



Olin Plumbing, Inc.

Olin Plumbing, Inc. Employee Personnel Policy & Procedure Handbook

December 01, 2023

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Core Policies

1.0 Welcome

1.1 A Welcome Policy

We would like to welcome you the Olin Plumbing, Inc. team.

Part of our success is due to the understanding of our policies by our employees. We feel that everyone benefits if there is a complete understanding of his or her conditions of employment. Consequently, we have explained our various policies and procedures on the following pages. If there are any question. Do not hesitate to ask for clarification.

Your primary and most important responsibility, of course, is to do a good job on the work assigned to you by your supervisor.

This Employee's Handbook of Personnel Policy & Procedures is presented to all of our employees because we feel that it is important for everyone to know, in as much detail as possible, the kind of organization we are and what we believe. We are proud of the reputation and success of our business and we feel very strongly that these goals are achieved because of the devotion, loyalty, and talent o out employees.

Every job is important and we as a company depend on you to take responsibility for your assigned duties. At the same time, no matter what you job is, others also depend upon you to support their efforts, since our success comes from a team effort.

We wish you success in your employment here at Olin Plummbing, Inc.!

All the best,

Derek Olin, President
Olin Plumbing, Inc.

1.2 At-Will Employment

Your employment with Olin Plumbing, Inc. is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Company document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the President has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the President.

If a written contract between you and the Company is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

This policy may not be appropriate in its entirety for employees working in Montana.

Conditions of Employment

Employment by Olin Plumbing, Inc. is not considered a contract or a guarantee of employment. There is no contract, nor is there a guarantee of continued employment. Work, schedules, hours of work, rates of pay, benefits, and the other conditions or employment may be changed or revoked, individually or by job category, as necessary by management.

Employment is for an indianite period of time and can be terminated by the employee or Olin Plumbing, Inc. at any time, with or without notice, and with or without cause.

2.0 Introductory Language and Policies

2.1 About the Company

MANAGEMENT RIGHTS AND RESPONSIBILITIES

Our management personnel, acting on behalf of Olin Plumbing, Inc. shall undertake the duties, functions, controls and responsibilities of management without interference by an employee(s), representative(s) of an employee, outside agency(ies), organization(s), or individual(s), unless required by a legislative act, court order or a government agency order.

Olin Plumbing, Inc. has the exclusive right to determine the extent of the business operations; to ass, take away, or modify the services offered, and change the operating procedure of the business as needed.

Management has the exclusive rights and authority to change or eliminate staffing needs or schedules based on business requirements. Management shall determine the hours that employees will work, the number of hours, the work location, and the duties and responsibilities or their assigned job(s).

Management has the exclusive right to determine wages and fringe benefits for Olin Plumbing, Inc. employees.

When selecting employees, Olin Plumbing, Inc. has the exclusive right to determine the level of or employee skills and experience that are required.

The management reserves the right to alter any provisions in the policy handbook with respect to employment at any time, with or without notice. Employees will notified of any changed made and the dare on which they will become effective.

2.2 Mission Statement

Olin Plumbing Inc. is committed to 3 core principles:
HONESTY, INTEGRITY, and SERVICE.

HONESTY: We believe in being up front and honest with our customers. We offer up front pricing with no hidden charges and we do not use bait and switch tactics such as those you may find some other contractors use. We believe in doing what we say we will do when we say we will do it.

INTEGRITY: We will only install and repair plumbing systems in a manner where we are confident of that repair or installation. We will serve and protect the environment and community we work and live in by choosing to be responsible in the services we provide, the policies we adhere to and the plumbing products we use.

SERVICE: We will always strive to provide outstanding customer service as we believe in treating others as we ourselves would want to be treated. We will listen to the concerns that you the customer have and will do our best to address those concerns in a fair and sincere manner.

2.3 Our Organization

COMPANY ADDRESS

Our company address is 3201 E 8th Ave Tampa FL 33605. Our telephone number is (813)443-5820

HOURS OF OPERATION

The standard hours of operation for the shop are:

7:30am to 12:00pm

12:00pm to 12:30pm- Lunch Break

12:30pm to 4:00pm

The standard hours for the business office are:

7:30am to 12:00pm

12:00pm to 12:30pm- Lunch Break

12:30pm to 4:00pm

2.4 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Olin Plumbing, Inc. policies and procedures. The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

3.0 Hiring and Orientation Policies

3.1 Religious Accommodation

Olin Plumbing, Inc. recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Company complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The Company will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation

If you need an accommodation because of your religious beliefs or practices, make the request with your supervisors [[or appropriate name or department]]. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need the accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, the Company will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The Company encourages you to suggest specific reasonable accommodations. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

The Company will not discriminate or retaliate against employees who, in good faith, request a religious accommodation under this policy.

3.2 Disability Accommodation

Olin Plumbing, Inc. complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Company will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your supervisors. You may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Company will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will be treated as confidential.

The Company encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

Where state or local law provides greater protections to employees than federal law, the Company will apply the law that provides the greatest benefit to employees.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Company will not discriminate or retaliate against employees for requesting an accommodation.

3.3 The Art of Getting Along

Sooner or later a man, if he is wise, discovers that life is a mixture of good days and bad, victory and defeat, give and take. He learns that it does not pay to be a sensitive soul . . . that he should let some things go over his head like water off a duck's back.

He learns that all men have burnt toast for breakfast now and then, and that he shouldn't take the other fellow's grouch too seriously. He learns that carrying a chip on his shoulder is the easiest way to

get into a fight. He learns that the quickest way to become unpopular is to carry tales and gossip about others.

He learns that most people are human and that it doesn't do any harm to smile and say "Good Morning" even if it is raining. He learns that most of the other fellows are ambitious, as he is, and that they have brains that are as good or better and that hard work and not cleverness is the secret of success.

He learns that it doesn't matter so much who gets credit as long as the job gets done. He learns not to worry when he doesn't have a hit all the time, because experience has shown that if he always gives his best, his average will break pretty well.

He learns that no man ever got to first base alone and that it is only through cooperative efforts that we move onto better things. He learns that the fellow are not any harder to get along with in one place than another and that getting along depends about 98% on himself.

Author Unknown

3.4 Recruiting

Recruiting

At times it is difficult to find the kind of employees that we like to have with us. We invite every one of our present employees to consider themselves a recruiter.

The final responsibility for hiring rests with the manager, but employees can provide invaluable help by keeping their eyes open and being aware of the continuing need for employees like the ones we already have.

3.5 Accommodations for Pregnant Employees

Olin Plumbing, Inc. will provide reasonable accommodation to pregnant employees for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).

Examples of potential reasonable accommodations include:

- Seating;
- Closer parking;
- Flexible hours;
- Appropriately sized uniforms and safety apparel;
- Additional break time to use the bathroom, eat, and rest;
- Leave or time off to recover from childbirth;
- Limitations on strenuous activities; and
- Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy.

If you require an accommodation, notify your supervisors. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How the accommodation will address limitations caused by pregnancy, childbirth, or related medical conditions.

The Company will not require you to accept any accommodation without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. The Company is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the Company.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law.

The Company will comply with state or local laws that provide additional protections beyond the PWFA.

The Company will not retaliate against employees who request or receive an accommodation under this policy.

3.6 Conflicts of Interest

Olin Plumbing, Inc. is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Company, you must disclose it to your supervisors. If an actual or potential conflict of interest is determined to exist, the Company will take such steps as it deems necessary to reduce or eliminate this conflict.

OUTSIDE EMPLOYMENT (MOONLIGHTING)

You are not allowed to maintain an outside business or any financial interest, engage in any outside business or financial activity, which conflicts with the business interests of Olin Plumbing, inc. or which interferes with your ability to fully perform any duty or carry out any responsibility of your job.

You may not have proprietary or financial interest in any business that furnished services, products, material, or any related transactions to Olin Plumbing, Inc.

3.7 Employment Authorization Verification

Employment Procedure

Job applicants must fill out an "Application for Employment" and complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Olin Plumbing, Inc.. If you are currently employed and have not complied with this requirement or if your status has changed, inform your supervisors.. Intentionally providing false or misleading information in order to gain employment will result in immediate dismissal.

In order to comply with the Immigration Reform and Control Act of 1986, employees must provide documentation as required by the Federal Government to prove their eligibility to work in the United States. Such documentation may include U.S. passport, U.S. birth certificate, and certificate of naturalization, Social Security card of U.S. citizenship, driver's license, or other official documents.

References are required and will be checked. Olin Plumbing, Inc. reserves the right to dismiss an employee at any time due to unsatisfactory or falsified reference.

3.8 Employment of Relatives and Friends

As a matter of Olin Plumbing, Inc. policy, we only hire family members of present employees at the discretion of management. Our goal is to hire the person whose qualification best match those of the job. Many problems can be avoided when adhere to this policy.

3.9 New Hires and Introductory Periods

As a new or re-hire employee, you will be working on a probationary basis for the first ninety (90) days after your date of hire or re-hire. This "getting acquainted" or "probationary period" gives Olin

Plumbing, Inc. the opportunity to evaluate your ability to perform your job assignment.

Employees who are serving their initial probationary period may not be eligible for certain benefits. After satisfactory completion of the probationary period, you become eligible for those benefits as described in this handbook or any other document explaining benefits provided for employees of Olin Plumbing, Inc.

3.10 Training Program

Well trained, dedicated, and highly motivated employees are valuable assets to Olin Plumbing, Inc. Therefore Olin Plumbing, Inc. will provide training and educational programs to help employees grow personally and professionally. In turn, Olin Plumbing, Inc. benefits from the employees' greater efficiency and productivity, and overall, they're more positive image of Olin Plumbing, Inc.

Job Tickets

Job tickets are to be completed daily. The area supervisor will assign the job number for the work that is to be completed. All job tickets must be turned in to the area supervisor at the end of each shift.

4.0 Wage and Hour Policies

4.1 Attendance

It is the policy of Olin Plumbing, Inc. to encourage good attendance by everyone. We recognize that sometimes there are legitimate reasons for absences or for being late. However poor attendance places undue hardships upon fellow employees. Frequent or excessive absence or lateness for work, without compelling reasons, may lead to discipline and/or discharge.

Olin Plumbing, Inc. expects you to explain your reason for any absence or tardiness. In case of any absence, we expect you to estimate the length of time you will be absent. If an employee is sick for more than two (2) days, the employee must obtain written documentation from their physician to return to work.

Failure to call or report to work for your normally scheduled assignment without compelling reasons and you have not "called in", you may be subject to disciplinary action including discharge. If you should fail to report for work or notify your supervisor about your absence for a period of two (2) days, we will assume you have abandoned your job and your employment will be terminated. Your separation will be as a voluntary quit. Scheduling work "make up time" may be terminated within the workweek where the time is missed with prior authorization from Olin Plumbing, Inc. Official or Management Team member.

4.2 Business Expenses

A daily allowance of \$40.00 will be paid on any job requiring an overnight stay. This allowance is to cover meals, personal telephone calls, laundry, and other miscellaneous expenses. The company will not reimburse nor pay for any other expenses such as hotel movies, health clubs, and non-business related expenses.

Use of personal automobiles for travel to and from the airport, job sites, or for various work related errands, will be reimbursed at 25 cents per mile. Employees must obtain parking and toll receipts to receive compensation for these expenditures. They must also obtain a Monthly Mileage Expense Report from the Business Manager to keep a log of miles and submit to the Business Manager by attaching to the Time Card.

Damages from traffic accidents or any traffic violation incurred while on the job are not reimbursable expenses. If a personal car is used for the company business, the employee is expected to have a adequate liability insurance converge.

Any employee required to rent an automobile for business purposes will decline all optional insurance coverage. Standard compact type vehicles should be chosen. Employees must obtain all receipts when accepting and returning the vehicle and remember to fill the gas tank back up to avoid extra fees from the rental company.

Usually when an overnight stay is required, the company will make reservations for lodging in advance. However, if the employee must select a motel, the economical one should be chosen.

No expenses will be approved for reimbursement without a properly signed and completed expense report. Original receipts are required for reimbursement. Expense reports should be submitted weekly. Expense reports must be submitted on Olin Plumbing, Inc. forms only. [\[AO1\]](#)

[\[AO1\]](#) Replaced travel time pay pol

4.3 Direct Deposit

Olin Plumbing, Inc. encourages all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, ask [\[\[appropriate person or department\]\]](#) for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be provided to you on paydays in lieu of a check.

4.4 Employment Classifications

Full Time Employment

A regular full-time employee is one who has completed a specified probationary period, works at least 40 hours per week.

Full-time employees are expected to be willing to work overtime when conditions and needs justify it.

Part Time Employment

Part-time employees are those who are hired for ongoing or continuous work, but whose average annual work hours total less than 40 hours week. Part-time employees should be available for "on call duty" when business conditions or other unforeseen circumstances arise. Part-time employees are not entitling to benefits.

Temporary Employees

Temporary employees are hired for a specific short-term work assignment. They are not entitles to fringe benefits.

4.5 Introduction to Wage and Hour Policies

At Olin Plumbing, Inc., pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with your supervisors.

4.6 Job Abandonment

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of [\[\[#\]\]](#) consecutive days, you will be considered to have abandoned your job and voluntarily resigned from Olin Plumbing, Inc..

4.7 Paycheck Deductions

Payroll Deductions

Payroll deductions are those required by federal, state and city government and those authorized by the employee. These deductions are itemized on the employee's paycheck stub. If you have any questions as to possible errors, check with your Manager.

Deductions include the following:

Federal withholding taxes

State withholding taxes

City withholding taxes, if any

FICA & MEDICARE taxes

Medical Insurance

Miscellaneous

FICA/Medicare

All employees are covered by Social Security, a federally administered plan for old age pensions and survivor's insurance and Medicare a federally administered health insurance plan. A certain percentage of an employee's wages is deducted according to the law. Olin Plumbing, Inc. matched the employee's contribution.

City, State, and Federal Income Tax

The Government requires that income tax be withheld from each salary payment. The amount of tax to be withheld varies depending on the amount of salary and the number of dependency exemptions. Employees are required to complete a Withholding Tax Certificate (W-4) when first hired and notify the Business Manager of any change in the number of dependents when it occurs.

Garnishments

At times management may receive notice of an employee's indebtedness. This is generally in the form of a garnishment, wage assignment or court order to deduct a portion from the employee's paycheck. When this happens, the Business Manager will contact the employee, in confidence, to advise the employee.

4.8 Recording Time

Olin Plumbing, Inc. is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the Company has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using Company [[time cards/time sheets/punch clock/timekeeping application/other]]. Speak with your supervisors for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established Company procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.
- [[Other compensable time required by state law (such as time taken waiting to undergo and undergoing mandatory screenings)]]

[[Time sheets/time cards are to be turned in to your supervisors or appropriate department on (date or dates).]]

[[If you are required to clock in, you should clock in no more than five minutes before the time you actually start working and clock out no later than five minutes after you actually stop working.]]

Notify your supervisors [[or appropriate department]] of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to [[appropriate department]] any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

4.9 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Olin Plumbing, Inc..

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved Olin Plumbing, Inc. business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from your supervisors has been received.

Advances

Prior to being out of town for business, the employee may be advanced money to cover the cost of travel and lodging. An expense account must be completed and filed and any unused advance money must be returned within three days to the Business Manager. Your supervisor must approve the expense report. Should the employee be terminated or leave Olin Plumbing, Inc., the employee agrees to have any unused advances deducted from their final paycheck. If the final paycheck does not cover the advances, the employee agrees to reimburse Olin Plumbing, Inc. within 10 days from their termination date.

Travel Expenses

The Company pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.
- Car rental, bus, taxi, parking.
- Telephone and fax.
- Laundry and dry cleaning (trips exceeding one week only, unless emergency).
- Business supplies and services.
- Associated gratuities.
- Other expenses necessary to achieve the business purposes.

Family Members

The Company will pay the travel expenses of spouses or other family members only when their presence is necessary to the business purpose of the trip and when approved in advance in writing by the President.

Air Travel

Use economy or tourist class airfares when traveling on Company business. In addition, private, noncommercial aircraft or chartered aircraft is not to be used, and no more than two Company officers should travel together on the same flight.

Airfares are to be charged to personal credit cards and subsequently submitted for reimbursement on a monthly expense report.

Hotels

Neither in-room movies nor refreshment bars are approved Company expenses.

Insurance

The Company does not pay for personal travel insurance for employees.

Rental Cars

You are to use rental firms having existing relationships with the Company and, where feasible, have negotiated discount rates. Available reasonable transportation is to be used.

Personal Vehicles

Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services in order to avoid hazard of liability and the time away from work. You will be reimbursed for vehicle use at the standard IRS mileage rate. The President must authorize any deviation from this policy.

Reporting

Report approved expenses and include a description of the expense, its business purpose, date, place, and the participants.

Travel Reservations

Airline travel, rental cars, and hotels must be booked through the corporate designated travel agency in order to be reimbursed.

4.10 Use of Employer Credit Cards

All employees in the possession of a credit card issued by Olin Plumbing, Inc. will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to Company vehicle use (gas, oil, etc.) under \$100 do not require prior approval. Credit card purchases for vehicle use over \$100 and any other business purchases over \$25 must receive prior approval from your supervisors.

Submit all sales receipts generated by use of the Company credit card [[weekly/monthly]] to your supervisors [[for appropriate department]]. Your Company credit card may not be used for personal reasons. Use of the Company credit card is restricted to approved business related expenses.

Any unauthorized purchases made with a credit card issued by the Company will be the cardholder's responsibility. You must reimburse any such purchase to the Company within [[#]] days.

Immediately report lost or stolen Company cards to your supervisors. Failure to follow this policy may result in disciplinary action up to and including discharge.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Separation From Employment

Termination Due to Disability

An employee who is disable for longer than six months will be terminated. If the disability is related to a Worker's Comp claim, Olin Plumbing, Inc. will adhere to the current laws pertaining to this matter. If, at a later date, this employee is certified by a physician as being fully able to perform the work duties of the job he/she held before becoming disabled, may return to work, providing Olin plumbing, Inc. has a suitable position available. The employee's seniority status would not be lost under these circumstances.

Olin Plumbing, Inc. will pay the Co-pay portion of medical premiums for the remainder of the month in which the employee becomes disabled. It is the employee's responsibility to pay the Cobra premium in advance. If the employee should return during the month the prepaid premium will be returned on a prorated basis.

Resignation

If you wish to leave, Olin Plumbing Inc. would appreciate a two (2) week or ten (10) day notification of your intent. This notification period gives us time to find a replacement to fill your position.

Discharge

You may be discharged at any time, for any reason, at the sole discretion of Olin Plumbing, Inc. in accordance with State Federal Law. In case of dismissal Olin Plumbing, Inc., at this discretion, give notice of this intent to dismiss, but Olin Plumbing, Inc. is not required to give any such notice.

Separation Procedures

1. We request that you notify your supervisor in writing if you are resigning your position so the separation process can be initiated. The office will direct and coordinate the separation procedure.
2. On your final day of employment, the supervisor will collect all Olin Plumbing, Inc. property in your possession or under your control.
3. Your supervisor may conduct an exit interview with you when your separation is for voluntary reasons.

You may pick up your final paycheck from the office on the next day, less any and all monies due Olin Plumbing, Inc. The final check will include all earned pay, and any prorated unused vacation pay, where applicable. No vacation time will be paid to employees who fail to give 2 weeks' notice of their resignation or employees who are terminated for cause.

Final Pay

Employees who voluntarily resign will receive their final paycheck on the next regularly scheduled payday.

Return-Company Property

A final paycheck will not be released to an employee until all Olin Plumbing, Inc. property (door keys, personnel manual, credit cards, uniforms, ect.) has been returned.

Termination/Exit Interview

Upon resignation or termination of employment, employees may be scheduled for a confidential exit interview with management. During this interview, the employee will have the opportunity to share information that could help improve working conditions and customer service.

The exit interview helps management evaluate employees' satisfaction with Olin Plumbing, Inc. and their jobs. Employees are encouraged to be open and frank in their discussions. Information

gathered during the interview will be used to improve the employment practices of Olin Plumbing, Inc. and strengthen our customer service.

5.2 Criminal Activity/Arrests

Olin Plumbing, Inc. will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Company, whether on or off Company property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

5.3 Disciplinary Process

Occasionally an employee ignores or violates a rule, regulation, procedure or some other Company policy, or has a problem that interferes with job performance. In these situations, the employee's immediate supervisor or Manager will discuss the matter with the employee's personnel file.

Step 1

The first step in the process is usually a verbal warning from the Manager. However, the offense may (depending on the seriousness of the offense) be in the form of a written reprimand. Verbal warnings are given when the offense is minor, and it is the first time the Manager has had the talk with the employee.

All disciplinary actions (weather verbal or written) will take written from and be placed in the employee's permanent personnel file

Step 2

If the problem continues or recurs, or another minor problem occurs, or if a major problem occurs for the first time, the employee will be given a written disciplinary statement. The employee will be told what needs to be done to correct the problem, and by when. The employee has the right to respond to the written statement or comments from the meeting either during the meeting or at a later time.

Step 3

If the problem still continues, or another major problem occurs, the employee may be given another written disciplinary write-up, suspended or terminated.

If the problem continues after STEP 3, or another major problem occurs, the employee may be terminated.

If the offense is severe enough in the eyes of management, or as stated in this manual below as cause for terminations, the employee may be discharged immediately without verbal or written warning,

The extent of the discipline depends on the offense. Normally an employee is places on probation for a period of time when given a disciplinary write-up. During this time, the employee usually is not eligible for transfer, promotion, or a pay raise.

When given a written reprimand, the employee will be asked to sign the form. The employee signature does not signify that the employee is in the agreement with the information on the form, it does however; signify that the employee acknowledges that they have been presented with the form and that disciplinary action is being taken.

Olin Plumbing, Inc. for violations including, but not limited to, the following may terminate employees:

- Removal of articles from Olin Plumbing, Inc. property without written authorization.
- Willful destruction, misuse, or theft any Olin Plumbing, Inc. or employee's property.
- Falsifying Company records.
- Conviction of a felony while employed.
- Illegal use, possession, transfer, or sale of drugs on Company premises, or while conducting Company business.
- Reporting for work under the influence of alcohol or drugs, or consumption or selling of either on the job.
- Insubordination regarding assignments or management directives.
- Carelessness affecting the safety of customers, employees, or self.
- Leaving place of work during work hours without the approval of management.
- Selling, soliciting, or collection contribution for any purpose whatsoever at anytime on Company premises without management authorization.
- Refusal to follow written or verbal instruction from management.
- Misusing, Damaging, or destroying Company or employee property.
- Making false charges or statement about Olin Plumbing, Inc., its services, employees or customers.
- Threats, intimidating, coercion, whether implied or explicit, made to managers, other employees, customers, or others.
- Excessive absenteeism, tardiness, or unauthorized absence.
- Wasting time, loitering, visiting with friends or other employees during work hours.
- Immoral conduct or sexual harassment.
- Sleeping on the job.
- Discourteous treatment of customers.
- Altering another employee's time record.
- Improper attire.
- Horseplay or unnecessarily rowdy conduct on property of Olin Plumbing, Inc. or the property of others.
- Failing to call in reporting that you unable to report to work.
- Possession of any weapon, explosive, or dangerous weapon on Olin Plumbing, Inc. property.
- Failure to observe any safety policy OSGA rule.
- Creating or contributing to unsanitary conditions.
- Deliberately or negligently abusing company property or wasting company time or material.
- Unsatisfactory job performance.
- Failure to return to work following a leave of absence.
- Unauthorized disclosure of confidential information.
- Fighting
- Driver loss of license or DWI.
- Excessive personal phone calls.

Violations include but are not limited to:

An employee who breaks the above Olin Plumbing, Inc. rules and accumulates two (2) such written notices during 12-month period is subject to termination.

Complaints

Problems may arise in any group of people working together. It is important to try to resolve such problems quickly. If something is bothering you, keep these steps I mind when presenting your complaints:

- Whatever the problem, talk it over with your supervisor.

- If the problem remains unsolved after speaking with your supervisor, ask to bring the matter to the attention of the controller.
- If there are special circumstances that you do not wish to discuss with your supervisor, ask to bring the matter to the attention of the President.
- REMEMBER.....we cannot begin to correct any situation, which is troubling you unless and until we know about it.

5.4 Open Door/Conflict Resolution Process

The "open door" policy refers to a long-established policy, which allows you to get help in solving your problems, or make it possible for you to express your concerns.

The purpose of the "open door" policy is to promote effective communication. Normally an employee's supervisor would be the best person to help solve problem. However, employees who have spoken to their supervisor and are not satisfied with the result, or are uncomfortable discussing the situation with him/her, are encourage to talk with the Business Manager, who handles human resource matters, about the problem. In general, you should feel that you could speak to any management representative of Olin Plumbing, Inc. about any issue without fear of reprisal.

An employee should discuss with their supervisor any problem having to do with working conditions; alleged unfair treatment or unsatisfactory job related situations. If no satisfaction can be obtained from that source or the explanations are felt to be inadequate, the employee should request a meeting with the president of Olin Plumbing, Inc. The president of Olin Plumbing, Inc. will be the final authority in all grievance decisions.

5.5 Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at Olin Plumbing, Inc. is prohibited. The Company recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the Company should be reported to your supervisors. Failure to adhere to this policy may result in discipline up to and including termination.

5.6 Pay Raises

Depending on financial health and other Company factors, efforts will be made to give pay raises consistent with Olin Plumbing, Inc. profitability, job performance, and the consumer price index. The Company may also make individual pay raises based on merit or due to a change of job position.

5.7 Performance Improvement

The Performance Review Plan provides an opportunity of Olin Plumbing, Inc. and the manager to review an employee's performance on a **semi-annual or annual basis**. The review can be used to promote better understanding, commend and employee for outstanding performance and, when necessary, offer suggestions for personal improvement.

Employees are encouraged to talk frankly during reviews about their work, working conditions, and any problems or concerns they may have.

Employee discussions are not limited to these interviews, Employees are encouraged to bring their problems to the manager and or the owners at any time.

Performance reviews are considered confidential and will not be discussed with others.

The following are some of the topics that may be discussed during an evaluation interview:

1. Your job performance.
2. Your strengths and how to develop them.
3. An analysis of your skills and how they can best be used.
4. How important your work is, and how your job benefits Olin Plumbing, Inc.
5. Your opinion of Olin Plumbing, Inc.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

5.8 Post-Employment References

Olin Plumbing, Inc. policy is to confirm dates of employment and job title only. With written authorization, the Company will confirm compensation information when permissible by applicable law. Forward any requests for employment verification to [[Human Resources or appropriate department]].

5.9 Promotions

Our company has a policy to promote those present employees who are qualified into higher-level vacancies and hire new employees for entry-level positions. All openings will be posted. Under certain circumstances and at its discretion, Olin Plumbing, Inc. may hire someone from outside Olin Plumbing, Inc. who has specific job qualifications or special skills to fill a job with a wage scale and position above entry level.

Employees being considered for promotion or transfer will be evaluated on the basis of the following: knowledge of the job; quality of work done; productivity; personal initiative and the ability to work without constant supervision; promptness and dependability; ability to work with others; customer relations skills; proper and appropriate representation of Olin Plumbing, Inc. to others; Company loyalty; personal appearance; and seniority.

5.10 Standards of Conduct

Olin Plumbing, Inc. wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Company property (including in Company vehicles), or on Company business.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Company or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying Company property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Company trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Company or its customers, contractors, suppliers, or vendors.

- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in nondesignated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Company premises during working hours.
- Failure to dress according to Company policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this Company.
- Gambling on Company premises.
- Lending keys or keycards to Company property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

5.11 Transfers

Olin Plumbing, Inc. may transfer your employment from one position to another with or without notice, as required by production or service needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

5.12 Workforce Reductions (Layoffs)

If necessary based upon business needs, Olin Plumbing, Inc. management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Company will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

6.0 General Policies

6.1 Parking

Personal vehicle parking is provided for employees. Employees are to park in undesignated spaces (some spaces are reserved for visitors, etc.). Employees are not to block the loading dock, trash dumpster, or any doorway.

6.2 Inclement Weather

During extremely bad weather, employees that are able to come to work without endangering their safety should make every effort to do so.

Inclement weather is defined as a situation where a substantial number of employees are unable to report because of the weather conditions, or when designated by management.

6.3 Employee Etiquette

Attitude - Attitude - Attitude

You are expected to maintain a personable, helpful, and courteous attitude at all times. You are expected to display this attitude toward your fellow employees and each of our valued customers. Being courteous, helpful, and cheerful reflects your personable attitude and reinforces our policy to treat everyone with respect and dignity.

Teamwork

At Olin Plumbing, Inc. **TEAMWORK** is probably one of the biggest **REQUIREMENTS** of everyone's job. We each have an important role in reaching our goal of providing high quality products and great service.

It is expected of each employee to help fellow employees in any and every way possible through the course of your workday.

Tools

Employees who are required to provide their own tools will be given a proper place for storing them. Employees are expected to respect the rights of their fellow employees. Use of another employee's tools are prohibited unless approval is given.

Company Vehicle and Work Area Cleanliness

After an employee completes the job or at the end of the shift, the company vehicle and/or work area is to be left clean. All spills are to be cleaned up, scraps are to be disposed of in the proper place, and unused materials returned to storage and logged back into stock.

Use of Breakroom

A breakroom is provided for the employees. If an employee eats in the breakroom, they are expected to leave the area neat and clean. No food is to be left out, all trash is to be put in to the proper containers, and any dishes used should be washed out and not left in the sink. A refrigerator is provided for the employee's convenience. No food is to be left in the refrigerator over the weekend. All food and food containers will be discarded Friday afternoon. Any dishes left unwashed in the sink on Friday afternoon will also be discarded.

6.4 Community Involvement

Olin Plumbing, Inc. will support the public service efforts of employees as much as possible. Employees are encouraged to keep management informed of the various activities and programs in which they are involved. Specific requests for support will be evaluated based on value received both by the individual or group and by Olin Plumbing, Inc., timeliness of the request, cost, and other similar criteria.

6.5 Bulletin Boards

Bulletin Boards

Information of importance and necessity to you is posted on the bulletin boards periodically. Make it a habit to glance at the bulletin boards daily and read any new material that has been posted. If you wish to post a notice, you may do so getting authorization from your supervisor. Please remove posted items promptly when they are outdated. Advertisements are prohibited on company bulletin boards.

Lost and Found

Any items that you have found (money, personal property, Etc..) should be turned into your supervisor for safekeeping.

6.6 Computer Security and Copying of Software

Software programs purchased and provided by Olin Plumbing, Inc. are to be used only for creating, researching, and processing materials for Company use. By using Company hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Company, or developed by Company employees or contract personnel on behalf of the Company, is and will be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party. The [[Director of Information Systems]] is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Company to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the Company must be purchased through [[Information Systems or appropriate department]].

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Company.

6.7 Employer Sponsored Social Events

Olin Plumbing, Inc. holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a supervisors prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

6.8 Employer-Provided Cell Phones/Mobile Devices

Olin Plumbing, Inc. may issue certain employees a Company cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device.

[[We understand that you may use the cell phone/mobile device for personal use; however, such personal use should not exceed the plan allowance. When the cell phone/mobile device is used for personal reasons and the activity results in additional cost to the Company, you are responsible for the cost of that usage, including all applicable taxes unless prohibited by law.]]

The Company owns and remains entitled to all cell phone/mobile devices issued to employees, including all passwords controlling access to them. You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the Company in operable condition.

Violation of this policy may result in discipline, up to and including termination of employment.

6.9 Mail Use

You are required to limit usage of the Olin Plumbing, Inc. mail service to business purposes only. You may not use the Company address to receive personal mail. Do not use the Company postage meter for your personal mail.

6.10 Nonsolicitation/Nondistribution Policy

Olin Plumbing, Inc. prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of employees, visitors, and others. Our nonsolicitation/nondistribution policy aims to ensure a balanced approach to interactions within the workplace.

Solicitation

For the purposes of this policy, **solicitation** includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other employees is prohibited. **Working hours** refers to periods when either you or the employees you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

Distribution

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the Company's equal employment opportunity (EEO) and nonharassment policies, or knowingly spreads false information, is strictly prohibited. Nonemployees are not permitted to distribute materials on company premises under any circumstances.

Statutory Rights and Communication

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Reporting Violations

If you become aware of violations of this policy, report them to your supervisors.

We appreciate your cooperation in maintaining a respectful and focused work environment.

6.11 Off-Duty Use of Employer Property or Premises

You may not use Olin Plumbing, Inc. property for personal use during working time. You are responsible for returning Company property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Company products, or office supplies for personal use without prior authorization.

It is Company policy to control off duty and nonworking hour use of Company facilities either for business or personal reasons. You are prohibited from using Company facilities during off duty or nonworking hours without the written consent of your supervisors. If you use Company facilities during your off-duty hours or Company off-hours, you may be required to sign a log-in and log-out sheet maintained by the Company or building manager.

6.12 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Olin Plumbing, Inc.. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The Company, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Company. Contact your supervisors to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

Uniforms

All permanent full-time and part-time shop employees may wear uniforms. The initial cost will be paid by the company. Employees are responsible to pay for their own days uniform's cleanings. This amount will come out of their check weekly. Employees are issued 11 sets of uniforms. Soiled uniforms are returned Thursday and exchanged for clean ones. If an employee is terminated or leaves employment, their final paycheck will be held until they return all uniforms in their possession.

6.13 Personal Cell Phone/Mobile Device Use

While Olin Plumbing, Inc. permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Company property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Company policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the Company requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You [[may/may not]] connect your personal device to the Company network or to Company equipment (computers, printers, etc.). [[If permitted, describe allowable use and any restrictions.]]

You may have the opportunity to use your personal devices for work purposes. Before using a personal device for work-related purposes, you must obtain written authorization from [[IT, management, human resources, etc.]]. The use of personal devices is limited to certain employees and may be limited based on compatibility of technology. To ensure the security of Company information, [[Set forth security policies related to specific devices, for example, any software requirements (antivirus, firewall, VPN, etc.). Include details on how information will be removed from a device upon termination of employment]]. If you are authorized to use a personal device, you will receive a monthly stipend based on the estimated use of the device. If you obtain or currently have a plan that exceeds the monthly stipend, the Company will not be liable for the cost difference.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

6.14 Personal Data Changes

It is your obligation to provide Olin Plumbing, Inc. with your current contact information, including current mailing address and telephone number. You should also inform the Company of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact [[appropriate person or department]].

6.15 Security

All employees are responsible for helping to make Olin Plumbing, Inc. a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your supervisors immediately. Refrain from discussing specifics regarding Company security systems, alarms, passwords, etc. with those outside of the Company.

Immediately advise your supervisors of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the Company. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

A situation may arise at any time that results in management's need to conduct a search of all Company owned/furnished lockers, vehicles, desks or other equipment, or a search of employee packages/parcels. If necessary, these searches will be conducted with or without notice.

Protection of Personal Property

Personal items and property of real value should be carefully safeguarded. Purses, billfolds and valuable jewelry should not be left unattended. Olin Plumbing, inc. cannot assume responsibility for personal property (including tools) of employees.

6.16 Social Media

Olin Plumbing, Inc. acknowledges that social media has become an integral part of modern life that provides us with unique opportunities to communicate and share information with others. However, we also want to educate employees that their social media use can:

- Pose risks to the Company's confidential and proprietary information, reputation, and brand;
- Expose the Company to discrimination, harassment, and other claims; and
- Jeopardize the Company's compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that the Company's IT resources and communications systems are used appropriately, all employees must abide by the following policy regarding social media use.

Social Media

For purposes of this policy, **social media** refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with the Company or not.

Use Good Judgment

While the Company respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, supervisor, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects on the Company as well as on yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

Guidelines for Posting on Social Media

When posting:

- Protect trade secrets, intellectual property, and confidential information related to the Company.
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.

- Do not make express or implied threats of violence.
- Avoid linking personal accounts to the Company as an official source.
- Respect copyright, trademark, and third-party rights.
- Do not use the Company's email addresses to register on social media platforms for personal use.
- If you identify yourself as an employee of Olin Plumbing, Inc. on your personal account and are posting about the Company, make it clear that your views are your own and that you are not speaking on behalf of the Company.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your supervisors or consistent with policies that cover equipment owned by the Company.

Media Contacts

If you are not authorized to speak on behalf of the Company, do not speak to the media on behalf of the Company. Direct all media inquiries for official Company responses to [[Human Resources or appropriate department]].

Retaliation

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

Violations

Violations of this policy may result in discipline, up to and including termination.

This policy does not limit employees rights to discuss wages, hours, or other terms and conditions of employment. All employees have the right to engage in or refrain from such activities.

6.17 Telephone Use

Telephone facilities are for business purposes and must be limited to such during business hours. As a commercial phone user, our Company is charged on a monthly basis for every local and long distance call made.

Telephone (including cell phones) should not be used for personal communications except in an emergency, or when absolutely necessary. This applies to both outgoing and incoming personal calls during working hours.

When use of the phones for personal reasons is necessary, conversations should be kept as brief as possible. Cell phones are provided by the company to selected employees that the company desired to have access to at all times. The cell phones must be operating at all times in order to permit communication between Olin Plumbing management and the employee.

At no time is an employee permitted to charge a personal long distance telephone call to Olin Plumbing, Inc.

Since our telephone is extremely important to customer relation's image, we want you to answer accordingly. We ask that you answer the telephone in a very friendly tone and within two rings:

"Good morning, good afternoon or good evening. Olin Plumbing this is (your name). How may I help you?"

6.18 Third Party Disclosures

From time to time, Olin Plumbing, Inc. may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Company and should refer any call requesting the position of the Company to [[media contact person]]. If you have any questions about this policy or are not certain what to do when such a contact is made, contact [[media contact person]].

6.19 Use of Company Technology

This policy is intended to provide Olin Plumbing, Inc. employees with the guidelines associated with the use of the Company information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the Company, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.

General Provisions

Company IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

Violations

Use of company computers for personal use is strictly prohibited. Any employee violating this policy may be dismissed.

6.20 Use of Employer Vehicles

Only authorized drivers are to operate company vehicles. Only company employees or other authorized persons are to ride in company vehicles. **Personal use of a company vehicle is permitted ONLY upon corporate approval.** Olin Plumbing, Inc. vehicles are for work and work related business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

If you drive a Company vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to your supervisors. Parking violations and moving violations are the responsibility of the driver of the vehicle. Olin Plumbing, Inc. is responsible for equipment violations. In addition, Olin Plumbing, Inc. reserves the right to inspect the assigned vans anywhere and at any time it deems appropriate.

When a Company vehicle cannot be operated, is unsafe for use, or has been damaged, notify your supervisors immediately.

As the driver of a Company vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to drive it. When assigned a company vehicle, the person assigned is responsible for all fluid levels and for checking the cleanliness and mechanical condition of the vehicle, inside and out. **When emergency repairs are necessary, the manager must be notified immediately.**

You may not operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. **Driving Under the Influence in a company vehicle will result in your termination. Do not drive unsafe vehicles.** You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a

hands-free device.

Multiple driving moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a Company vehicle or drive a personal vehicle on Company business. Suspension of rights will continue until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, you may be terminated.

6.21 Workplace Privacy and Right to Inspect

Olin Plumbing, Inc. property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Company premises including that kept in lockers and desks.

7.0 Benefits

7.1 General Benefits

Employment Benefits

After you have been with Olin Plumbing, Inc. for a period of 3 months as a regular full time employee you become eligible for most of the employee benefits of Olin Plumbing, Inc. except as otherwise provided in this handbook or the policies of the employer as published elsewhere.

Full Time / Regular Employees

A regular full-time employee is one who has completed a specified probationary period, works at least 40 hours per week.

Part Time Employees

Part time employees are not eligible for medical benefits

Medical Benefits

Olin Plumbing, Inc. offers medical insurance benefits to all its full time regular employees with more than 3 months' service. Health and life insurance is provided; the company will pay a portion of the total premiums each month with the amount determined each year by senior management based upon the annual budget. Employees are responsible for the remainder of the insurance cost. Coverage is subject to acceptance by our insurance company. There is also insurance coverage available for any spouse or children at your expense if our insurance company accepts them. Please be advised that regardless of your employment classification, medical benefits begin on the first day of the month following an eligibility period.

7.2 Bereavement Leave

Olin Plumbing, Inc. recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the Company will provide bereavement leave as follows:

[[All employees [who have completed # days/weeks/months of service] are eligible for [# day(s)] of [paid/unpaid] bereavement leave for the death of an immediate family member.]]

[[OR]]

[[Full-time employees [who have completed # days/weeks/months of service] are eligible for [# day(s)] of [paid/unpaid] bereavement leave for the death of an immediate family member.]]

[[Part-time employees [who have completed # days/weeks/months of service] are eligible for [# day(s)] of [paid/unpaid] bereavement leave for the death of an immediate family member.]]

[[Part-time employees [who have completed # days/weeks/months of service] are eligible for [# day(s)] of [paid/unpaid] bereavement leave for the death of an immediate family member in proportion to the number of hours they are regularly scheduled to work. For example, a part-time employee regularly scheduled to work 20 hours per week is eligible for [one half the number of days indicated for full-time employees] of bereavement leave.]]

You may use accrued but unused [[vacation/sick leave/paid time off]] if additional time is needed. [[Additional unpaid time off may be granted at the discretion of the Company on a case-by-case basis.]]

For purposes of this policy, **immediate family member** includes the following and applies both to the family of the employee and the employee's spouse: [[child (including foster child and stepchild), spouse, sister, brother, parents (including foster parents and stepparents), grandparents]].

You must provide notice of your need for bereavement leave as far in advance as possible. The Company may require documentation supporting your need for bereavement leave.

7.3 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Olin Plumbing, Inc. employees and their beneficiaries to continue health insurance coverage under the Company health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact [[Human Resources]] to learn more about your COBRA rights.

7.4 Holidays

Olin Plumbing, Inc. offers the following paid holidays each year:

- New Years Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas

Olin Plumbing, Inc. provides holiday benefits to all regular full time employees. You are eligible for paid holidays after three months of service from date of hire. You must work the business day before and the business day after to be eligible.

7.5 Military Leave (USERRA)

Olin Plumbing, Inc. complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to your supervisor. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your supervisors of your intent to return to employment based on requirements of the law.

Employees who are members of the National Guard or Military Reserves will be granted an unpaid leave of absence for these purposes.

7.6 Paid Time Off (PTO)

Olin Plumbing, Inc. provides employees with paid time off (PTO). PTO may be used for [[vacation, sick time, or other personal matters]].

Eligibility

All [[full-time regular]] employees are eligible to receive PTO [[immediately upon hire/upon completion of the introductory period/after completing # days of employment]].

Deposits Into Your Leave Account

PTO is calculated according to [[your work anniversary year/the calendar year/the fiscal year, which begins on [date] and ends on [date]]].

[[EMPLOYERS MUST CHOOSE ONE:]]

[[Option 1:]]

The amount of PTO received each year is based on your length of service and [[is granted in a lump sum at the beginning of each year/accrues according to an accrual schedule determined by the Company up to a maximum annual grant as shown below:]]

- First year of employment: [[# hours/days/weeks]] annually.
- Second and third year of employment: [[# hours/days/weeks]] annually.
- Third through fifth year of employment: [[# hours/days/weeks]] annually.
- Over five years of employment: [[# hours/days/weeks]] annually.

Part-time regular employees receive PTO time in proportion to their work schedule.

PTO granted during your first year of employment will be prorated based on your hire date.

[[OR]]

[[Option 2:]]

All eligible employees will accrue [[# hours/days/weeks]] of PTO for every [[period of time]] worked, up to a maximum accrual of [[# hours/days/weeks]].

Once you reach the maximum accrual amount, you will not accrue any additional PTO until you use some of the accrued but unused PTO and the amount falls below the maximum accrual amount. You will not receive retroactive credit for any period of time in which you did not accrue PTO because you accrued the maximum amount.

Leave Usage and Requests for Leave

The Company encourages you to use your PTO time. You are eligible to begin using PTO [[immediately upon hire/upon completion of your introductory period/as soon as it is received /after # days of employment]].

You must request PTO from your supervisors as far in advance as possible, but at least [[# days/weeks]] in advance. The Company will generally grant requests for PTO when possible, taking business needs into consideration. [[When multiple employees request the same time off, their [[length of employment/seniority/collective-bargaining agreement]] may determine priority in scheduling PTO times. You must take PTO in increments of at least [[# of hours/days]].

During a Leave of Absence

The Company may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

[[EMPLOYERS WHO USE AN ACCRUAL METHOD MUST ADD THE FOLLOWING LANGUAGE: You will not accrue PTO during unpaid leaves of absence, or other periods of inactive service, unless PTO accrual is required by applicable federal, state, or local law.]]

Carryover

[[EMPLOYERS MUST CHOOSE ONE:]]

[[Unused PTO can be carried over to the following year [You may want to explain conditions for carryover: e.g., on or about your anniversary date/at the beginning of the following [calendar/fiscal] year].]] [[The Company may elect to offer payment for the unused time [on or about your anniversary date/at the beginning of the following [calendar/fiscal] year].]]

[[OR]]

[[OPTIONAL LANGUAGE FOR ALL STATES EXCEPT CALIFORNIA, COLORADO, MONTANA, AND NEBRASKA. DO NOT USE THIS LANGUAGE FOR CALIFORNIA, COLORADO, MONTANA, OR NEBRASKA HANDBOOKS.]]

[[You may not carry over unused PTO] to the following year. Any unused PTO will be forfeited [on or about your anniversary date/at the end of the [calendar/fiscal] year].]]

Separation of Employment

Upon separation of employment for any reason, you will [[forfeit any earned but unused PTO time unless state law dictates otherwise/will be paid for earned but unused PTO time]].

7.7 Personal Leave of Absence

Olin Plumbing, Inc. provides time off without pay for valid reasons, including medical reasons, personal reasons, and military duty. Olin Plumbing, Inc. supports the Family Leave Act. Please follow the procedure below to request time off under this law.

Requested leave of absence are to be submitted in writing to your supervisor at least (4) weeks prior to date requested, if possible. Permission must be authorized by your supervisor and granted by your supervisor. Olin Plumbing, Inc. reserves the right not to grant leaves of absence when schedules cannot be maintained, except in an emergency situation, you must be specific about the reasons for a requested leave of absence and must indicate your expected return-to-work date. Generally, personal leave of absence are limited to (30) days, medical leaves of absence are limited to sixty (60) calendar days, and military leaves of absence are provided due the length of duty or term of service. Exceptions must have approval of the President of Olin Plumbing, Inc.

You are entitled to return to your previous or a similar position, as long as you do not exceed the time frame previously stated or as guaranteed by Federal or State Law.

You must use earned vacation time off before beginning a personal medical or military leave of absence.

Olin Plumbing, Inc. may eliminate a position a position for any legitimate business reason, and lay off anyone who is on leave of absence except where prohibited by Federal or State Law.

While you are on leave of absence, or a Workers Compensation leave of absence, you do not accrue vacation benefits, or holiday paid time.

If your leave exceeds thirty (30) days you may continue your medical insurance at your own expense.

If you do not return from your leave of absence your employment with company will end.

Compassionate Leave

Olin Plumbing, Inc. provides all full-time employees a paid short-term compassionate leave of absence to assist you with personal bereavement at the time of loss of a member of your immediate family. You will be paid at your regular rate of pay for up to three (3) consecutive working days to make the arrangements for and / or attend the funeral. For the purpose of this benefit. "IMMEDIATE FAMILY" includes a wife, husband, child, parent, parent of spouse, and your own brother or sister. One (1) day will be provided, with pay in the event of the death of a member of the extended family, For the purpose of this benefit, "EXTENDED FAMILY" includes a grandparent, grandchild, aunt, uncle, sister-in-law or brother-in-law.

Personal Appointments

Medical, dental, legal, or other personal appointments should be scheduled for non-working hours whenever possible. Employees who need to leave work for an appointment must inform their supervisor far enough in advances to arrange for coverage of their work.

7.8 Sick Pay

Olin Plumbing, Inc. does not provide additional paid time off for personal or sick days. Employees must use vacation time to be eligible for pay. If an employee is sick for more than two (2) days, the employee must obtain written documentation from their physician to return to work. Failure to call or report to work for your normally scheduled assignment without compelling reasons and you have not "called in", you may be subject to disciplinary action including discharge.

7.9 Unemployment Compensation Insurance

Unemployment compensation insurance is paid for by Olin Plumbing, Inc. and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Company.

7.10 Vacation

Olin Plumbing, Inc provides vacation benefits to all regular full time employees. You are eligible to take vacation time off after one year of service from date to hire.

Vacation benefits are earned as follows:

1-5 Years..... 1 Week

Over 5 Years..... 2 weeks

Vacation benefits will not accumulate from year to year if unused. Vacation time must be taken in increments of no less than 4 hours (half day).

Vacation requests will be scheduled and approved by your supervisor. Submit your request in writing and have it approved by your supervisor. For vacation request of up to two days, a 48-hour notice is required; for greater than two days' vacation time a two-week notice is required.

Your supervisor is required to determine the needs of Olin Plumbing, Inc. when evaluating and approving any request for a vacation. If two or more employees request vacation at the same time, your supervisor generally will grant requests on the basis of company requirement eligibility. In most cases, vacations requests will granted on a first-come, first-served basis.

If you are separated from employment for any reason other than termination, and you have not used all your earned vacation benefits, the cash equivalent of your earned benefits will be included in your final paycheck. However, if an employee fails to give a minimum of two weeks' notice of this/her resignation, that employee will forfeit any remaining vacation time/pay. If you have taken time in advance, Olin Plumbing, Inc. will deduct amount from your final paycheck.

7.11 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Olin Plumbing, Inc., no matter how slightly, you are to report the incident immediately to your supervisors. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your supervisors immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

Accidents and Injuries to Employees

Olin Plumbing, Inc. realizes that no matter how careful people are, injuries on the job do occur. All injuries, no matter how minor, must be reported to the supervisor immediately. While some injuries may appear at first not to need attention, they could develop into sometime more severe.

Minor injuries should be treated using the first aid supplies usually located in the shop or the office. Employees needing immediate medical attention during working hours should notify their immediate supervisor who will arrange treatment.

In the event of a serious injury requiring an ambulance, your immediate supervisor should be promptly notified, and an ambulance should be summoned immediately by anyone with quick access to a telephone.

When the employee is unable to promptly return to work because of disabling injuries, the injured employee will be eligible for compensation under the provisions of the workers' compensation insurance policy.

An accident report form for each injury is to be filled out by the injured employee and supervisor and submitted to the office. An employee, who has been off work for any length of time because of a work-related injury or illness, must have a doctor's "return to work" authorization before returning to his/her job.

8.0 Safety and Loss Prevention

8.1 Workplace Tobacco Usage

Olin Plumbing, Inc. is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees and clients. Smoking (including the use of electronic vaping products such as e-cigarettes) by employees is not permitted anywhere in the building.

Smoking (including the use of electronic vaping products such as e-cigarettes) is prohibited in the following:

- Anywhere in Company offices and/or building.
- Company vehicles.
- Client areas.
- Restrooms.
- Areas where signs are posted prohibiting smoking.
- Other areas defined by the employer.

The Company also prohibits the use of smokeless tobacco (e.g., chewing tobacco, dip, and snuff) in such areas.

Olin Plumbing, Inc. allows smoking outside the building and is only allowed at scheduled breaks and lunchtime.

The Company will not discriminate against employees based on their off-premises, off-duty tobacco usage.

8.2 Drug and Alcohol Policy

Olin Plumbing, Inc. is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Company to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Prohibited Conduct

The Company expressly prohibits employees from engaging in the following activities when they are on duty or conducting Company business or on Company premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Company does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Company Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your supervisors if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Violations

No employee is to report to work under the influence of alcohol. Any employee found to be impaired in any way, will immediately be sent home. That person will not be allowed to work the following day. A second offense will constitute termination. Substance abuse is known to severely compromise productivity. For that reason, any or all current and potential employees may be required, at Olin Plumbing, Inc.' expense, to undergo screening for substance abuse or illegal drug use. There will be no drinking alcohol during lunch.

8.3 General Safety

Olin Plumbing, Inc. takes safety seriously. Safety rules have been adopted for the benefit of employees, and should be followed carefully. Safety equipment is required in most areas of the shop. Safety glasses must be worn at all times when in the shop area. Earplugs must be worn when operating any loud machine. The company will provide the first pair of glasses (not prescription lens) and earplugs. If you lose or break your safety glasses or earplugs you may purchase an additional pair from the company at cost. It is recommended that safety shoes be worn. Tennis shoes must not be worn while working with machinery. An employee not wearing appropriate attire will be reprimanded. Personal radios and/or headphones and televisions or any other electronic devices are prohibited unless pre-approved by the area supervisor.

1. Study your job and it's possible hazards. Safety rules don't prevent accidents; you prevent accidents.
2. Any injury, no matter how slight, must be reported immediately to your supervisor.
3. Eye injuries require the most skillful attention under no circumstances should anyone not a doctor remove foreign particles from the eye of anyone.
4. Do not try to push or lift objects that are too heavy.
5. Report the absence of, or need for, any safety device to your supervisor.
6. Orderliness reduces accidents, improves health conditions and adds to the efficiency of your job operation. Trash must be properly disposed of. You are required to keep your work areas neat and clean to minimize the danger of injury.
7. There is no smoking in any part of the building at any time.
8. Do not attempt to repair a piece of electrical equipment that is not working properly; notify your supervisor, who will notify the person responsible for making repairs.
9. Report any suspected safety hazard to your supervisor. Learn the safety rules that apply to your job. Remember, there is a safe way to do all jobs.
10. We are interested in your imagination and ingenuity. Don't hesitate to use both where job safety can be improved. Talk with your supervisor.

Emergencies

Over time, emergencies arise that demand immediate action. Common sense usually dictates the course of action to be taken. In an emergency, it is your duty to stay with the problem until it is solved or until you are relieved. In ALL cases, alert management at once.

Fire: Immediately warn customers and other employee. Assist in any way you can with the calm, orderly evacuation of the building. Immediately notify the fire department. Don't panic- keep others calm. All employees should assemble in the driveway at the front of the building for a head count.

Medical Emergency: Immediately have the Supervisor summon necessary medical assistance required by the situation.

8.4 Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Olin Plumbing, Inc., we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Company has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that

may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Company property or while performing Company business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your supervisors [[or appropriate department]], in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to [[appropriate department]].

9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

Trade Secret Policy

Olin Plumbing, Inc. employees are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company. Access to this information should be limited to a need-to-know basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that employees are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your supervisors.

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

Confidential Information

Employees are exposed to a great deal of confidential information. Confidential information should not be discussed outside Olin Plumbing, Inc., except when necessary to process daily business. Discussing confidential information displays poor judgment and undermines the confidence that Olin Plumbing, Inc. has places in the employee. The ability to keep information confidential is a criterion by which employees are measured when opportunities for advancement are considered.

Suggestions

Employees are encouraged to make practical suggestions to their supervisors for the improvement of methods or systems.

Sometimes new employees in particular can visualize saving in a procedure or operation. If the suggestion has been considered before and discarded, the reason will be explained. Nevertheless, the initiative shown by the employee in making the suggestion will stand to the employee's credit.

If on the other hand the suggestion has merit and is adopted, this fact will entered on the employee's personnel record and will also be brought to the attention of management for possible further recognition or compensation.

9.2 Inventions

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to Olin Plumbing, Inc., is a "work for hire" and is the property of the Company.

If you intend to develop and maintain property rights to any invention that relates in any way to products or services of the Company, you are required to obtain a written waiver of this policy, signed by both you and [[insert title]].

10.0 Customer Relations

10.1 Customer, Client, and Visitor Relations

Olin Plumbing, Inc. strives to provide the best products and services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy during your working time. Remember always, that in your contact with customers. . YOU . . . for the moment, represent Olin Plumbing, Inc., as far as they are concerned. Our reputation with them is at stake; it is in your hands. Your actions and your attitude toward them can bring them back again and again or it can quickly turn them against us, never to return.

- Our customers are necessary for us to survive-Without them none of us would have jobs.
- Our customers are the lifeblood of this business.
- Our customers are the most important people in our business.
- Our customers are not dependent upon us- We are dependent upon them.
- Our customers are not an interruption of our work- They are the purpose of it.
- Our customers support us when they cal-when they come in-when we are in their places of business- we oblige by serving them.
- Our customers are a part of our business- They are not outsiders.
- Our customers are not cold statistics- They are flash and blood human beings with feelings and emotions like our own.
- Our customers are not individuals with whom to argue or match wits.
- Our customers tell us their needs- it is our job to fill these needs.
- Our customers deserve the most courteous and attentive service we can give them.

Customer Complaints

Even the best companies have customer complaints. It is important to handle customer complaints properly to avoid damaging our Company's image and to help correct the situation in order to retain the customer's business.

If a customer has a complaint, the employee should report it to their supervisor who will make a prompt and satisfactory adjustment.

You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, notify your supervisors immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our products or services, inform your supervisors or a member of management. Lastly, make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our Company as a leader in its field.

Personal Matters at Work

While at work, job responsibilities are the first priority for the employee. With this in mind, employees are asked to follow these guidelines:

- Discourage children, other relatives, friends, and other non-employees from social visits during working hours.
- Personal mail should be delivered to the employee's home address, not to the Company's office.

Florida Policies

Hiring and Orientation Policies

EEO Statement and Nonharassment Policy

Equal Opportunity Statement

Olin Plumbing, Inc. is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, COVID-19 status (knowledge or belief of a person's vaccination or COVID-19 post-infection recovery status or failure to take a COVID-19 test), military or veteran status, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms conditions and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your supervisors or any other designated member of management.

Policy Against Workplace Harassment

It is the goal of Olin Plumbing, Inc. to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment in unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliated against individuals for cooperating with an investigation of a sexual harassment is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct this is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because Olin Plumbing, inc. takes all allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action, as it is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment

"Sexual Harassment" means advances, requests for sexual favors, and verbal or physical conduct of sexual nature when:

- a. Submission to or rejection of such advances, requests or conduct in made either explicitly or implicitly a term or condition of employment or as

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for sexual or proposed job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- a. Sexual advances – whether they involve physical touching or not; b. Sexual epithets, jokes, written or oral reference to sexual conduct, go

All employees should take a special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual complaint is unlawful and will not be tolerated.

Complaints of Sexual Harassment

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting the President. The President is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

Sexual Harassment Investigation

When we receive a complaint of sexual harassment we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent consistent with a fair and full investigation and practicable under the circumstances. Our investigation will include private interviews with the person filing the complaint, and witnesses. We will also interview the person who alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the EEOC. Using our complaint process does not prohibit you from filing a complaint with this agency. The EEOC has a 180-day period for filing a claim.

Wage and Hour Policies

Accommodations for Nursing Mothers

Olin Plumbing, Inc. will provide nursing mothers reasonable break time to express milk for their infant child for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

[[INFORM EMPLOYEES WHERE THEY MAY STORE EXPRESSED MILK: Expressed milk can be stored [in company refrigerators, refrigerators provided in the lactation room or other location]. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. You may also bring a personal cooler for storage.]]

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, [[clock in and out/record the start and end time for]] any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid where permissible by applicable law.

You must make reasonable efforts to not disrupt Company operations.

You are encouraged to discuss the length and frequency of these breaks with your supervisors.

The Company will not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

The Company is not required to provide the above benefits if doing so would impose an undue hardship on the Company.

Meal and Rest Periods

Olin Plumbing, Inc. strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your supervisors regarding procedures and schedules for rest and meal breaks. The Company requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your supervisors know; in addition, notify your supervisors as soon as possible if you were unable to or prohibited from taking a meal or rest period.

Break Time

A 15-minute break will be given in the afternoon. The employee may not leave the premises during the break time without permission. When the break is over, employees are to promptly return to their work area and resume work.

If the employee is required to stay longer than the normal shift, they will receive a 14-minute break at the end of the normal shift before continuing with the next shift.

Time Cards

Punching another employee's time card is grounds for dismissal.

Do not punch out until the correct time shows on the clock. This means the starting time of your designated lunch break for lunch and the set time for the end of your shift. This does not mean standing around the time clock waiting for the "right" time. Time cards are to be left by the time clock. New cards will be placed by the time clock each Monday. Employees are to note on their time cards vacation time, holiday time, and travel time.

Five (5) minutes are allowed for clearing and washing up and should not be taken as time to leave early. If taken, you will not be paid for this time. Remember you are required to keep your work area and company vehicle neat and clean at all times.

If an office employee must leave the premises for personal reasons, they must first notify their supervisor and then clock out when leaving and clock in when returning.

Overtime

All employees are required to obtain prior approval from management before working any extra hours. Compensation for extra hours will comply with existing wage and hour laws and Olin Plumbing, Inc. policy.

Pay Period

The payroll week is a seven (7) consecutive day period Monday 12:01 AM and ending at 12:00 PM on Sunday night. Paychecks are distributed on each Friday. If a holiday falls on Friday, paychecks will be distributed the day before. If there is an error on your paycheck, DO NOT CASH IT. Return it to the Business Manager who will issue a new paycheck. If you cash a check with an error or overpayment, the amount should be returned to the Business Manager either the same day or the next business day. The President must approve any deviation from this requirement in writing.

Review your paycheck for accuracy. If you find an issue, report it to your supervisors immediately.

Anniversary Date

An anniversary date is the employee's late date of hire. Anniversary dates are used for performance evaluations, and may be used for pay increases and the accrual of some additional benefits. Pay increases may or may not be discussed at this time however raises are earned and not to be considered automatic.

Overtime Rate

Our overtime policy is intended to conform to state and federal wage and hour requirements. You are not authorized to work overtime unless your supervisor approves it.

General Policies

Access to Personnel and Medical Records Files

Olin Plumbing, Inc. maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. Individual employees may request an appointment to see their personnel records. If they disagree with any negative personnel reports or actions found in the file, they may respond and have those written responses placed in their personnel file.

Employees are responsible for informing Olin Plumbing, Inc. of any change in name, address, telephone number, marital status, number of dependents, military status, persons to notify in the event of an emergency, etc.

Employee Personnel File

Each employee's personnel file shall contain the following records:

1. Acknowledgment for receipt of this policy manual
2. Application for employment
3. Job title and description
4. Rate of pay and any other compensation paid to the employee
5. Starting date of employee
6. Waivers signed by the employee
7. Copies of dated termination notices
8. Employee Performance Evaluation Form

9. Notice of Disciplinary Actions
10. Attendance History Form
11. Absence/ Tardy Report
12. Notice of Outstanding Performance
13. Any other material or information relating to your employment

Benefits

Civil Air Patrol Leave

Olin Plumbing, Inc. will provide eligible employees with at least 15 days of unpaid Civil Air Patrol leave per year to participate in a Civil Air Patrol training or mission.

Eligibility

To be eligible for Civil Air Patrol leave, you must:

- Be employed by the Company for at least 90 days before beginning leave; and
- Be a senior member of the Florida Wing of the Civil Air Patrol with at least an emergency services qualification.

Use of Leave

You will not be required to use paid leave while on Civil Air Patrol leave. However, you may elect to substitute any paid leave for the work time missed on Civil Air Patrol leave.

Notice

Provide as much notice as possible of your intent to take Civil Air Patrol leave.

Certification

The Company may ask you to provide documentation supporting your need for leave.

Restoration

Upon completion of leave, you must promptly notify the Company of your intent to return to work. The Company is not required to permit you to return to work if:

- The Company's circumstances have so changed as to make employment impossible or unreasonable;
- It would impose an undue hardship on the Company;
- Your employment prior to taking leave was for a brief, nonrecurring period, and there was no reasonable expectation that your employment would continue indefinitely or for a significant period; or
- The Company had legally sufficient cause to terminate you at the time you commenced leave.

If you are permitted to return to work, you are entitled to:

- The seniority that you had on the date leave began and any other rights and benefits that are bestowed upon you as a result of such seniority; and
- Any additional seniority that you would have attained if you had remained continuously employed and any other rights and benefits that would have been bestowed upon you as a result of such seniority.

After you have returned to work, you may not be terminated for a period of one year after the date you returned, except for cause.

Retaliation

The Company will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

Jury Duty Leave

Olin Plumbing, Inc. encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your supervisors as soon as possible to make scheduling arrangements. The policy of Olin Plumbing, Inc. is to enable its employees to fulfill their civic obligation. If you are called to serve on jury duty, you are requested to notify your supervisor immediately. Your supervisor may elect to contact the involved court to request the rescheduling of your jury duty, based on workload during the originally proposed jury duty period. Employees serving on jury duty will not be paid.

The Company reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Voting Leave

In most cases election polls are open 7:00 a.m. to 8:00 p.m. An employee should be able to make arrangements to vote without being late for work or needing to leave early.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Company and a safe, productive, and pleasant workplace.

Derek Olin, President

Olin Plumbing, Inc.

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Olin Plumbing, Inc. Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the [[position or title]] of the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Company or affect the right of the Company to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Company representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Company representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Olin Plumbing, Inc..

If I have any questions about the content or interpretation of this handbook, I will contact Jennifer Olin.

Signature

Date

Print Name