



# EMPLOYEE HANDBOOK

# **WELCOME TO J W Sands LLC**

On behalf of myself and your new colleagues, welcome to **J W SANDS LLC**. We are happy to have you as a new member of our team!

**J W SANDS LLC** has earned a reputation as a leader in the sand industry. We are successful because of the individual contributions made by each of our employees. You were selected to join **J W SANDS LLC**'s team because we feel you have the skills, ability and commitment needed to help us deliver the finest service available to our customers. Since founding **J W SANDS LLC**, we have held to a very simple philosophy: exceptional service to our customers to keep our customers. We want to ensure that these relationships continue well into the future.

We hope you will find your job challenging and rewarding and will enjoy with us the special feelings of satisfaction that comes with doing a job well.

This handbook will explain many of the benefits you will enjoy as a **J W SANDS LLC** employee and some of the rules and regulations that enable our Company to run smoothly. If you have any questions, or if there is something we can do to help you succeed and grow with us, please contact the Management.

We extend to you our personal best wishes for your success and career development as a member of **J W SANDS LLC**.

Sincerely,

**J W Sands LLC**

**Jim Walker**  
**CEO & Owner**

# YOUR HANDBOOK

## PERSONNEL POLICY MANUAL

This handbook is designed to be a summary of personnel policies and practices as they apply to all Texas **J W SANDS LLC** personnel. Although this handbook is not a contract or legal document, it does provide a working guide for use in understanding and applying all policies and practices. It is meant to be helpful to all employees.

Please understand that circumstances may arise requiring changes in the policies, practices and benefits described in this manual. Accordingly, **J W SANDS LLC** reserves the right to amend the contents as it deems appropriate.

Should any provision in this Employee Handbook be found to be unenforceable or invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

This Employee Handbook replaces and supersedes all other **J W SANDS LLC** Employee Handbooks, or other **J W SANDS LLC** policies, whether written or verbal.

**This manual does not constitute a contract of employment.**

**All employees of J W Sands LLC are employees at-will, unless the terms and conditions of your employment are otherwise specifically agreed to in a valid and enforcement written agreement.**

## **MISSION STATEMENT**

**J W Sands LLC** succeeds by delivering outstanding customer service.

We believe in service beyond expectation, achieved through a constant desire to anticipate and fulfill evolving customer needs.

The honesty, intelligence and commitment of our people are vital to **J W SANDS LLC's** mission. We share pride in the Company and respect everyone's contribution at every level.

Exemplary customer relationships drive **J W SANDS LLC's** growth and prosperity.

**J W SANDS LLC** is dedicated to pushing the limits of excellence, standing at the forefront to provide the finest and healthiest environments attainable in the industry.

**J W SANDS LLC** always strives to exceed its best.

## **WHAT YOU CAN EXPECT FROM J W SANDS LLC**

**J W SANDS LLC** believes in creating a harmonious working relationship among all employees. In pursuit of this goal, **J W SANDS LLC** has created the following employee relations objectives:

1. Provide an exciting, challenging and rewarding workplace and experience.
2. Select qualified people based on skill, training, ability, attitude and character regardless of age, sex, color, race, creed, national origin, religion, marital status, citizenship status, ancestry, sexual orientation, affectional preference, physical or mental disability, veteran status, or any other classification protected by law.
3. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
4. Provide eligible employees with Paid Time Off (PTO) and holidays consistent with the policy contained herein.
5. Assure employees, after talking with their manager, an opportunity to discuss any issue or problem with the Management, to the extent practicable.
6. Take prompt and remedial action in response to complaints brought to the attention of the Management, to the extent practicable.
7. Respect individual rights and treat all employees with dignity and respect.

8. Maintain mutual respect in our working relationship.
9. Provide a workplace that is comfortable, orderly and safe.
10. Promote employees based on their ability and merit.
11. Keep employees informed of the progress of **J W SANDS LLC** as well as its overall goals and objectives.
12. Promote an atmosphere in keeping with **J W SANDS LLC**'s vision, mission and goals.

## **WHAT J W SANDS LLC LLC EXPECTS FROM YOU**

**J W SANDS LLC** needs your help in making each working day as satisfying and rewarding as possible. Your first responsibility is to know your own duties and how to do them promptly, **safely**, correctly and pleasantly. At **J W SANDS LLC**, we take pride in knowing our employees are not restricted to just one duty.

From time to time you may be asked to perform other duties to maintain a productive work environment. Secondly, you are expected to cooperate with management and your fellow employees which includes maintaining a good team attitude.

How you interact with fellow employees and those whom **J W SANDS LLC** serves, and how you accept direction can affect the success of your department in turn, the performance of one department can impact the entire service offered by **J W SANDS LLC**. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

You are encouraged to grasp the opportunities for personal development that are offered to you. This Employee Handbook offers insight on how you can perform positively and to the best of your ability to meet and exceed **J W SANDS LLC**'s expectations.

**J W SANDS LLC** expects all employees to be responsible for their own actions and to maintain standards of performance and behavior that reflects **J W SANDS LLC**'s status in the industry. It is your responsibility to make sure you understand the standard of performance and behavior expected, and to conduct yourself accordingly.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making **J W SANDS LLC** a company where you can approach your manager, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of **J W SANDS LLC**. We're all human, so please communicate with each other and with management.

Remember, you help create the pleasant and safe working conditions that **J W SANDS LLC** intends for you. The result will be better performance for **J W SANDS LLC** overall, and more personal satisfaction for you.

## **EMPLOYMENT POLICIES**

### **EQUAL EMPLOYMENT OPPORTUNITY**

**J W SANDS LLC**'s continuing policy is to afford Equal Employment Opportunity to qualified individuals regardless of their race, color, sex, religion, age, creed, marital status, national origin, ancestry, physical or mental disability, sexual orientation, affectional preference, veteran status or citizenship status, or any other classification protected by law. This policy of equal opportunity encompasses all aspects of the employment relationships, including applications and initial employment, promotion and transfer, selection for training opportunities, wage/salary administration, recruiting, hiring, reassignments, sponsored training, compensation, benefits, layoff and rehires, termination of employment, recreation programs, and the application of services, retirement, seniority, employee benefit plan policies and other terms and conditions of employment as provided by law.

**J W SANDS LLC**, as part of its commitment to Equal Employment Opportunity, adheres to all City, State and Federal laws with respect to Equal Employment Opportunity.

However, if anyone feels that they have been treated unfairly in any aspect of their employment, we want to assure you that you have an opportunity to present your concerns. The Management for **J W SANDS LLC** will make special efforts to ensure that all understand and effectively implement this policy.

Further, all complaints of discriminatory treatment in violation of this policy must be brought to the attention of the Management so that an internal investigation may be undertaken promptly. After an investigation and/or within a reasonable time thereafter, the Management will contact the employee(s) and communicate their findings, if appropriate. Any employee, including managers, involved in, or condoning, discriminatory practices will be disciplined up to and including termination.

We must all realize that it is the responsibility of every employee of **J W SANDS LLC** to give our policy of Equal Employment Opportunity real meaning through our full support.

All members of management are primarily responsible for seeing that **J W SANDS LLC**'s Equal Employment policies are implemented, but all staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

## **CUSTOMER RELATIONS**

The success of **J W SANDS LLC** depends upon the quality of the relationships between **J W SANDS LLC**, our employees, customers, owner's representatives, and the public. Our customers' impression of **J W SANDS LLC** and their interest and willingness to stay with us is greatly formed by the people who serve them. In a sense, regardless of your position, you are **J W SANDS LLC**'s ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, **J W SANDS LLC**, and our services. Below are several things you can do to help give clients a good impression of **J W SANDS LLC**. These are the building blocks for our continued success.

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees always.
3. Take great pride in your work and enjoy doing your very best.

These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws.

## **ORIENTATION**

Your first few weeks on the job are very important and starting any new job requires a period of adjustment. You will meet many people and learn new procedures, some of which may be detailed and complicated. Therefore, the pace at **J W SANDS LLC** may be faster than the one to which you may have been accustomed.

To gain a thorough knowledge of the operations of **J W SANDS LLC**, it is essential that you ask questions. During busy times, make a note of questions you have, and discuss them later with your manager. Please do not relay to others information that you are not certain about. Take the initiative to learn all you can, because those who are successful in this dynamic business never stop learning and adding to their store of knowledge.

**J W SANDS LLC** provides a brief orientation at the time you begin employment and fill out your paperwork.

**J W SANDS LLC** management will make sure you have all SAFETY related training prior to and during employment.

## **EMPLOYEE RECORDS**

Your employee records are maintained by Management. It is important that the following information be kept up-to-date.

- Legal name
- Home address
- Home telephone number
- Person to contact in case of emergency
- Change of beneficiary
- Social Security number
- Exemptions on your W-4 tax form.
- Training certificates or licenses maintained

Please be sure to notify the Management if there are any changes which may affect the above, so your records can be updated accordingly.

## **NON-HARASSMENT POLICY**

**J W SANDS LLC** strives to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated.

### **1. What is Harassment?**

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking the place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

### **2. Responsibility**

All employees, regardless of their position(s), have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it their immediate supervisor or the Management. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants **J W SANDS LLC** to do so.



### **3. Reporting**

Any incidents of harassment must be immediately reported to their immediate supervisor or the Management. Upon receiving a report of harassment, an appropriate investigation and disciplinary action will be taken, if appropriate. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. **J W SANDS LLC** will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

## **SEXUAL HARASSMENT POLICY**

### **1. Statement of Purpose and Scope**

**J W SANDS LLC** is committed to maintaining a work environment free of unlawful discrimination and harassment, and therefore, has zero tolerance for workplace sexual harassment.

Sexual harassment consists of any unwelcome conduct, whether verbal, visual or physical, that is based upon a person's gender. Such conduct is unlawful and prohibited whenever it affects tangible job benefits, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Sexual harassment undermines the integrity of the employment relationship. All employees have the right to work in an environment free from unsolicited and unwelcome sexual overtures. **J W SANDS LLC** will not tolerate any form of gender-based or sex-based discrimination, including any kind of sexual harassment against any employee or applicant for employment. Such discrimination violates federal and state law, and **J W SANDS LLC's** Sexual Harassment Policy.

### **2. Definition**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, and physical conduct of a sexual nature whenever:

- a. Submission to the conduct is made either in explicit or implicit condition of employment;
- b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- c. Harassing conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

### **3. Examples of Conduct Constituting Sexual Harassment**

Sexual harassment can involve an almost infinite variety of conduct. Such examples include but are not limited to the following:

- a. Unwelcome physical contact with sexual overtones;
- b. Sexually offensive comments such as slurs, jokes, epithets, and innuendo;
- c. Inappropriate, repeated, or unwelcome sexual flirtations, advances, or propositions;
- d. Inappropriate or suggestive comments about another person's physical appearance, characteristics or dress;
- e. Exchanging or offering to exchange any kind of employment benefit for a sexual concession, e.g., promising a promotion or raise in exchange for sexual favors; or
- f. Withdrawing or threatening the withdrawal of any kind of employment benefit for refusing to grant a sexual favor.

### **4. Applicability of Policy**

The prohibition against sexual harassment applies to everyone - managers, supervisors, salaried and hourly workers, temporary employees, contractors, vendors and visitors. **J W SANDS LLC** will not tolerate sexual harassment of any kind by anyone.

### **5. Reporting Sexual Harassment**

Any employees who believe that they have been sexually harassed should report the incident to Management.

Complaints of sexual harassment will be investigated thoroughly and quickly. Whenever appropriate, disciplinary action will be taken against the harassing party, up to and including termination. **J W SANDS LLC** will also take appropriate action to deter further sexual harassment. You will be advised of the results of the investigation and of any action taken, if appropriate.

Employees, supervisors, and managers must report any incident of sexual harassment they may observe, even if they are not the target or victim of such harassment. Such reports will be handled in the same fashion as complaints by victims of sexual harassment.

### **6. Confidentiality**

Any allegation of sexual harassment brought to the attention of their immediate supervisor or the Management will be promptly investigated. Confidentiality will be maintained throughout the investigatory process, to the extent practicable under the circumstances.

## **7. Discipline for Engaging in Sexual Harassment**

Any employee found to have engaged in misconduct constituting sexual harassment will be subject to appropriate discipline, up to and including termination. Additional action may include: referral to counseling, withholding of a promotion, reassignment, temporary suspension without pay or financial penalties.

This policy is designed to protect all employees from sexual harassment in any way associated with the workplace or work environment, regardless of the identity or status of the harasser. Although **J W SANDS LLC**'s ability to discipline a non-employee harasser may be limited by the degree of control, if any, that it has over the alleged harasser, any employee who believes that they have been subjected to sexual harassment should file a complaint and be assured that appropriate action will be taken.

## **8. Protection Against Retaliation**

**J W SANDS LLC** will not in any way retaliate against any employee who makes a complaint of sexual harassment or against any participant in the investigation, nor will it permit any supervisor or employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any employee found to have retaliated against another employee for reporting sexual harassment will be subject to the same disciplinary action described above.

Further, any employee who makes an intentional or reckless false complaint also will be subject to the same disciplinary action as described above.

## **EMPLOYEE ABSENTEEISM POLICY**

Our philosophy at **J W SANDS LLC** on absenteeism is this: First, absenteeism is controllable; second, there is no reason why all employees cannot be at work, on time, all the time, and last, a few employees cause most of the lost time. Therefore, absence control is best achieved through individual treatment aimed at the irresponsible, chronic absentee.

We define an absence as failure to report and remain at work as scheduled; this includes late arrival at work and leaving early as well. Absence then includes all time lost from the job whether excused or unexcused, avoidable or unavoidable. The only exceptions to this definition of absence are holidays, vacations, death in the immediate family, worker's compensation cases, approved leaves of absence, and days for which no work is scheduled.

You are expected to report to work on time, on a regular basis. Unnecessary absenteeism and lateness is expensive, disruptive, and places an unfair burden on other employees and your supervisor. Unsatisfactory attendance will also result in disciplinary action, including suspension and discharge. It will also have an adverse effect on any promotion considerations.

If you are going to be late or absent for any reason, you are required to notify Management as

far in advance as possible. Explain why you are going to be absent and when you expect to return to work.

**NOTE: It is your responsibility to ensure that proper notification is given. Asking another employee, friend, or relative to give this notification is not considered proper, except under emergency conditions.**

Any employee who fails to give such notification will be charged with an unexcused absence. If an employee is absent for two consecutive days without notifying **J W SANDS LLC**, he or she is subject to disciplinary action up to and including termination. If notice is given and **J W SANDS LLC** does not think it justifies the absence, it will be considered unexcused.

If you are absent because of an illness for two (2) or more successive days, your supervisor may request that you submit written documentation from your doctor stating you can resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without approval will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

## **Fire Arms – Weapons Policy**

J W Sands prohibits at all times the possession of any firearms or other weapons of any kind to be present on J W Sands property. This policy applies to all regular and part-time employees and temporary workers of **J W SANDS LLC** as well as to all consultants, vendors, and other individuals providing services to the Company at any time on the premises or while engaged in business for the Company. Possession of any firearm or weapon is direct violation of company policy that promises our employees a safe environment to work in. Any employee found to have in their possession a firearm or weapon will be subject to appropriate disciplinary action, up to and including termination.

## **SMOKING POLICY**

**J W SANDS LLC** is a **No Smoking** company. Smoking is not allowed on any company property.

## **ALCOHOL & SUBSTANCE ABUSE**

**J W SANDS LLC** prohibits always the unlawful manufacture, sale, distribution, use, dispensation, receipt, transportation or possession of illegal drugs or unauthorized control substances on the Company's premises or while engaged in business for the Company off the premises. **J W SANDS LLC** also prohibits the unauthorized use of alcoholic beverages on the premises. Further, it is a violation of **J W SANDS LLC's** policy for anyone to engage in work

for the Company or to report to work in any impaired or intoxicated condition or under the influence of alcohol, drugs, or illegal substances.

This policy applies to all regular and part-time employees and temporary workers of **J W SANDS LLC** as well as to all consultants, vendors, and other individuals providing services to the Company at any time on the premises or while engaged in business for the Company.

**Employees are required to submit to random drug and alcohol abuse screenings at the discretion of J W SANDS LLC Management.**

## **SOCIAL MEDIA**

J W SANDS LLC recognizes your right to use social media outlets like Facebook in your personal time. However, to avoid misperceptions by others that your opinions expressed on Facebook reflect those of the company, we require each employee with a Facebook, Twitter, or other social media account to not make any reference to your employment with J W SANDS LLC, and to use a personal, non-work e-mail address on these accounts.

# **HOURS OF WORK & COMPENSATION ISSUES**

## **EMPLOYMENT CLASSIFICATION**

### **Full-Time Employees**

An employee who has successfully completed the Training Period (see below) of employment and who works at least 40 hours per week is considered a full-time employee.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

### **Part-Time Employees**

An employee who works less than a regular 40-hour work week is considered a part-time employee. Please contact Management for details.

### **"Non-Exempt" and "Exempt" Employees**

At the time you are hired, all employees are classified as either "exempt" or "non-exempt" This

is necessary because, by law, employees in certain types of jobs are entitled to overtime compensation for hours worked more than forty (40) hours per work week, not including vacation, sick, or holiday hours. These employees are referred to as "non-exempt" in this employee handbook.

Exempt employees are executives, managers, officers, directors, owners and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

## **WORK SCHEDULE**

Work schedules for employees vary throughout the Company. Operational demands may make it necessary for occasional changes in starting and ending times and in the total hours that may be needed each day and week to meet the varying demands of our business. Your manager will inform you of your hours, as well as how to complete weekly or daily time sheets.

To maintain efficiency, you are expected to be ready to start work at the established starting time and remain at work for the entire work period, excluding meal periods.

Should an unavoidable circumstance cause you to be late, notify your manager of your anticipated arrival time. If it's necessary for you to leave work because of a personal emergency, you **must** inform your manager before leaving.

## **TIMEKEEPING PROCEDURES**

All employees are required to record all hours they work. You must record your entry/exit at the beginning and end of every shift and at the beginning and end of every meal period if you leave the property. In addition, if you leave the premises for any other reason, you must record your entry/exit upon your departure and your return. If for some unforeseen reason you do have to write your time in, you **MUST** get your supervisor to initial the change or you will not be paid for that time.

Please comply with our procedure to ensure that you are paid accurately and on a timely basis.

Employees are prohibited from engaging in any conduct to falsify their own or another employee's hours worked. Tampering, altering or falsifying time records, or recording time on another employee's attendance roster or time record is a serious infraction of policy and may result in disciplinary action, up to and including termination.

If you have any questions about these timekeeping procedures, please contact Management.

## **ANNIVERSARY DATE**

The first day you report to work becomes your "official" anniversary date. In case you were hired on a temporary basis and converted to permanent status, your anniversary date will be the first day that you were paid by **J W SANDS LLC** as a regular, full-time employee. Your anniversary date is used to compute various conditions of employment and benefits described in this Employee Handbook.

## **PERFORMANCE APPRAISALS**

While you are urged to discuss your performance and goals with your manager informally on a regular basis, your manager will schedule a formal performance appraisal discussion with you at least once a year. Performance also may be reviewed at a time to be determined by your manager if you are being considered for a raise. All new employees receive a performance appraisal and review of their performance from their immediate supervisor on completion of their first six months of service.

All **J W SANDS LLC** employees are reviewed annually around the time of their anniversary dates. This annual review is comprised of several factors, including:

- a) Self-evaluation;
- b) Evaluation by manager;
- c) Goal setting;
- d) Achieving planned goals.

During the formal performance review process, your manager is encouraged to cover the following areas:

- The quality and quantity of your work.
- Strengths and areas for improvement.
- Attitude and willingness to work.
- Initiative and teamwork.
- Attendance.
- Problem solving.

A performance appraisal gives you a chance to discuss your duties and responsibilities with your manager and learn how your manager feels about the quality of your work, your progress in

attaining department goals and what will be expected of you during the next appraisal period. It gives you the opportunity to ask questions, learn about the objectives to be achieved, and explore directions for your career.

## **PAY DAY AND YOUR CHECK**

The pay period at **J W SANDS LLC** is weekly and starts **Sunday** and ends on **Saturday**. Your check will be issued on the following Friday. Changes will be made and announced in advance whenever **J W SANDS LLC** holidays or closings interfere with the normal pay schedule.

Your paycheck will include earnings for all work performed through the end of the previous pay period. Your pay is subject to all deductions required by law, federal tax, social security payment, and state and local income taxes, as applicable. The amount of the deductions will depend on your earnings and on the information, you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the Business Office. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes. Any other mandatory deductions to be made from your paycheck, such as court ordered garnishments, will be explained whenever **J W SANDS LLC** is ordered to make such deductions.

Questions about your pay and your deductions should be discussed with your manager or the Business Office. Do not discuss your pay with co-workers.

Should there be an underpayment of any kind, we will make every effort to repay you as quickly as possible. If there is an overpayment of any kind, it is your responsibility to bring this to the attention of the Business Office.

**Advances:** Paycheck advances will only be handed out in **EXTREME** circumstances. And will be handled on a case by case basis. Please discuss with your supervisor.

## **TIME OFF & LEAVES OF ABSENCE**

### **TRAINING PERIOD**

Your first ninety (90) days of employment are considered your training period. During this time,



your manager and co-workers will make every effort to help you achieve a satisfactory job performance. All safety training will be done in this period. Employees whose performance is not satisfactory may be terminated at any time during the training period. **J W SANDS LLC** reserves the right to extend the training period at its discretion.

## **HOLIDAYS**

Unless otherwise provided, **J W SANDS LLC** pays full-time employees for the following holidays.

New Year's Day	January 1 <sup>st</sup>
Independence Day	July 4 <sup>th</sup>
Memorial Day	Last Monday in May
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25 <sup>th</sup>
Good Friday	

To be eligible for holiday pay, you must be employed for ninety days, and must be in regular pay status the day before and after the holiday, unless the employee is on an approved day off, in accordance with standard **J W SANDS LLC** policy. Employees working less than ninety days are eligible for Holiday Pay only if they work on the scheduled Holiday. (For example, if you are out sick on the day before or after a holiday you will not be paid for the holiday unless you provide a doctor's note or your immediate supervisor approves payment for the day.)

Holidays falling on a Saturday will normally be observed the preceding Friday. Holidays falling on a Sunday will normally be observed on the following Monday.

## **PAID TIME OFF (PTO)**

Unless otherwise provided, paid time off under this policy may be used for instances such as vacation, medical reasons, (i.e., personal, spouse, parent, child) or other personal business.

Unless otherwise provided, the amount of paid time off that any employee can receive in one calendar year increases with the length of employment as shown with the following schedule:

- 1) First year- PTO accrues at 1 day per month up to 10 days (80 Hours)
- 2) After one year of service from an employee's anniversary date -10 days.
- 3) After five years of service from an employee's anniversary date -15 days.
- 4) After fifteen years of service from an employee's anniversary date - 20 days.

When you have met the eligibility requirements, submit a written vacation request to your manager to schedule your paid time off. Requests are evaluated based upon various factors, including anticipated operating requirements and staffing consideration. Your paid time off pay is based on your pay rate in effect when your vacation is used and does not include bonuses or other special forms of compensation.

## **MEDICAL LEAVES OF ABSENCE**

### **Unpaid Leave of Absence**

Under emergency circumstances, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with **J W SANDS LLC**. It is the policy of **J W SANDS LLC**, to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

Unless otherwise provided, time off for any reason during a working day will count first against your allotted paid time off. Thereafter, unless specifically exempted, any time off will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform your manager or department head of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to the Management team. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

A request for a personal leave will be evaluated on many factors, including anticipated operational and staffing requirements during the proposed time of absence. Pending approval, you should take available paid time off prior to the effective date of the personal leave of absence.

### **Disability Leave of Absence (including leaves of absence due to maternity or pregnancy)**

Unless otherwise provided, **J W SANDS LLC** may grant an unpaid leave of absence for illness, disability or pregnancy. To request a disability, leave of absence from **J W SANDS LLC**, you must submit a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability.) Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In the case of pregnancy, please inform your supervisor or department head as soon as possible of the date you and your doctor anticipate that you will begin your leave. Your job status will be protected in that we will make every effort to hold your position open, or return you to a similar position if one is available, for which you may be qualified.

At the time the disability leave begins, any accrued personal leave or sick leave will be used. Vacation time previously accrued (but not used) at that time will also be paid if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty (30) days. This policy applies to all employees. Employees who must remain away from work for more than the period allowed above will be considered terminated from employment. They are welcome to re-apply subject to **J W SANDS LLC**'s usual hiring policies.

Employees who develop a physical condition which requires medical treatment or restrictions and precautions will be required to submit a physician's statement. This statement must give approval that continued full-time employment in his/her present position will not jeopardize his/her health or the safety of others, in the event she/he continues to work. A similar statement is required upon return from a disability leave.

## **BEREAVEMENT LEAVE**

Recognizing that a time of bereavement is very difficult, every effort will be made to ensure that a bereaved employee can attend to family matters. Employees should notify their manager of this situation immediately.

Absence due to a death in the immediate family will be paid to full-time employees for up to three business days. The immediate family is the employee's parents, spouse, domestic partner, child, sibling, grandparents, grandchildren, spouse's parents, child(ren) or siblings.

Any available paid time off can be used at this time with the approval of your manager. Additional unpaid time off will be granted to allow for any arrangements associated with the death that must be made.

Funeral leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive paid time off in addition to paid funeral leave.

## **JURY DUTY**

We encourage you to fulfill your civic responsibility by serving on a jury when required to do so. **J W SANDS LLC** does not compensate employees for days off for jury duty.

If you are called for jury duty, you must notify your immediate supervisor within forty-eight (48) hours of receipt of the jury summons so that arrangements can be made to accommodate your absence. Of course, you are expected to report to work whenever the court schedule permits. Managers may also request that employees in jury duty telephone them daily to discuss work issues.

Employees called for jury duty are expected to take all action necessary - up to and including requesting a deferral - to ensure that their absence does not impede the Company's ability to perform on a business as usual basis.

## **NATIONAL GUARD OR MILITARY LEAVE**

If you are a member of a National Guard or Reserve Unit, you may take the time required for training. Leave is normally for two weeks, but in exceptional cases may be as long as seventeen calendar days. Leave of this nature is unpaid. However, you may elect to use your paid time off, if you wish.

You may also take military leave in accordance with applicable law if you are inducted into or enlisted in the Armed Forces of the United States or are called to active duty as a member of a Reserve Unit. Please be sure to inform your manager of your absence for National Guard or Military Reserve Leave, as far in advance as possible.

According to this policy, and consistent with state and federal law, time spent on military leave will be counted as continuous service for computing service awards and determining your eligibility for various benefits plans. However, some of your benefits may be affected by your leave, as follows:

### **Job Reinstatement**

Following a military leave and application for reinstatement, every effort will be made to reinstate you to the same job or job level you would have reached had military leave not occurred. This is in accordance with applicable federal and state laws. If no such position is available, the Management will attempt to place you in a similar assignment with another department. If this is impossible, your original division must re-employ you on an overstaff basis until an appropriate position is available with the division or elsewhere in the Company.

### **Medical Examination**

After reinstatement, you may be required to have an evaluation to update your medical history.

### **Social Security**

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your bi-weekly wages to the trust fund from which benefits are paid. As your employer, **J W SANDS LLC** is required to deduct this amount from each paycheck you receive. In addition, **J W SANDS LLC** matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earnings. You are encouraged to protect

your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or you may even access them on-line at [www.ssa.gov](http://www.ssa.gov).

## **RULES & REGULATIONS**

### **TEAMWORK AND SERVICE TO THE CUSTOMER**

As you learned from our Mission Statement, excellent service to our customers is a primary goal. Our success is a result of consistently performing beyond our client's expectations.

To perform at this level, it is essential that all **J W SANDS LLC** employees/departments operate as a team. Whatever your job function, you are a member of the team that services clients because all our jobs are related to and dedicated to that end.

As a member of a team you do not work in a vacuum because the quantity and quality of the work you do affects your co-workers and, ultimately, the client. We expect you to set high standards for yourself, in the job you do, the way you communicate and the way you interact with others.

### **ETHICAL STANDARDS**

**J W SANDS LLC** strives to maintain the highest standards of personal and business ethics and corporate conduct. As an employee, you are required to do the same. Your daily activities on behalf of **J W SANDS LLC** should always be carried out in an ethical and legal manner, and conflicts of interest should be avoided.

### **GUIDELINES FOR CONDUCT**

Every organization requires a set of rules so that the group may operate smoothly and safely to accomplish its goals. This is particularly so at **J W SANDS LLC**, where any failure to adhere to high standards of conduct may affect the wellbeing of residents and customers. Because the safety and comfort of everyone depends on these rules, violators may be subject to discipline up to and including discharge. We ask the cooperation of all employees of **J W SANDS LLC** in the observance of these policies.

Additional standards of conduct are contained elsewhere in this Employee Handbook. Obviously, it is not possible to list every type of conduct which may result in disciplinary action. You should, therefore, talk to your supervisor if you are unsure of what to do in each situation. The following kinds of conduct are absolutely prohibited:

1. Not following MSHA and/or OSHA rules and regulations, including all rules and requirements for wearing personal protective equipment and understanding and obeying all hazard warnings.
2. Abuse, mistreatment, or threatening of a customer or another employee, either physical, verbal, or psychological.
3. Falsification of employment application or other employee records.
4. Insubordination.
5. Loafing or sleeping on the job during the employee's working hours.
6. Soliciting tips or gratuities from customers.
7. Unauthorized posting or removal of bulletins or notices.
8. Disregard of one's appearance, uniform, dress or personal hygiene.
9. Dishonesty.
10. Commission of a crime.
11. Violation of all safety rules established by the company to protect the safety of employees.
12. Signing in or reporting time of arrival or time of departure for another employee, or requesting another employee to register time on a time card or sheet on your behalf.
13. Tardiness or absenteeism or unauthorized absence by an employee from his or her work station during an employee's working time.
14. Entering or remaining inside **J W SANDS LLC**'s property outside of your scheduled working hours, except for 15 minutes before and after those hours.
15. Immoral, indecent or disorderly conduct of any nature, or lending money for interest on **J W SANDS LLC**'s premises.
16. Unauthorized use and/or possession of narcotics, dangerous drugs, intoxicating beverages or substances, or being under the influence of intoxicants or drugs on premises or during working hours.
17. Threatening, intimidating, coercing or fighting with another employee or a customer by word or deed, whether on or off **J W SANDS LLC**'s premises.
18. Any discourtesy, unkindness or impatience with customers or with any member of the public visiting **J W SANDS LLC**.

19. Possession of firearms or any other type of weapon while on **J W SANDS LLC's** property.
20. Creating or contributing to unsafe or unsanitary condition by act or omission or engaging in "horseplay" while on **J W SANDS LLC** property.
21. Unauthorized possession of property belonging to **J W SANDS LLC**, of another employee or of a customer or visitor to **J W SANDS LLC**.
22. Negligent or deliberate destruction of or misuse of property belonging to **J W SANDS LLC** or to a customer or visitor to **J W SANDS LLC**.
23. Failure to follow the rules concerning solicitation and/or distribution of literature.
24. Unauthorized possession, use, copying or reading of **J W SANDS LLC's** records, or disclosure of information contained in such records to unauthorized persons.
25. Poor attitude or disrespect to management, your supervisor, the customers or visitors to **J W SANDS LLC**.
26. And any act of misconduct, incompetence, or any violation of this Employee Handbook which may, in management's sole discretion, be grounds for disciplinary action and/or termination of employment.

## **ATTENDANCE AND PUNCTUALITY**

Since working as a team is an effective way to conduct our business, we feel that absenteeism and tardiness adversely affect our collective performance and place a burden on co-workers.

You will be at work promptly every workday. If you cannot avoid being late to work or are unable to work as scheduled, you must notify your manager within two hours of your starting time or as soon as possible if you are not near a phone. If you are unable to speak to your manager directly, contact the Business Office. Excessive absenteeism and/or tardiness may be grounds for disciplinary action, up to and including termination. See Employee Absenteeism Policy for details.

## **DISCIPLINARY ACTION**

It may become necessary at times to discipline employees for disregard to **J W SANDS LLC** policies or safety rules. The severity of the violation may warrant immediate termination. Otherwise the following steps will be taken:

1. Verbal Warning

2. Written Warning
3. Suspension from work without pay
4. Termination

## **NON-DISCLOSURE OF CONFIDENTIAL INFORMATION**

During your employment with **J W SANDS LLC**, you may see confidential information such as customer lists and proposals, and/or other financial information. It is against **J W SANDS LLC** policy to disclose to anyone confidential information regarding the operations of **J W SANDS LLC**.

Because it is vital to the interest and success of the Company that business information and trade secrets be protected, certain individuals may be asked to sign a non-disclosure agreement as a condition of their employment.

Disclosure of confidential information concerning the operations of **J W SANDS LLC** is strictly prohibited.

## **SOLICITATION OR DISTRIBUTION OF LITERATURE**

**J W SANDS LLC** strictly prohibits both employees and others from soliciting and/or distributing literature on **J W SANDS LLC** premises during business hours. **J W SANDS LLC** has established specific policies on solicitation for employees and for non-employees.

### **EMPLOYEES:**

- May neither engage in solicitation of any kind, nor allow themselves to be solicited during their work time;
- May not distribute or post any kind of literature in work areas or on bulletin boards; and
- May be subject to immediate dismissal or corrective action if they violate the policies.

### **NON-EMPLOYEES:**

- May not solicit and/or distribute literature of any kind anywhere on **J W SANDS LLC** premises including bulletin boards; and
- Are subject to the strict enforcement of this policy by managers and others in authority at **J W SANDS LLC**.



## **CRIMINAL BACKGROUND CHECKS**

Every employee of **J W SANDS LLC**, whether full-time, part-time, volunteer or consultant, will be subject to a criminal background check.

As part of this background check, **J W SANDS LLC** may request the disclosure of criminal convictions which are related to a person's job, except those which have not been expunged or sealed. However, a conviction or convictions may not necessarily be an absolute bar to employment. **J W SANDS LLC** will not request the disclosure of a person's criminal arrest record.

## **DRESS CODE**

Please understand that you are expected to dress and groom in accordance with accepted social and business standards, particularly if your job involves dealing with customers or visitors in person.

A neat, tasteful appearance contributes to the positive impression you make on our clients. You are expected to be suitably attired and well-groomed during working hours or when representing **J W SANDS LLC**. A clean and neat personal appearance bolsters your own poise and self-confidence and enhances **J W SANDS LLC**'s image.

## **USE OF PHONE AND MAIL SYSTEMS**

When you answer the telephone, you represent **J W SANDS LLC** to the caller. We expect you to speak to the caller in a courteous and professional manner.

- When answering the telephone, give the name of the department and your name;
- If the person with whom the caller wishes to speak is on another line, ask the caller if he/she desires to be placed on hold;
- If caller has been placed on hold, offer to have the call returned if the person with whom he/she wishes to speak is not available within a reasonable amount of time;
- When a caller leaves a name, number, or message, make sure it is recorded correctly and given to the appropriate party;

- If you do not understand what the caller is saying, ask him/her to repeat the message, keeping in mind your telephone manners;
- Regardless of whether you are responding to an internal or external call, we want to be as service-oriented as possible. Therefore, please make every effort to assist the caller or refer the caller to the appropriate individual for assistance.

**Personal use of the phone for outgoing calls should be limited to emergencies. The use of employer paid postage for personal correspondence is prohibited.**

## **USE OF J W SANDS LLC EQUIPMENT**

The equipment used in accomplishing your work is expensive and is difficult to replace. Moreover, the equipment used may be necessary to insure a safe work environment. Exercise care when using tools and equipment and follow all operating instructions, maintenance requirements and safety guidelines. Report damages or deterioration of equipment immediately to the Business Office and the Management.

Every employee is responsible for maintenance on their equipment. You are to grease your machine daily or as required. You are required to do a pre-shift inspection. Do not use any personal protective equipment (PPE) that is not functioning appropriately, and have it replaced prior to working or continuing to work on a job that requires the use of PPE. Report to management or mechanic when oil changes are required. You may be required to change your own fluids or appropriate personnel will assist.

You are responsible for all property, materials or equipment issued to you or in your control during your employment with **J W SANDS LLC**. Should you leave **J W SANDS LLC** for any reason, you are required to return it to your manager before your last day of work.

## **SAFETY**

### **General Employee Safety**

**J W SANDS LLC** is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

**J W SANDS LLC** will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. **COMPLIANCE WITH THESE SAFETY RULES IS CONSIDERED A CONDITION OF EMPLOYMENT.** Therefore, it is a requirement that

each supervisor makes the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

**Safety Glasses-** J W SANDS LLC provides safety eyewear for all employees. Employees with prescription eyewear will be paid \$150 every two years to provide their own proper prescriptive safety eyewear. J W SANDS LLC requires you wear your safety eyewear in all stations that require this type of PPE.

### **Reporting Safety Issues**

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Employee Report of Accident Form must still be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents which occur during the workday. Should you have any questions or concerns, contact your supervisor for more information.

## **GENERAL HOUSEKEEPING**

**J W SANDS LLC** provides safe and suitable working conditions for all employees. You are urged to cooperate in every way to maintain this environment. Equipment should be kept clean of trash in the operator's compartment and when time allows equipment should be pressure washed. All areas of **J W SANDS LLC** should be free of litter. We should treat our facility as though it were our home.

## **SEPARATION OF EMPLOYMENT**

### **Termination of Employment**

Unless otherwise provided by a written contract for employment, **J W SANDS LLC** operates under the principle of employment at-will. This means that neither you nor **J W SANDS LLC** has entered into a contract regarding the duration of your employment. You are free to terminate your employment at any time, with or without reason. Likewise, **J W SANDS LLC** has the right to terminate your employment, or otherwise discipline, transfer, or change your position at any time, with or without reason, consistent with applicable state and federal law.

**J W SANDS LLC** expects that you will give at least two (2) weeks' notice in the event of your resignation. No paid time off will be paid out at the time of employment termination.

## **Exit Interviews**

At termination, **J W SANDS LLC**'s management may request an exit interview to discuss your reasons for leaving and any other impressions that you may have. Your insights would be helpful. Every attempt will be made to keep all information confidential.

## **Return of J W SANDS LLC Property**

Any property issued to you, such as tools, keys, or cell phones is the property of **J W SANDS LLC** and must be returned at the time of your termination. You will be responsible for any lost or damaged items.

# **CLOSING STATEMENT**

The Management of **J W SANDS LLC** thanks you for taking the time to thoroughly read our Employee Handbook.

The Management expects everyone to abide and follow the policies as set forth and described. However, all employees are encouraged to bring forward their suggestions and good ideas about how **J W SANDS LLC** can be made a better place to work, our jobs improved, and our services to our clients enhanced. When you see an opportunity for improvement, please talk it over with your supervisor. They can help you bring your idea to the attention of the people in **J W SANDS LLC** who will be responsible for possibly implementing it. All suggestions are valued and will be listened to.

Sincerely,

**J W SANDS LLC LLC**

By: \_\_\_\_\_

## **RECEIPT AND ACKNOWLEDGMENT OF J W SANDS LLC EMPLOYEE HANDBOOK**

Please read the following statements, sign below and return to Management.

### Acknowledgment and Receipt of Employee Handbook

I have received and read a copy of **J W SANDS LLC**'s Employee Handbook. I understand that the policies and benefits described in it are subject to change at the sole discretion of **J W SANDS LLC** at any time.

### At-Will Employment

I further understand that, my employment is at will, and neither I nor **J W SANDS LLC** has entered into a contract regarding the duration of my employment. I am free to terminate my employment with **J W SANDS LLC** at any time, with or without reason. Likewise, **J W SANDS LLC** has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of **J W SANDS LLC**. No employee of **J W SANDS LLC** can enter into an employment contract for a specified period, or make any agreement contrary to this policy without the written approval from Management.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Dated