employment on a regular basis to temporary employees. Employment, which is less than the initial stated period, is beyond the control of ETD Services and cannot be held liable. Employment beyond the initial stated period does not in any way change the employment status from temporary. While temporary employees are legally mandated to receive workers' compensation and Social Security insurance, they are not eligible for fringe benefits except as required by law or as specifically described in the Benefits section of this handbook.

**SEASONAL:** An employee hired for a specific, seasonal project. Seasonal employees are not eligible for fringe Benefits except as required by law or as specifically described in the Benefits section of the handbook.

## TERMINATION OF EMPLOYMENT

### RESIGNATION

As a matter of courtesy, employees who desire to leave **ETD Services** are expected to give at least 14 days' notice in writing. An employee shall be paid earned wages to the date on which employment terminates. Regarding insurance, employees who resign and give requested notice, will have the employer's contributions paid to the end of the last day of work.

### EMPLOYEES TERMINATED BY ETD SERVICES

An employee shall be paid earned wages to the date on which employment terminates. Anyone whose employment is terminated by the company will have their employer's insurance contribution paid to the end of the last day of work. **ETD Services** will NOT pay for unused Paid Time Off.

## TRAINING PERIOD

Your first one hundred and twenty days (120) of employment are considered to be a period of probation, training and adjustment. You should not be hesitant about asking questions to help you better understand your job, policies, procedures and, most important, the goals of the company.

It is important for the new employee to know that even past the one hundred and twenty days, **ETD Services** recognizes that it takes a great deal longer to learn a position thoroughly. We encourage employees to continue to ask questions throughout their employment and to continue to grow in the positions as an asset to the company. Completion of the Training Period does not alter or supersede ETD Services At-Will employment policy.

## NON-DISCRIMINATION

It is our philosophy and policy that any unlawful discrimination against any employee or customer based on race, color, gender, sexual orientation, religion, national origin, age, disability, height, weight, veteran, or marital status or any other characteristic protected by state or federal law will not be allowed or tolerated. This policy applies to all employment practices including recruiting, hiring, pay rates, training and development, promotions and other terms and conditions of employment and termination.

**ETD Services** reaffirms its policy of equal employment opportunity. To achieve our goals of equal employment opportunity and to develop a fair representation of minorities, females, veterans and individuals with disabilities in the work force at all levels, **ETD Services** reaffirms the following practices:

1. Applicants will be recruited and hired based on pre-established job qualifications without regard to race, religion, gender, sexual orientation, color, national origin, age, creed, disability, veteran status, marital status, height or weight and sexual orientation. All employment decisions will be made to further the principles of equal employment opportunity.
2. ETD Services practices the principles of affirmative action and will make every reasonable effort to reach out into the community to hire and offer advancement opportunities to minorities, the disabled, veterans and females.

The COO is designated as the EEO Coordinator for **ETD Services** and will provide guidance and direction for the overall effectiveness of the entire EEO program.

### What You Can Do to Stop It

If you are subject to, witness, or suspect any violation of these policies, report the matter immediately to your supervisor. If you feel discriminated against or harassed by your supervisor, or if you are not comfortable discussing the matter with that person, you should report the matter to the owner.

We will ensure that all complaints are promptly and thoroughly investigated in as confidential a manner as possible under the given circumstances.

**NO EMPLOYEE WILL BE DISCRIMINATED OR RETALIATED AGAINST FOR BRINGING A CONCERN OR COMPLAINT TO OUR ATTENTION OR PARTICIPATING IN AN INVESTIGATION.**

## **EEO POLICY**

### Accommodation of Disabled Employees

Under Federal and Michigan law, a person cannot be discriminated against in employment because of a condition that has been defined by law to be a disability. ETD Services will attempt to reasonably accommodate a disabled employee even if the disability affects his or her ability to perform certain job duties, unless the accommodation imposes an undue hardship on ETD Services.

A disabled employee who feels that an accommodation is needed to perform his/her job duties must notify the company in writing of the need for an accommodation within one hundred and eighty-two (182) days after the date the employee knew or reasonably should have known that an accommodation was needed.

### GINA Policy

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to a request for medical information. Genetic information as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the factor that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## **PERSONNEL RECORDS**

In compliance with the Bullard-Plawecki Right to Know Act, employees have the right to inspect their personnel file. Management must receive the request in writing and at least one week's notice. Arrangements to review the file must not interfere with the employee's assigned duties. If copies of the file are requested, a fee may be charged. The request to inspect the personnel file may not occur more than twice a year.

It is the employee's responsibility to keep records up to date. Failure to do so may affect fringe benefits. Any changes such as new address, telephone number, change in marital status, number of exemptions, educational achievements, or other pertinent personal information must be reported as soon as possible after the change occurs.

The employee also has a right to place disputes to any information they feel is incorrect in their file.



## SOCIAL SECURITY NUMBER POLICY

ETD Services' goal is to ensure, to the extent possible, that Employee's SS numbers are maintained confidentially. Employees' social security numbers will not be released to anyone, except as required by law. Employees' social security numbers will be made available internally on a "need to know" basis.

More than four (4) sequential digits of a social security number will not be included on external correspondence except as required by law, nor will it be publicly displayed in any manner. Social security numbers are not to be used as passwords or identifiers for any ETD Services computer system. The social security number will not be used in the ordinary course of business except as the Company may determine is necessary to verify an individual's identity, or to administer employee benefits. Any documents that include social security number that are discarded are to be shredded. Any violation of this policy will result in discipline up to and including termination of employment.

## PAY PERIODS

**ETD Services** pays the employees every week, on the Friday following the week worked. If there is a holiday interruption of the normal pay distribution, the pay will be processed a day before the holiday.

ETD does not permit advances against paychecks.

## PAY CORRECTIONS

ETD Services takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that all employees are paid promptly on the scheduled payday.

### Complaint Procedure:

Employees who believe they have not been paid properly should discuss and put their concern in writing with their immediate supervisor. The Company encourages the prompt reporting of any pay discrepancy so that action can be taken to investigate and resolve the discrepancy, if it is determined that a discrepancy exists. Any reported issues will be investigated with information from the Payroll Department. Confidentiality will be maintained throughout the process. If an error was made, it will be corrected on the next payday, or sooner, depending upon applicable state law. If the employee does not agree with the resolution, they may submit a written appeal to the company President.

If the error is in the amount of pay resulting in excess compensation, such adjustments shall be made in the next succeeding pay period and deducted from the next paycheck.

## **HOURS OF WORK**

The normal work week is Monday through Friday. Work schedules will be determined by the worksite supervisor at your assigned work location.

## **TIMEKEEPING**

Accurately recording time worked is the responsibility of every employee. Federal and State laws require ETD Services to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Employees should accurately record the time they begin and end their workday by utilizing either the ETD Services timesheet or the worksite timekeeping process. Altering, falsifying, tampering with time records, or recording time on another employee's timecard may result in disciplinary action, up to and including termination of employment. If corrections or modifications are made to the timecard, the supervisor must verify the accuracy of the changes by initialing the timecard.

## **OVERTIME PAY**

Non-exempt staff will be required to perform overtime work from time to time in order to complete a job on time or maintain a current work status. All overtime must be approved in advance by the worksite Supervisor. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work:

1. Scheduled Overtime: Announced in advance and generally will involve an entire department.
2. Incidental Overtime: Necessary in response to extenuating circumstances.

If you are a "non-exempt" employee and you perform overtime work, you will be paid one and one-half (1 ½) times your regular hourly wage for any time over forty (40) hours. Hours not worked because of a job-related injury, paid holiday, jury duty, vacation or sick time, will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

## **PAY DEDUCTIONS**

The law requires that ETD Services make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. ETD Services also must deduct social security taxes on each employee's earnings up to a specific limit. In some cases, ETD Services may deduct compensation pursuant to laws related to child support, children's health coverage, levies, and/or garnishments ordered by a court.



## **WHAT WE OFFER YOU**

## BENEFITS PLAN

**ETD Services** desires to attract and retain the best employees by offering the following benefits:

**Health Insurance** (cost shared by employee and employer) Health insurance is available on the first of the month following 12 months of employment for employees averaging 30 hours or more per week. If elected, the employee will be required to make weekly payments for a portion of the health insurance premiums through pre-tax payroll deductions. Employees may be able to cover their spouse and/or children for an additional cost. Please contact ETD Services for additional information.

**Dental Insurance** (cost paid by employee) Dental insurance is available on the first of the month following 12 months of employment for employees averaging 20 hours or more per week. If elected, the employee will be required to make weekly payments for the entire cost of dental insurance premiums through pre-tax payroll deductions. Employees may be able to cover their spouse and/or children for an additional cost. Please contact ETD Services for additional information.

**Life Insurance** (covered by employer) Life insurance in the amount of \$10,000 is available on the first of the month following 12 months of employment. ETD Services will cover the cost of the Life Insurance. Employees may purchase insurance above the \$10,000 for themselves at an additional cost to the employee. Employees may also purchase insurance for their spouse and/or children at an additional cost. Please contact ETD Services for additional information.

**Simple IRA** (match up to 2% by employer) Simple IRA is a retirement savings plan available to employees who earned at least \$5,000 per year during any two preceding years and who are expected to earn at least \$5,000 in the current year. Participants may contribute up to \$12,000. Employees 50 years and older may contribute an additional \$2,500/year. The IRS does not tax these contributions or any earnings until they are withdrawn. ETD Services will match up to 2% for each eligible employee who is contributing to the plan. Please contact ETD Services for additional information.

These benefits and the qualifying criteria may change at the discretion of Management. None of the benefits are guaranteed at any time.

## COBRA

COBRA (Consolidated Omnibus Budget Reconciliation ACT of 1986) allows for employees to continue their group health insurance for a period following an eligible event.

Upon termination of employment, you may elect to continue your group health care coverage. If you elect to continue, you will be required to pay 102% of the premium payments.

### Eligible Events:

- Employee terminates his/her employment
- Employee is fired (except for gross misconduct)
- Group health insurance becomes unavailable to the employee (decrease in hours)
- Employee becomes eligible for Medicare
- Employee enters the military

The length of time that coverage can continue varies depending on the eligible event. Upon an eligible or qualifying event, the employee will be notified that they may elect COBRA, what the cost will be, what the duration of the COBRA coverage is, and when and where the payments are to be made.

## HOLIDAYS

Employees that average 30 hours or more per week for the twelve month period preceding a recognized holiday will be paid their regular wages as holiday pay. Employees are eligible for holiday pay if a recognized holiday falls on a day that they are normally scheduled to work. Employees that work on a recognized holiday will receive payment for all hours worked as well as eight (8) hours of holiday pay. ETD Services recognizes the following holidays:

New Years' Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving  
Christmas Day

Employees must work the scheduled day before and after the holiday in order to receive holiday pay. Employees may use Paid Time Off (PTO) before or after the holiday, only if it has been scheduled and approved in advance. See PTO policy for additional information.

## **FUNERAL LEAVE**

In the event of a death in the employee's immediate family (spouse, father, mother, sons, daughters, sisters, brothers, grandparents, father-in-law, mother-in-law, grandchildren, and other members of the immediate household), employees may use PTO if requested and approved.

## **JURY DUTY**

It is your civic duty to report for jury duty when called. If you are called for jury duty, ETD Services will permit you to take the necessary time off.

Notify your supervisor within 48 hours of jury summons receipt and provide a copy of the summons.

## **FAMILY AND MEDICAL LEAVE**

Employees who have completed at least 12 months of service and worked 1,250 hours or more during the twelve months preceding the leave are eligible to take leave under the FMLA. Eligible employees may take up to 12 weeks of unpaid leave in a rolling 12-month period measured backward from the date an employee uses an FMLA leave for the birth or adoption of a child; the placement of a foster child; the physical or psychological care for a seriously ill parent, spouse, child; or the care of your own serious physical or mental condition.

A seriously ill family member is defined as a parent, child, or spouse who has a physical or mental condition that warrants the participation of the employee during the period of medical treatment. A health care provider's certification is required in cases of serious health conditions, whether yours or that of your spouse, child, or parent. ETD Services also reserves the right to require—at its own cost—a second, or even third medical opinion.

For family-military reasons:

- 1) Service member Caregiver Medical Leave—for employees who are the spouses, children, parents, or next of kin of an injured service member who is recovering from a serious illness or injury sustained in the line of active duty may take a leave of up to 26 weeks under the FMLA to care for a service member unable to perform his or her duties
- 2) Qualifying Exigency Leave—Eligible employees are entitled to up to 12 weeks of unpaid leave because of a “qualifying exigency” arising out of the fact that a spouse, son, daughter or parent of the employee is on active duty or has been called to active duty status in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending to certain post-deployment activities.

Forms can be obtained from the main office.

The FMLA absence is an unpaid leave. However, **ETD Services** requires you to substitute accumulated, unused Paid Time Off for any FMLA leave requested. By using Paid Time Off, you continue to receive pay, but your available FMLA leave is reduced by the number of PTO days taken.

During an approved family or medical leave, your health benefits will be provided as though you had continued to work. If you have dental or life insurance coverage, please arrange with the payroll office to submit timely monthly payment for your premiums. Failure to do so will terminate your coverage due to non-payment.

At the end of an FMLA leave, you will be restored to the same position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, you are subject to the business circumstances or conditions (such as layoffs) that would have been applied to you had you been working.

As soon as you know that you will need time off for a FMLA absence, you must submit to your supervisor a completed Leave Request Form, which you can acquire from the Payroll department.

During your leave of absence, you are responsible for keeping your supervisor informed of your status. You are required to report your status, current location, intent to return, and expected date of return every 30 days.

Failure to return to work on schedule may result in termination of employment. Upon returning to work, you must submit a physician's certification stating that you are physically able to return to work.

## **MILITARY LEAVE OF ABSENCE**

If you are called to or voluntarily engage in active military service, you will be placed on inactive status with the Company. If you seek reemployment with **ETD Services** within 90 days from the time you are discharged from military service, and your military service did not extend beyond five years, you will be eligible for reinstatement, with reinstated benefits and accrued service time, according to law. If your military service is due to active military training, you will be eligible for reinstatement, with benefits, and service time will be credited, according to law, provided that you seek reemployment at the beginning of the next regularly scheduled working period excluding your travel time. According to the Uniformed Services Employment and Reemployment Rights Act (USERRA), employers are required to re-employ employees returning from military if the following conditions are met:

1. Employee provides a written or verbal notice
2. Duration of the leave is less than five years (cumulatively), and
3. The employee applies for re-employment with a specific time frame. (90 days from discharge)

ETD Services complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

## MILITARY RESERVES OR NATIONAL GUARD LEAVE OF ABSENCE

Employees who serve in the U. S. Military organizations or state military may take the necessary amount of time off to fulfill this obligation and will retain all their legal rights for continued employment under existing laws. You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty.

### PAID TIME OFF (PTO)

This policy outlines the guidelines for Paid Time Off (PTO) accrual and usage. The policy ensures employees are provided with appropriate paid leave for personal time off, illness, medical appointments, and other health-related needs. All employees, regardless of status, are eligible for the accrued PTO

#### Paid Time Off (PTO) Eligibility & Accrual

- Employees with Less Than 1 Year of Employment
  - Employees will accrue **1 hour** of PTO for every **30 hours** worked, beginning on their first day of employment
  - Any employee who begins employment on or after 2/21/2025 must wait 120 days before using any accrued PTO
- After 1 year of Employment
  - Employees will accrue **1 hour of** PTO for every **30 hours** worked
  - Full Time employees will be eligible for benefits and recognized Holidays (page 11 & 12)
- An employee may use up to **72 hours** of PTO within a 12-month period, based on the calendar year starting January 1.
- Up to **72 hours** of unused PTO may be carried over from one year to the next
- PTO may be used in **1 hour** increments
- Employees who are separated from employment for more than two months will forfeit all accrued and unused PTO

#### Requests for Time Off

Employees may request to use Paid Time Off by completing the Request for Time Off form and submitting at least 3 days in advance for approval by a supervisor. Forms are available at your worksite or by calling ETD Services. Unexpected absences must be called in at the beginning of the work day.

Employees may be required to provide documentation for any leave of absence lasting longer than 3 days.

ETD Services does not make payment for unused days either at the renewal date or at termination of employment.





# **STANDARDS OF CONDUCT**

## WHAT ETD SERVICES EXPECTS FROM YOU

- A productive day's work to the best of your abilities and skill
- On time arrival at your work location
- Considerate, friendly, and teamwork attitude; professional competence
- Adherence to company policies and procedures; you must notify ETD Services within 7 days of completing an assignment. Failure to notify ETD Services within 7 days will constitute a voluntary quit.
- Confidentiality of sensitive information

## WORKERS' COMPENSATION INSURANCE

ETD Services provides workers' compensation insurance at no cost to employees. This covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, in some instances, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor and ETD Services immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an employee to qualify for coverage as quickly as possible.

Workers' Compensation may be denied if the employee is found to have been involved in horseplay, violation of company policy, violation of safety procedures, and/or tests positive for drugs or alcohol.

## SUBSTANCE ABUSE AND TESTING

It is the intent of ETD Services to provide a drug-free, safe and secure work environment for our employees. To ensure a safe and efficient workplace, **ETD Services** will strictly enforce the following rules:

- No employee shall possess, distribute, use or be impaired by alcohol on company property, while on company business, or during working hours, including rest and meal periods.
- No employee shall possess, distribute, use, be impaired by, or have in their bodily system, illegal prohibited drugs on company property, while on company business, or during working hours, including rest and meal periods.
- No employee shall be impaired by legal prohibited drugs while on company property, on company business or during working hours, including rest and meal periods.

Illegal prohibited drugs are those substances that are illegal to sell or possess; legal prohibited drugs are any prescription or non-prescription drugs that may impair working ability.

The company may require any individual to submit to drug tests (random or otherwise) at any time. Employees may be tested for drug use or impairment following involvement in an accident. Individuals found to be under the influence of alcohol or drugs while at work will be subject to disciplinary action including termination. Each situation is evaluated individually.

**NO EMPLOYEE WILL BE DISCRIMINATED OR RETALIATED AGAINST FOR BRINGING A CONCERN OR COMPLAINT TO OUR ATTENTION OR PARTICIPATING IN AN INVESTIGATION.**

## **HARRASSMENT PREVENTION**

All individuals have a right to work in an environment free of discrimination, which includes freedom from harassment—whether that harassment is based on gender, sex, age, race, color, national origin, religion, disability/handicap, height, weight, veteran status or marital status or other classification protected by applicable law.

All employees of **ETD Services** are to avoid making negative, controversial, derogatory or offensive statements (whether oral or written) concerning other individuals or groups. These statements include name-calling, derogatory jokes/stories, displaying objectionable cartoons or pictures, or making negative comments.

Harassment of an employee by management or another employee is prohibited. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature is strictly prohibited. Any complaint of harassment (sexual or otherwise) will be investigated and, if there is an indication of improper conduct, corrective action will be taken. If the evidence indicates that incidents of harassment occurred, the employee be subject to disciplinary action up to and including discharge.

Complaints of any form of harassment must be reported to a member of Management. Confidentiality of all complaints will be maintained to the fullest extent possible.

## **WEAPONS**

It is the policy of **ETD Services** that no weapons be brought onto the premises by employees, vendors, or customers. **ETD Services** reserves the right to inspect all persons and belongings for weapons.

The term weapons include, but is not limited to, guns, rifles, and other projectile firing weapons, knives, pepper spray, stun guns, and any other device used for the purpose of harming another.

## **SAFETY**

Safety is everyone's business and should be given primary importance in every aspect of planning and performing all **ETD Services** activities. We want to protect you against injury and illness, as well as minimize the potential loss of production.

Please report all injuries (no matter how slight) to your supervisor immediately. Include in your report anything that needs repair or is a safety hazard. Below are some general safety rules:

- ✓ Avoid overloading electrical outlets
- ✓ Ask for assistance when lifting heavy objects or moving furniture

- ✓ Observe the no smoking policy in the building
- ✓ Keep your work area clean and orderly
- ✓ Do not be involved in horseplay or practical jokes
- ✓ Wear appropriate shoes at all times or prevent a foot injury
- ✓ Report any dangerous situations to management immediately
- ✓ Turn off heaters, coffee pots, and other equipment when not in use
- ✓ Watch out for the safety of fellow employees

Safety equipment must be worn when in shop, warehouse, production areas or where posted. This includes but is not limited to: safety glasses, helmet, gloves, and shoes (steel-toed or non-slip).

#### First Aid

If you receive an injury on the job, report it to your Supervisor immediately. It is the responsibility of the accident witnesses and/or the injured worker to notify ETD Services that an injury has occurred, complete an incident/accident report, and forward it to management.

#### Emergencies

In the event of an emergency requiring the Police Department, the Fire Department and/or an ambulance, immediately dial "911" and any other published emergency numbers and contact your Manager.

## **WORKERS' COMPENSATION**

**ETD Services** provides Workers' Compensation insurance coverage according to Michigan law. This insurance covers medical expenses for employees who are injured in a work-related accident. If the employee is unable to work, a physician's report must be submitted and the employee is required to be off work for more than seven (7) days for receive compensation (retroactive to the day following the accident, excluding Sundays). The employee must continue to see the physician on a regular basis and submit either a "no work" report or a "return to work" report in order to continue receiving compensation or before being allowed to return to work, whichever is applicable.

## **ATTENDANCE AND PUNCTUALITY**

Excessive absenteeism and chronic tardiness are patterns of behavior that are easily identified. Management will make every effort to discover the reasons for this behavior and to assist the employee in correcting the problem.

Employees may be compensated during the authorized absences in accordance with policy. Authorized absences in excess of the number of days accumulated will be not be compensated but will not jeopardize the employee's employment status.

An employee who is absent from work for three (3) consecutive days without good cause and without giving proper notice shall be considered as having quit as of 5:00 p.m. on the third day.

If an absence is unplanned, the employee must notify his/her supervisor within an hour of start of the shift. If the supervisor is not available, leave a voice mail message.

# NO CALL/NO SHOW MAY BE GROUNDS FOR TERMINATION

## DRESS CODE

All employees are expected to dress appropriately for work. Your supervisor may assist you in determining what attire is appropriate. Some jobs may have additional restrictions for safety reasons or based on job description. Personal neatness and cleanliness are important as the public gains first impressions from the appearance and actions of employees.

All employees are expected to dress appropriately for work. Your supervisor may assist you in determining what attire is appropriate. Some jobs may have additional restrictions for safety reasons or based on the job description. Attire should be neat, clean and relaxed fitting. Dirty, torn tight or revealing clothing is not appropriate.

Business Attire	
<b><u>ACCEPTABLE</u></b> Dresses, Suits, Skirts, Dress Slacks, Dress Shirt w/tie, Blouses, Sweaters	<b><u>UNACCEPTABLE</u></b> Business Casual Attire (See Business Casual Attire Below) and Jackets

Business Casual Attire	
<b><u>ACCEPTABLE</u></b> Corduroys, Dockers  Blouses with sleeves, Knit Shirts, Shirts with collars,  Leather Deck shoes, Loafers	<b><u>UNACCEPTABLE</u></b> Jeans (of any type), Spandex, Slacks with painting, writing, cut outs, etc.  Jogging Suits, Sweat Suits, Shorts T-Shirts, Tank Tops, clothing with Sweaters slogans or pictures  Sandals, Slippers, Athletic Shoes

Warehouse/Manufacturing Attire	
<b><u>ACCEPTABLE</u></b> Jeans, Sweatshirts, T-Shirts with sleeves; work pants  Tennis shoes, Work boots; work shoes	<b><u>UNACCEPTABLE</u></b> Shorts, midriff tops, tank tops or clothing with slogans or pictures; yoga pants/leggings  Open toe shoes and clogs

Keep in mind that if there is any doubt in your mind – **DO NOT WEAR IT**. If you wear inappropriate clothing you may be sent home immediately to change and not be compensated for the time you are gone, and will be subject to disciplinary action, up to and including termination.

## ELECTRONIC COMMUNICATIONS

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using organization communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. “Electronic Communications” include, among other things, messages, images, data or any other information used in email, instant messages, voice mail, fax machines, computers, personal digital assistants (including iPhone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, intranet, internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all these communications devices are collectively referred to as “Systems.”

Employees may use our Systems to communicate internally with co-workers or externally with guests, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in organization Systems are organization records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the organization. The Systems and Electronic Communications are always accessible to the staff including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. The organization's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the organization's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the organization at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Employees may not use our Systems in a manner that violates our policies including but not limited to Non-Harassment, Sexual Harassment, Equal Employment Opportunity, Confidentiality of Guest Matters, Care of Guest Records, Protecting Organization Information, Non-Solicitation, and Distribution. Employees may not use our Systems in any way that may be viewed as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats of violence or bullying, or derogatory comments; or any other message or image that may be in violation of organization policies or federal, state or local law.

In addition, employees may **not** use our Systems:

- To download, save, send or access any discriminatory or obscene material;
- To download anything from the internet (including shareware or free software) without the advance written permission of their supervisor;

- To download, save, send or access any site or content that the organization might deem “adult entertainment;”
- To access any “blog” or otherwise post an opinion on the Internet (see Social Media policy)
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the organization or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal his or her identity or another’s identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person’s account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer trade secrets or proprietary materials of the organization or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to the organization. Employees may not install password or encryption programs without the written permission. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. The organization will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the organization may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask your supervisor for advance clarification.

## **SOCIAL MEDIA POLICY**

At ETD Services, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

### **Guidelines**

*Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site,

social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with ETD Services as well as any other form of electronic communication.

You are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of ETD Services or ETD Services' legitimate business interests may result in disciplinary action up to and including termination.

### **Know and follow the rules**

Carefully read ETD Services policies and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### **Be respectful**

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of ETD Services. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet.

### **Be honest and accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about ETD Services, fellow associates, members, customers, suppliers, people working on behalf of ETD Services or competitors.

### **Post only appropriate and respectful content**

Maintain the confidentiality of ETD Services trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

### **Using social media at work**

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager.

### **Retaliation is prohibited**

ETD Services prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for



reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

### **Media contacts**

Associates should not speak to the media on ETD Services behalf.

## **COMMUNICATIONS**

Informed Employees are effective Employees. To keep you informed ETD Services has several official sources of information;

- Your Supervisor
- Staff Meetings
- Employee Handbook
- The Employee Portal
- ETD Services website ([www.etservices.com](http://www.etservices.com))

## **REST PERIODS**

All rest periods (lunch and breaks) will be determined by the worksite supervisor. If you have any questions, contact ETD Services for additional information.

## **WORKPLACE VIOLENCE**

ETD Services endorses the principle that the workplace should be free of threatened or actual violence. The Company specifically prohibits destruction or abuse of Company property, bringing weapons to work, fighting, or any physical or verbal confrontations of a threatening nature; any violation of one of these guidelines may lead to termination. It is important that every Employee understand that there is no such thing as an idle threat.

ETD Services prohibits any type of workplace violence. Employees who exhibit any type of violent behavior will be subject to disciplinary action up to and including discharge. Violent behavior is not limited to:

Bringing firearms, even with a concealed weapon permit, knives, explosives, or any other weapons onto ETD Services property or ETD Services client property

Fighting, assaultive behavior, or any other related actions.

Threats of violence, whether verbal or non-verbal, or menacing or intimidating gestures.

Threats or actual violent actions performed as a “joke”.

It is the duty of every Employee to immediately report any threat of violence against any Employee, Manager, client, or any other individual by a fellow worker to a Manager.

## **SMOKING POLICY**

It is ETD Services policy, and pursuant to Michigan law, to maintain and promote good health among our Employees as well as to provide a safe and healthy work environment. Therefore, smoking and use of other tobacco products is prohibited at any time throughout ETD Services or client facilities.

Smoking is permitted in designated areas outside the building only. When Employees are working at a client location, client staff will communicate at the beginning of an assignment where the designated smoking areas are located. Smoking is only permitted in those designated areas.

Failure to comply with this policy will result in discipline up to and including discharge.

## **COMPANY PROPERTY**

Employees are responsible for all property belonging to ETD Services as well as materials, or written information issued to them or in their possession or control including this Handbook. Employees must return property of ETD Services immediately upon request or upon termination of employment.



## **CONCLUSION**

## ABOUT THIS HANDBOOK

The policies, procedures and benefits set forth in this handbook may change at any time and at the sole discretion of **ETD Services**. You may receive notice of changes or revisions and should always check with your manager concerning specific handbook provisions. Nothing in this handbook is intended to create, nor should be construed to constitute, an employment contract between ETD Services and any one or all its employees.

The handbook is designed to answer questions regarding **ETD Services** philosophy and policies for all our employees. We hope this handbook will be a helpful tool for you as a very valued employee of **ETD Services**.

## HANDBOOK RECEIPT AND ACKNOWLEDGEMENT

I hereby acknowledge receipt of a copy of the ETD Services Employee Handbook. I understand that it is my responsibility to read the Handbook and to enter any periodic updates that may be distributed. The Handbook belongs to ETD Services and will be returned to it by me upon termination of my employment.

I further understand that the purpose of the Handbook is to assist in explaining company policies. No language contained in this Handbook creates, or should be construed to constitute, a contract between ETD Services and me for employment or for the providing of any benefits. I understand and agree that ETD Services reserves the right to alter, amend, modify, change or terminate any policy, procedure or benefit described herein, or otherwise available to me., at any time it so chooses and for any reason it may deem expedient in its sole discretion. Any such change shall be effective when made, whether made with or without prior notice to me.

I further understand that my employment is “at will” and can be terminated with or without cause, and with or without notice, at any time, at the option of either ETD Services or myself. No oral or written representations to the contrary have been made to me by ETD Services or anyone acting on its behalf. I understand that only the President of the company may alter this “at will” employment status on behalf of ETD Services, and then only in a written document addressed to me individually and bearing the signature of the President. Any past or future representation contrary to the above made to me are null and void.

I received a copy of this Acknowledgement on the date set forth below:

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Printed Name

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Employee Signature

Date