



Employee Handbook

JANUARY 2020

ABOUT THIS HANDBOOK / DISCLAIMER

We prepared this handbook to assist you in finding the answers to many questions that you may have regarding your employment with FRONTIER Building Corp. Please take the necessary time to read it.

We do not expect this handbook to answer all of your questions. Your Supervisor and Human Resources will be a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative, is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation nor does it confer any contractual rights whatsoever. FRONTIER Building Corp adheres to the policy of employment at will, which permits the Company or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice.

Employment at-will may only be altered IN AN INDIVIDUAL CASE OR GENERALLY in writing signed by an officer of the company

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Company documents. These Company documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will.

This handbook supersedes all prior handbooks.

Table of Contents

Section 1 - Governing Principles of Employment.....	6
1-1. Welcome Statement.....	6
1-2. Mission Statement.....	6
1-3. Equal Employment Opportunity.....	7
1-4. Non-Harassment.....	7
1-5. Sexual Harassment.....	8
1-6. Workplace Violence.....	9
Section 2 - Operational Policies.....	10
2-1. Introductory Period.....	10
2-2. Employee Classifications.....	10
2-3. Your Employment Records.....	11
2-4. Working Hours and Schedule.....	12
2-5. Breaks and Mealtimes.....	12
2-6. Timekeeping Procedures.....	12
2-7. Office Closures for Inclement Weather.....	14
2-8. Building Access for Employees.....	15
2-9. Building Access for Visitors.....	15
2-10. Travel Time for Non-Exempt Employees.....	15
2-11. Rental Car.....	16
2-12. Safe Harbor Policy for Exempt Employees.....	17
2-13. Your Paycheck.....	18
2-14. Direct Deposit.....	18
2-15. Salary Advances.....	19
2-16. Record Retention.....	19
2-17. Job Postings.....	19
2-18. Employee Referrals.....	20
Section 3 - Benefits.....	21
3-1. Benefits Overview.....	21
3-2. Holidays.....	22
3-3. Vacations.....	23
3-4. Sick Days.....	24
3-5. Insurance Programs.....	25

3-6. Workers' Compensation	25
3-7. Retirement Plan	25
Section 4 - Leaves.....	26
4-1. Jury Duty Leave	26
4-2. Bereavement Leave	26
4-3. Voting Leave	26
4-4. Military Leave	26
4-5. Personal Leave	27
Section 5 - General Standards of Conduct	28
5-1. Workplace Conduct	28
5-2. Punctuality and Attendance	29
5-3. Use of Communication and Computer Systems	29
5-4. Use of Social Media	31
5-5. Inspections.....	32
5-6. Smoking	32
5-7. Personal Visits and Telephone Calls	32
5-8. Solicitation and Distribution	33
5-9. Bulletin Boards.....	33
5-10. Confidential Company Information and Paper Disposal	33
5-11. Conflict of Interest and Business Ethics.....	34
5-12. Use of Facilities, Equipment and Property, Including Intellectual Property.....	35
5-13. Health and Safety.....	35
5-14. Hiring Relatives/Employee Relationships	36
5-15. Employee Dress and Personal Appearance	36
5-16. Company Uniforms and Apparel	38
5-17. Publicity/Statements to the Media	39
5-18. Operation of Vehicles	39
5-19. Business Expense Reimbursement	40
5-20. Employment Verification and References	41
5-21. If You Must Leave Us	41
5-22. Exit Interview	41
5-23. After Employment	42
5-24. A Few Closing Words	42

General Handbook Acknowledgment.....	43
Receipt of Sexual Harassment Policy.....	44
Receipt of Non-Harassment Policy	45
Receipt of Rental Car Policy	46
Receipt of Operation of Vehicles Policy.....	47

Section 1 - Governing Principles of Employment

1-1. Welcome Statement

For those of you who are commencing employment with FRONTIER Building Corp ("FRONTIER Building Corp," "FRONTIER" or the "Company"), on behalf of FRONTIER Building Corp, let us extend a warm and sincere welcome. We hope you will enjoy your work here. We are glad to have you with us.

For those of you who have been with us, thank you for your past and continued service. We extend to you our personal best wishes for your success and happiness here at FRONTIER Building Corp. We understand that it is our employees who provide the services that our customers rely upon, and who will grow and enable us to create new opportunities in the years to come.

The Leadership Team at FRONTIER

1-2. Mission Statement

The Mission of FRONTIER Building is to build exceptional experiences for every client.

FRONTIER Companies is devoted to: *Building Better Experiences, Everywhere*. FRONTIER understands that every client and intention is unique and it believes that only through identifying individual goals can it truly deliver the optimal building experience. We are uniquely positioned as the experience-focused national development, construction and management firm that delivers beyond the build.

Vision Statement

To be America's Premier Development, Construction and Management Experience Builder and Developer.

Core Values

- Teamwork
- Accountability
- Dedication
- Passion
- Integrity
- Communication
- Endless Improvement

1-3. Equal Employment Opportunity

FRONTIER Building Corp is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, physical or mental disability, sex, marital status, status with regard to public assistance, veteran status, sexual orientation, gender identity and/or expression, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Company will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let your supervisor know. Employees may also contact Human Resources.

The Company will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Company's operations. If you wish to request such an accommodation, please speak to your supervisor. Employees may also contact Human Resources.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of your supervisor. Note: If your Supervisor is the person toward whom the concern is directed, you should contact any higher-level Manager in your reporting chain. Employees may also contact Human Resources if they are uncomfortable for any reason using the above procedure. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

1-4. Non-Harassment

It is FRONTIER Building Corp's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your Supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher-level Manager in your reporting chain. Employees may also contact Human Resources if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated,

and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-5. Sexual Harassment

It is the Company's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Note that there is a wide range of what could be considered inappropriate behavior under this policy even though such behavior may not be considered illegal. For this reason, a violation of this policy may lead to disciplinary action whether or not it violates the law.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager.

Note: If your Supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher-level Manager in your reporting chain. Employees may also contact Human Resources if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-6. Workplace Violence

FRONTIER Building Corp is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

We do not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom you feel comfortable. Employees may also call Human Resources at (305) 692-9992, Ext. 104. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

Section 2 - Operational Policies

2-1. Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. FRONTIER Building Corp. uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or FRONTIER Building Corp. may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. The successful completion of the Introductory Period does not mean that an employee is guaranteed employment for any specific duration.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within FRONTIER Building Corp. must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If FRONTIER Building Corp. determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within FRONTIER Building Corp., an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and FRONTIER Building Corp.'s needs.

2-2. Employee Classifications

It is the intent of FRONTIER Building Corp. to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and FRONTIER Building Corp.

Each employee is designated as either "**exempt**" or "**non-exempt**" from federal and state wage and hour laws. Non-exempt employees are those employees who are eligible for overtime pay for all hours worked over 40 hours per week and will be paid at least the minimum wage set by the Fair Labor Standards Act and applicable state laws. Exempt employees are those employees employed in bona fide executive, administrative, professional, computer or sales capacities whose job duties conform to certain standards which exempt them from federal and state minimum wage and overtime requirements. An employee's exempt or nonexempt classification may be changed only upon written notification by FRONTIER Building Corp. management. If you have any questions about your employment classification, please speak with Human Resources.

In addition to the above categories, each employee will belong to one other employment category:

Regular Full-Time

Employees are those who are not in a temporary or introductory status and who are regularly scheduled to work FRONTIER Building Corp.'s full-time schedule. Generally, they are eligible for FRONTIER Building Corp.'s benefits package, subject to the terms, conditions, and limitations of each benefit program.

Part-Time

Employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of FRONTIER Building Corp.'s other benefit programs if they work less than 32 hours per week on a regular basis.

Temporary

Employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of FRONTIER Building Corp.'s other benefit programs.

Casual

Employees are those who have established an employment relationship with FRONTIER Building Corp. but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of FRONTIER Building Corp.'s other benefit programs.

2-3. Your Employment Records

In order to obtain your position, you provided us with personal information, such as your address and telephone number. This information is contained in your personnel file.

Please keep your personnel file up to date by informing Human Resources of any changes. Also, please inform Human Resources of any specialized training or skills you may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect your withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach you in a crisis could cause a severe health or safety risk or other significant problem.

2-4. Working Hours and Schedule

FRONTIER Building Corp offices are normally open for business from 8:30 am to 5:30 pm, Monday through Friday. The normal work schedule for all employees is eight (8) hours a day, five (5) days a week, totaling 40 hours of work per week. Work schedules may vary based upon your position. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

2-5. Breaks and Mealtimes

All full-time employees are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. When employees are encumbered with any job responsibility during their meal periods, they must be paid in compliance with Federal regulations.

2-6. Timekeeping Procedures

Exempt and nonexempt employees are required to use the timekeeping system to record their actual time worked for payroll and benefit purposes. Timekeeping records will be used to track attendance for all employees. Nonexempt employees are required to clock in and out for payroll and attendance purposes. Non-exempt (hourly) employees may not start work until their scheduled starting time. Exempt (salaried) employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Timesheet

Each employee has their own unique login to access their timesheet through the self-service portal via the payroll system. This is where employees enter their time for all hours worked in the online time sheet. Access is given upon your first day of employment at FRONTIER Building Corp. All employees are required to use this timekeeping system. If there is a problem using the timekeeping system, employees must immediately notify their immediate supervisor or Human Resources.

Timesheet Approval

Your manager or supervisor will approve time or edit punches for your time worked. This time data is updated automatically with approved time. Your manager or supervisor can see who is clocked in, manage your overtime, monitor labor distribution and manage their department's labor force.

Overtime

Like most successful companies, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Your Supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide you with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization from their supervisor or manager. Nonexempt employees who work overtime without prior authorization will be subject to disciplinary procedures.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Saturday and ends 168 hours later at 12 a.m. on the following Friday.

Enforcement

Supervisors are free to use discretion in disciplinary actions when employees have various, albeit repeated, offenses to the timekeeping policy or procedure. Situations include when employees may have clocked in but are repeatedly absent from their workstations during work hours or have missed time clock entries in addition to working unscheduled overtime. Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Please refer to the FRONTIER Building Corp Employee Disciplinary Action policy for direction on the appropriate disciplinary actions.

2-7. Office Closures for Inclement Weather

FRONTIER Building Corp will make every effort to maintain normal work hours even during inclement weather, such as hurricanes, tropical storms, tornados, etc.

Prior to normal starting time when it is announced by local government authority that the area near to where the office is located is under "Hurricane Warning," the FRONTIER Building Corp office(s) will be closed. Employees must call the employee hotline at (786) 342-6867 for a prerecorded message on instructions about reporting to work.

On days when weather conditions worsen as the day progresses, FRONTIER Building Corp may decide to close early. In such cases, a decision and an announcement will be made at FRONTIER Building Corp by Human Resources or an appointed member of the Management Team. Employees will be expected to remain at work until the appointed closing time, unless their flextime day ends prior to that time, or unless they receive permission from their department head to do otherwise.

Any staff who live in a designated evacuation zone will be excused from work; however, the office may still be operating at business as usual status. All full-time hourly employees may use their vacation and/or sick hours to be paid for such time off. All full-time exempt employees must use either sick or vacation time and/or a combination of both to be paid.

Each department has its own procedure for storm preparation in place to be executed once the appointed closing time has been announced as well as a part in the preparation for the FRONTIER office, such as putting up the storm shutters, securing office equipment, etc. Once office(s) are secured from the impact, all staff will be excused from performing their normal working duties so they may prepare their own homes.

After the "all-clear" status has been given by local government authority and the office is deemed safe and fully operational, the FRONTIER Building Corp office(s) will be open, and all employees will be expected to make reasonable efforts to get to work. Employees unable to arrive for work on any such day will be charged one (1) day of vacation. If no vacation time is available, the employee will not be paid for the day. All employees who are unable to report to work should call their department supervisor and report their absence 60 minutes prior to the start of their work day, if they are able to reach a phone, it may be considered an unexcused absence.

Time absent from work under either of the reasons listed above shall not be counted as hours worked when computing weekly overtime.

All employees must call the employee hotline at (786) 342-6867 for prerecorded instructions and updates before, during and after the storm.

2-8. Building Access for Employees

Building and Office Keys

Some employees may receive a key to the building and/or a key to an office of their assigned workspace. Keys are the property of FRONTIER and may not be duplicated without consent of management. All keys must be kept safe, if lost or stolen, employees must report this to their Supervisor immediately and Human Resources to request a replacement key. In some cases, locks to the main entry will need to be replaced along with all keys assigned. Should a locksmith need to change the locks due to an employee's missing, lost, or stolen key, a fee may be charged to the employee.

It is both a condition of your employment at FRONTIER and your responsibility to understand and adhere to these rules:

- Never loan your key(s) to anyone;
- Never leave your key(s) unattended;
- If you lose your key(s) it is your responsibility to notify your Supervisor and Human Resources immediately so the appropriate security actions can be taken.

2-9. Building Access for Visitors

For our safety and security, unauthorized personnel are not permitted to enter the building without permission or without an escort. All visitors must be accompanied by the employee they are visiting at all times.

2-10. Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: (i) time spent traveling between the employee's home and the local railroad, bus or plane terminal; and (ii) meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when an employee goes directly home from his/her final job site, unless it is much longer than his/her regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near his/her home but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

Travel Allowance for Project Managers and Superintendents

If applicable, in addition to the monthly allowance paid for using your vehicle in work related trips, the Company will pay per diems for meals and lodging.

2-11. Rental Car

The Company recognizes that certain employees, because of their job requirements, may have an assigned company rental vehicle to be used solely for company business and commuting to and from jobsite. Personal use of a company rental vehicle is strictly prohibited without prior written permission from management. In emergency situations, such as serious illness or a medical emergency, the authorized employee may designate an unauthorized operator to use the vehicle strictly on an emergency-only basis.

Employees who are provided a company vehicle or auto allowance are required to use their own or their assigned vehicle for work related travel. However, if travel is greater than 750 miles, these employees may be eligible for company reimbursement for the cost of rental.

Driver Criteria

Motor Vehicle Records (MVRs) will be requested at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, three (3) violations in the past three years will be grounds for an unsatisfactory MVR and cause for disciplinary actions and/or termination.

Driving a company rental vehicle under the influence of alcohol or any other illegal substances is strictly prohibited and is grounds for termination.

Drug/Alcohol Testing

The Company reserves the right to conduct initial and/or periodic random drug and alcohol testing. Testing will be conducted by a licensed medical facility designated by the company. Any positive results will be grounds for termination.

Accident Procedures

All accidents or moving violations must be reported to the Company within 24 hours. The reporting requirement applies if the accident or moving violation took place in either a business or a personal vehicle.

If an employee sustains physical damage to a company rental vehicle as a result of their negligence, the employee is responsible for reimbursing the company for the comprehensive and collision coverage deductible, not to exceed one thousand five hundred dollars (\$1,500), payable within thirty (30) days.

2-12. Safe Harbor Policy for Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors.

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the Company. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, unless state law requires otherwise, your salary can be reduced for the following reasons:

- Full-day absences for personal reasons.
- Full-day absences for sickness or disability.
- Full-day disciplinary suspensions for infractions of our written policies and procedures.
- To offset amounts received as payment from the court for jury and witness fees or from the military as military pay.
- The first or last week of employment in the event you work less than a full week.
- Any full work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a retirement or pension plan.

In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Your absence on a day because your employer has decided to close a facility on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work (subject to any offsets as set forth above).
- Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to your accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact Human Resources or any other supervisor in the Company with whom you feel comfortable.

2-13. Your Paycheck

You will be paid bi-weekly for all the time you have worked during the past pay period. A payroll calendar that includes pay dates and pay periods will be made available upon request.

Your payroll stub itemizes deductions made from your gross earnings. By law, the Company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received.

If you believe there is an error in your pay, bring the matter to the attention of Human Resources at (305) 692-9992, Ext. 104 immediately so the Company can resolve the matter quickly and amicably.

2-14. Direct Deposit

FRONTIER Building Corp strongly encourages employees to use direct deposit. Authorization forms are available in Human Resources and online through the employee self-service portal via the payroll system.

2-15. Salary Advances

FRONTIER Building Corp will allow advances in the form of a loan to employees who are in good employee standing status and who do not have current warnings or write-ups in their personal record. All loans must be requested through the employee's supervisor. Human Resources and the CFO will approve and handle the distribution of the payment in the form of a wire, check or ACH deposit. Employees are required to fill out a loan Salary Advance Agreement to authorize payroll deductions for repayment of their advance. FRONTIER Building Corp does not allow advances against accrued paid time off.

2-16. Record Retention

The Company acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Company and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact Human Resources to inform them of a potential or actual litigation, external audit, investigation or similar proceeding involving the Company that may have an impact on record retention protocols.

2-17. Job Postings

The Company is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet several requirements:

- Should be a current, regular, full-time or part-time employee
- Been in your current position for at least six months
- Maintain a performance rating of meeting expectations or above
- Should not be on an employee conduct/performance-related probation or warning
- Must meet the job qualifications listed on the job posting
- Required to provide your manager with notice prior to applying for the position

If you find a position of interest on the job posting website and meet the eligibility requirements, an on-line job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The Company reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact Human Resources.

2-18. Employee Referrals

FRONTIER Building Corp. also encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for available jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment.

An employee should submit the referral's resume and/or completed application form to the Human Resources for available positions. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

Section 3 - Benefits

3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is FRONTIER Building Corp's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet your present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs FRONTIER Building Corp provides for you and your family. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for your general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon your request from Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, FRONTIER Building Corp (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Company intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If you have any questions regarding your benefits, please contact Human Resources.

3-2. Holidays

FRONTIER Building Corp awards all eligible full-time employees seven (7) paid holidays each year. The holiday schedule is distributed at the beginning of each fiscal year. The official list may vary from year to year.

The Company observes the following holidays:

- New Year's Day (January 1st)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Thanksgiving Day (4th Thursday in November)
- Day after Thanksgiving (Floating Holiday)
- Christmas Day (December 25th)

FRONTIER Building Corp will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

Regular full-time employees
Regular part-time employees

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, unless it is an approved vacation day.

Additionally, there may be periods throughout the year when business demands require employees to work on a holiday. When that occurs, all applicable employees will be given as much notice as possible regarding the necessity to work on a holiday. Employees who work on a holiday will be allowed to take a day off at another time.

3-3. Vacations

We know how hard you work and recognize the importance of providing you with time for rest and relaxation. We fully encourage you to get this rest by taking your vacation time. Full-time employees accrue paid vacation time as follows:

Vacations should be taken during the year accrued, unless otherwise required by law. Accrued, unused vacation time will not carry over to the following calendar year.

Vacation may be used in one (1) hour increments.

FRONTIER's vacation policy is a "use or lose" policy and the company does not pay out accrued vacation time at separation of employment.

Note: vacation hours advanced but not accrued will be deducted from your final paycheck, to the extent permitted by law.

Vacation benefits apply only to full-time employees. Vacation time begins accruing on the employee's start date but cannot be used until after the completion of their first six (6) months of employment.

Years of Service	Vacation Days
6 months	5 vacation days
1 - 4 years	10 vacation days
5 – 10 years	15 vacations days

Vacation hours are accrued each pay period based on 80 hours of paid time. For the purpose of accruing vacation leave, paid time will include paid vacation and sick hours.

Every effort will be made to grant your vacation preference, consistent with our operating schedule. However, if too many people request the same period of time off, the Company reserves the right to choose who may take vacation during that period. Under no circumstances may vacation days be applied during the duration of a project that you are supervising or are scheduled to supervise.

The supervisor or manager will generally determine priority in scheduling based on seniority and "first-come, first-served" basis. Employees must enter their time off request in the employee self-service portal via the payroll system and submit for supervisor for approval in enough time so that there is no interruption in the operational routine of the work unit. Vacation requests must be submitted to your manager at least four (4) weeks in advance of your requested vacation dates.

Every effort will be made to grant your vacation preference, consistent with our operating schedule. However, if too many people request the same period of time off, the Company reserves the right to choose who may take vacation during that period.

3-4. Sick Days

Full-time employees are eligible to receive up to five (5) paid sick days each year after completing a three (3) month waiting period. If you will be out of work due to illness, you must call in and notify your supervisor as early as possible, but at least by the start of your workday. Sick days must be taken during the year they are received. Accrued, unused sick time cannot be carried over from one year into the next and is not paid out at separation.

Sick time hours can be used in at least 1-hour increments. While sick days are intended to cover only your own illnesses, if required by applicable state or local law, your sick days may be used to care for a family member's (including civil union partners') illness or for any other reason required by applicable state or local law.

Sick hours advanced but not accrued will be deducted from your final paycheck, to the extent permitted by state law.

Sick hours are accrued based on hours paid during each pay period. For the purpose of accruing sick leave, hours paid will include paid vacation, sick and holiday hours. Sick time begins accruing on start date however sick time cannot be used until the employee completes their three (3) month waiting period.

This policy is offered for the following purposes:

- Doctor appointments
- Personal injury or illness
- Family injury or illness

Scheduled absences:

Employees must request the planned time off in advance for scheduled absences, such as doctor appointments. These must be approved by the employee's immediate supervisor or manager prior to the scheduled absence.

Unscheduled absences:

Employees must notify their immediate supervisor 1-hour before the beginning of the employee's normal workday.

3-5. Insurance Programs

Full-time employees may participate in the Company's insurance programs on the first of the month after satisfying a sixty (60) day waiting period. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to Human Resources if you have any further questions.

3-6. Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your Supervisor. Failure to follow Company procedures may affect your ability to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-7. Retirement Plan

Eligible employees are able to participate in the FRONTIER Building Corp 401K retirement plan after satisfying a on the first of the month after satisfying a ninety (90) day waiting period. Plan participants may make pre-tax contributions to a retirement account. FRONTIER will match your pre-tax contributions dollar for dollar with a cap of 3% of annual gross salary. There is a 5 year vesting schedule with this program.

Upon becoming eligible to participate in this plan, you will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to Human Resources if you have any further questions.

Section 4 - Leaves

4-1. Jury Duty Leave

The Company realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service. Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty. Employees on jury duty leave will be paid for their jury duty service in accordance with local and state laws.

4-2. Bereavement Leave

We know the death of a family member is a time when you wish to be with the rest of your family. If you are an employee and you lose a close relative, full-time employees are allowed unpaid time off to assist in attending to your obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic partner, child, parent, stepparents, stepchildren, grandparent, grandparent-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchild, sibling or any other relation required by applicable law.

4-3. Voting Leave

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, your Supervisor should be notified at least two days prior to the voting day.

4-4. Military Leave

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain

reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Please ask management for further information about your eligibility for Military Leave.

If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give management as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away.

4-5. Personal Leave

FRONTIER Building Corp. provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations of a compelling nature. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

- * Regular full-time employees
- * Regular part-time employees (minimum of 32 hour work week)

Eligible employees may request personal leave after 1 year of employment with FRONTIER Building Corp. and should be meeting or exceeding performance expectations. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their manager and HR manager and provide whatever documentation is appropriate.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, FRONTIER Building Corp. will continue to provide health insurance benefits for the full period of the approved personal leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be discontinued during the approved personal leave period, and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, FRONTIER Building Corp. cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, FRONTIER Building Corp. will assume the employee has resigned.

Section 5 - General Standards of Conduct

5-1. Workplace Conduct

FRONTIER Building Corp endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing FRONTIER Building Corp property or a co-worker's property, and/or disclosure of confidential business information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. The unlawful or unauthorized use, abuse, solicitation, distribution, theft, possession, transfer, purchase, or sale of drugs, drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises), or while representing the Company, reporting to work, or remaining on duty after using drugs or alcohol in any amount. Please refer to your Company's specific policy (if any) for additional information.
6. Fighting, threatening or disrupting the work of others or other violations of FRONTIER Building Corp's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on Company property.
11. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of FRONTIER Building Corp's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and FRONTIER Building Corp reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, FRONTIER will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2. Punctuality and Attendance

You were hired to perform an important function at FRONTIER Building Corp. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees and your Supervisor. We expect excellent attendance from each of you. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Supervisor as early as possible, but no later than the start of your work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please call, stating the nature of your illness and its expected duration, every day that you are absent.

Unreported absences of three consecutive work days generally will be considered a voluntary resignation of your employment with the Company.

5-3. Use of Communication and Computer Systems

FRONTIER Building Corp communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the FRONTIER Building Corp systems.

FRONTIER Building Corp may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The reasons for which the Company may obtain such access include but are not limited to maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during an employee's absence.

FRONTIER Building Corp may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, are appropriate. The reasons for which the Company may review employees' use of the Internet with Company property include but are not limited to maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during an employee's absence. The Company's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

The Company may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Company's policies prohibiting harassment, in their entirety, apply to the use of Company's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited. No data may be taken off of the company network. This includes any client data, source code, sales contacts, paper reports and printed pages of any kind. Be sure to periodically discard any unused documentation, source code or service reports in the office shredding bins.

No unauthorized computing or storage devices are allowed on any FRONTIER network. Storage and mass media devices brought on the network could present a virus risk. Additionally, they could potentially be used to carry sensitive data off of our network. The following list mentions many of these devices but not all possible devices. Because it would be impossible to maintain a complete list of storage devices, all computer and networking devices and their accessories must be authorized for use before brought onto FRONTIER Building Corp's network. Any unauthorized storage devices found will be taken from the user immediately by their manager or network supervisor.

- Personal Computers
- Notebook Computers
- Palm devices
- CD Writers
- Removable Hard Disks Drives
- USB Storage Keys
- MP3 Players with storage capability
- Smart disks or flash memory cards

Attempts to gain access to restricted company information will not be tolerated. Users found attempting to circumvent internal security to gain access to a company or client that was not provided to them will be subject to immediate termination. Any “hacking activity” by FRONTIER Building Corp employees on our own systems or on external systems will be treated as a serious offense and can result in immediate termination. Additionally, attempts to gain access to another user’s files or email will not be tolerated.

No unauthorized modification of workstations or computing devices is allowed. You should use your workstation in the condition it was provided to you. Modifications are not authorized. This provision includes but is not limited to:

- Installing personal software, games, screen savers etc. not provided by FRONTIER Building Corp or for which consent has not been given by your network supervisor.
- Modifying its current hardware, adding or replacing disk drives, network cards, peripherals etc.
- Modifying system permissions to “hide” or “secure” data you have contained there.
- Performing unauthorized networking to other machines or resources, creating unauthorized shares on your or another user’s system.
- Changing system passwords without receiving authorization from your system administrator.

Do not exchange, store or view unauthorized content on company workstations. Do not use company resources to access websites or send email that could be considered unauthorized, offensive or illegal. Do not install file sharing clients or access websites that distribute licensed software, audio or visual media illegally. Workstations provided for work are property of FRONTIER Building Corp and can be audited or replaced at any time as determined necessary by our IT staff. Any attempt to hinder these audits will be taken seriously and may result in disciplinary action and or termination.

If you are uncertain about whether or not a certain action violates company computing and security policies, it is your responsibility to receive written permission from your network supervisor.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5-4. Use of Social Media

FRONTIER Building Corp respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with Company equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions that could pose an actual or potential conflict of interest with the Company, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Company's position. This is necessary to preserve the Company's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Company policies apply equally to employee social media usage.

FRONTIER Building Corp encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including termination.

5-5. Inspections

FRONTIER Building Corp reserves the right to require employees while on Company property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Company or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Company or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

5-6. Smoking

Smoking, including the use of e-cigarettes, is prohibited on Company premises including 20 feet of the outdoor area of the office building. Smoking is not permitted in the building or within 20 feet of any main exit, entrance and/or operable window or doorway of the FRONTIER building.

5-7. Personal Visits and Telephone Calls

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

5-8. Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. "Working time" is the time an employee is engaged, or should be engaged, in performing his/her work tasks for FRONTIER Building Corp. Solicitation of any kind by non-employees on Company premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of Company is prohibited at all times. Distribution of literature by non-employees on Company premises is prohibited at all times.

5-9. Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin board. Make it a practice to review it frequently. This will assist you in keeping up with what is current at FRONTIER Building Corp. To avoid confusion, please do not post or remove any material from the bulletin board.

5-10. Confidential Company Information and Paper Disposal

During the course of work, an employee may become aware of confidential information about FRONTIER Building Corp's business, including but not limited to information regarding Company finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers, customers and potential customers. An employee also may become aware of similar confidential information belonging to the Company's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

Additionally, to protect confidentiality and the information entrusted to us by our clients, ALL employees must abide by the following:

- No paper, regardless of how small, or any piece paper that contains any type of writing or printed material on it, whether it is customer information, marketing information or of a personal nature, as well as any paper with customer notes and/or printed with confidential Company information may be placed in any trash receptacle on company premises.
- All trash receptacles are for food, tissue, empty food containers, magazines or empty packaging of items that are not considered to be confidential in nature.
- Trash may only be placed in the trash receptacles assigned to each individual employee.

All paper must be shredded in the paper shredders located throughout the office.

5-11. Conflict of Interest and Business Ethics

It is FRONTIER Building Corp's policy that all employees avoid any conflict between their personal interests and those of the Company. The purpose of this policy is to ensure that the Company's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any employee who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization.
2. Holding any interest in an organization that competes with the Company.
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Company or which competes with the Company.
4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Company.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Company.

5-12. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Company is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

5-13. Health and Safety

The health and safety of employees and others on Company property are of critical concern to FRONTIER Building Corp. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

5-14. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, FRONTIER Building Corp may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Company generally will attempt to identify other available positions, but if no alternate position is available, the Company retains the right to decide which employee will remain with the Company.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-15. Employee Dress and Personal Appearance

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire.

FRONTIER Building Corp has adopted a business casual dress code but emphasizes that some positions are required to wear more professional attire. Appropriate dress is important in promoting a positive company image to our customers, both internally and externally. We want to stress a Business Casual Dress Code Policy is a benefit and must be adhered to in order to be retained.

While the Company observes a casual dress environment, there may be situations requiring more formal attire. If you are conducting or attending meetings, seminars, tradeshow, etc. where you come in contact with other business professionals, you are expected to represent the Company in a professional manner and dress appropriately for conducting such business.

Visible body piercings are not allowed other than earrings. Following are some examples of acceptable and unacceptable clothing for employees:

Women- Acceptable Office Business Casual

- Dress Pants, Jeans (solid color without tatters or tears), Dockers, Corduroy, Skirts or Dresses (no more than 2" above the knee)
- Blouses, Sweaters, Polo Shirts, Dress Jackets
- Dress Shoes with or Without Heel, Dress Boots, Loafers, Slides, Open Toed Shoes, Dress Sandals

Women- Unacceptable Office Business Casual

- Torn or Ripped Jeans, Shorts, Sweatpants, Athletic Attire, Casual Shorts, Stretch Pants or Leggings, Stirrups, Cotton or Nylon Sweatpants
- Tank Tops, Sweatshirts, T-Shirts, Halter Tops, Spaghetti Straps, Low Cut/Provocative
- Flip Flops, Long Boots (over the knee), Hiking Boots or Hiking Sandals, Athletic Shoes

Men- Acceptable Office Business Casual

- Dress Pants, Jeans (solid color without tatters or tears) Dockers, Corduroy
- Pullovers, Dress Shirts, Sweater with Collared Shirt or Turtleneck, Polo Type Shirt, Blazer/Sport Coat*
- Loafers, boat/deck shoes

Men- Unacceptable Office Business Casual

- Torn or Ripped Jeans, Shorts, Cotton or Nylon Sweatpants, Athletic Attire
- Sweatshirts, T-Shirts, Sleeveless Shirts
- Athletic Shoes, Work Boots, Sandals, Hats

Personal Appearance

It is the policy of our company to present a professional image to the clients we serve. Because every employee may at one time or another come in contact with our clients, it is important for all staff members to be dressed appropriately at the office every day. The way you dress has a significant influence on how you are viewed by others in the workplace; so, dress for success.

Listed below are additional dress code guidelines required of all employees:

- Employees are expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing.
- Garments worn by any Company employee shall cover the body to avoid distasteful or suggestive exposure of skin and undergarments.
- Clothing, to include jewelry and hair, should not be loose or dangle in such a way that it creates a safety hazard.
- Rings and wrist watches should not be worn by employees that work in areas where they would be a safety hazard.
- Body piercing and body art in the form of tattoos and other skin pigment alterations are a personal choice. However, management reserves the right to ask an employee to remove or cover anything that is deemed to be inappropriate for viewing by customers and other employees.

- **TATTOOS:** While on FRONTIER Building Corp premises or while working, tattoos that could be offensive, disturbing, or distracting to our clients or our employees should be covered and inconspicuous.
- **PIERCINGS:** Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours
- Earrings should be tasteful and appropriate for all business and professional attire.
- Hair, including facial hair, should be clean and neatly trimmed and conform to professional standards of style and color.

Managers are responsible for enforcing the dress and grooming codes within their areas of responsibility. This includes counseling employees who are inappropriately dressed. If an employee dresses inappropriately, he or she may be sent home without pay to change clothes.

Repeated disregard for the dress policy may result in disciplinary action up to and including termination of employment.

5-16. Company Uniforms and Apparel

To ensure FRONTIER Building client-facing and job site employees engaged in project related operations are clearly identified as representing the company, FRONTIER Building has established the following uniform and apparel policy.

Employees engaged in tasks involving client and alliance partners are required to wear company-designated uniforms and are expected to exhibit professional conduct and behavior at all times while working and representing FRONTIER Building.

Each new employee will receive uniforms upon hire based on their position. Employees are required to sign for the uniforms, and the uniforms are considered company property and are to be returned in the event of termination of employment or anytime on demand.

Upon issue, company uniforms become the responsibility of the employee for maintenance and care. In the event a uniform needs repair or replacement, employees will be required to return the uniform in exchange for a replacement. While normal wear and tear is expected, excessive damage or loss of company uniforms may result in disciplinary action.

FRONTIER Building may issue new uniforms periodically or require uniforms to be returned for special purposes (e.g., logo change, corporate color change). Employees will be given notice of the exchange, and the company will provide suitable replacement uniforms.

Employees are required to return all issued uniforms upon termination of employment. If all issued uniforms are not returned, FRONTIER Building will deduct the cost of the uniforms from the employee's final paycheck (except where such deductions are prohibited by state law).

5-17. Publicity/Statements to the Media

All media inquiries regarding the position of the Company as to any issues must be referred to the FRONTIER Building Corp Marketing and Public Relations Team at Oberhausen. Only the Principals at FRONTIER Building Corp or Marketing and Public Relations Team at Oberhausen are authorized to make or approve public statements on behalf of the Company. No employees, unless specifically designated by an Officer of FRONTIER Building Corp, are authorized to make those statements on behalf of Company. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from the Principals at FRONTIER Building Corp.

5-18. Operation of Vehicles

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

A valid driver's license must be in your possession while operating a vehicle off or on Company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Company-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-19. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your supervisor, and may include supplies, air travel, hotels, motels, meals, cab fare, rental vehicles, or gas for personal vehicles. All expenses incurred should be submitted in the expense management system along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. You should contact your supervisor in advance if you have any questions about whether an expense will be reimbursed.

To be reimbursed:

- Expenses must be approved in advance prior to purchase by your manager.
- Expenses must be submitted for reimbursement within 30 days.
- Expenses will be paid to employee via direct deposit in accordance with the current reimbursement schedule.
- Employees must create an expense report in the expense management system and submit to their manager for approval.
- Expenses must be coded to a corresponding Project/Job, Department and Expense Type in *the expense management system*.
- The report must be accompanied by receipts or other documentation substantiating the expenses incurred. The date of the purchase shown on the receipt must be used as your expense date, and coded to the project or job for any job related expense.

Expenses deemed excessive by management may not be reimbursed and may subject the employee to progressive discipline, up to and including termination.

Any falsification of expense reports will be grounds for immediate dismissal from employment.

Expense reports that are not coded properly will delay the reimbursement process.

Expense reports should be submitted by the due date as shown in the most current reimbursement schedule to be paid.

Questions regarding this policy should be directed to your supervisor or Human Resources.

5-20. Employment Verification and References

FRONTIER Building Corp will respond to reference requests through Human Resources. The Company will provide general information concerning the employee such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing. Further requests from outside parties, such as other employers, credit companies, banks, etc., for verification of salary information must be placed in writing and authorized by the employee, unless required by law (e.g., Freedom of Information Act requests) to provide the information. Please refer all requests for references to Human Resources.

Only Human Resources may provide references.

5-21. If You Must Leave Us

Should you decide to leave the Company, we ask that you provide your Supervisor with at least two (2) weeks advance notice of your departure. Your thoughtfulness will be appreciated.

All Company property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc. must be returned at separation. Employees must also return all the Company's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Company (through payroll deduction, if lawful) for any lost or damaged Company property.

As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

5-22. Exit Interview

Employees who resign are required to participate in an exit interview with Human Resources or their direct supervisor or manager.

5-23. After Employment

Our clients entrust us with their confidential and sensitive information. Therefore, after employment a discussion of confidential information with an outside party is prohibited. In the event your employment is terminated by either yourself or FRONTIER Building Corp, the company will hold all terminated employees responsible for keeping this information confidential. Over the next 24 months after termination contact with any FRONTIER present or past employees is prohibited.

Non-Competition, Non-Solicitation, Non-Disclosure, and Non-Disparagement Agreement

Relationships built with FRONTIER Building Corp clients are built and maintained by FRONTIER Building Corp employees. After your employment, soliciting any FRONTIER Building Corp current or past employees, client can cause financial damage to FRONTIER Building Corp. For a period of 24 months after your employment with FRONTIER Building Corp, you agree not to solicit the sale of goods, services or a combination of goods and services from existing clients of FRONTIER Building Corp. FRONTIER Building Corp will hold all terminated staff members personally responsible for any direct or indirect successful solicitation of FRONTIER Building Corp.

Before taking any position with any person or entity during the period of 24 months following the termination of Employee's employment with FRONTIER for any reason, with or without cause, Employee will give prior written notice to FRONTIER of the name of such person or entity within seven (7) calendar days following the offer of employment. FRONTIER shall be at all times entitled to advise each such person or entity of the provisions of this Agreement, and to correspond and otherwise deal with each such person or entity to ensure that the provisions of this Agreement are enforced and duly discharged.

5-24. A Few Closing Words

This handbook is intended to give you a broad summary of things you should know about FRONTIER Building Corp. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, FRONTIER Building Corp, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Please do not hesitate to speak to management if you have any questions about the Company or its personnel policies and practices.

General Handbook Acknowledgment

This Employee Handbook is an important document intended to help you become acquainted with the Company. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of FRONTIER Building Corp's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" status except IN AN INDIVIDUAL CASE OR GENERALLY in a writing signed by an officer of the company.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee Handbook.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

Receipt of Sexual Harassment Policy

It is the Company's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your Supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher-level Manager in your reporting chain. Employees may also contact Human Resources at (305) 692-9992, ext. 104 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand the Company's Sexual Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

Receipt of Non-Harassment Policy

It is the Company's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your Supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher-level Manager in your reporting chain. Employees may also contact Human Resources at (305) 692-9992, ext. 104 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

Receipt of Rental Car Policy

The Company recognizes that certain employees, because of their job requirements, may have an assigned company rental vehicle to be used solely for company business and commuting to and from jobsite. Personal use of a company rental vehicle is strictly prohibited without prior written permission from management. In emergency situations, such as serious illness or a medical emergency, the authorized employee may designate an unauthorized operator to use the vehicle strictly on an emergency-only basis.

Employees who are provided a company vehicle or auto allowance are required to use their own or their assigned vehicle for work related travel. However, if travel is greater than 750 miles, these employees may be eligible for company reimbursement for the cost of rental.

Motor Vehicle Records (MVRs) will be requested at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, three (3) violations in the past three years will be grounds for an unsatisfactory MVR and cause for disciplinary actions and/or termination.

Driving a company rental vehicle under the influence of alcohol or any other illegal substances is strictly prohibited and is grounds for termination.

The Company reserves the right to conduct initial and/or periodic random drug and alcohol testing. Testing will be conducted by a licensed medical facility designated by the company. Any positive results will be grounds for termination.

All accidents or moving violations must be reported to the Company within 24 hours. The reporting requirement applies if the accident or moving violation took place in either a business or a personal vehicle.

If an employee sustains physical damage to a company rental vehicle as a result of their negligence, the employee is responsible for reimbursing the company for the comprehensive and collision coverage deductible, not to exceed one thousand five hundred dollars (\$1,500), payable within thirty (30) days.

I have read and I understand the Company's Rental Car Policy.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

Receipt of Operation of Vehicles Policy

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

A valid driver's license must be in your possession while operating a vehicle off or on Company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Company-owned or leased vehicles may be used only as authorized by management.

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

I have read and I understand the Company's Operation of Vehicles Policy.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.