



Professional Plastering Designs Inc.

EMPLOYEE HANDBOOK

At-Will Employment

It is the goal of PPD to provide a positive work environment and a solid economic foundation upon which all employees may build a future. However, PPD is aware that personnel changes are sometimes initiated by employees and management alike. In this regard, it is expressly understood that employment at PPD shall continue only so long as it is mutually agreeable to each employee and PPD. Your employment with PPD is at-will. This means that neither you nor PPD has entered into a contract regarding the duration of your employment. Either an employee or PPD may terminate employment for any reason whatsoever, with or without cause and/or notice, at any time.

PPD will consider you to have voluntarily terminated your employment if you:

- Resign from PPD
- Fail to return, or are unable to return with a reasonable accommodation from an approved leave of absence on the date specified
- Fail to report to work or call in for three (3) or more consecutive workdays.

Employment Eligibility

It is the policy of PPD to hire only those persons legally eligible to work in the United States. Accordingly, before any employee begins work, the INS-required I-9 form must be completed, and the appropriate documentation provided.

Introductory Period

The first 90 days of employment are your introductory period. During this period, you will have the opportunity to determine whether you are comfortable with your position, and your supervisor will determine your qualifications and suitability for continued employment. Your supervisor will also conduct an informal review of your performance.

Should you or your supervisor decide you are not suited for this position, your employment may be discontinued before the end of the introductory period. The Company also reserves the right to extend the introductory period in certain cases where the individual circumstances justify an extension. Successful completion of the introductory period does not alter the nature of your employment relationship, which remains at will.

Non-Harassment



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PPD is committed to providing a work environment free of unlawful harassment. This includes sexual harassment, as well as harassment based on such factors as race, color, creed, religion, national origin or ancestry, age, gender identity, medical condition, marital status, physical or mental disability, sexual orientation, or any other basis protected by federal, state or local law. All such harassment is unlawful. This includes harassment based on the perception that a person possesses any of these characteristics, or is associated with a person who possesses, or is perceived as possessing, any of these characteristics. PPD will not tolerate harassment of our employees by anyone, including any supervisor, co-worker, vendor, associate, or customer of ours.

Harassment Defined: Harassment refers to behavior that is unwelcome, is personally offensive, debilitates morale, and interferes with the work performance and effectiveness of an employee. It includes inappropriate and disrespectful conduct and communication. Prohibited harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually oriented posters, photography, e-mails, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and/or demands to submit to sexual requests in order for an employee to keep their job, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- Retaliation for having reported or threatened to report harassment.

Violations: Violations of this policy will not be tolerated. Anyone engaging in such activity is acting beyond the scope of any authority they may have from the Company. Any supervisor who is made aware of a complaint of harassment and fails to take action will be subject to corrective action, which may include termination.

Workplace Violence



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Professional Plastering Designs (PPD) has adopted a **Zero Tolerance Policy** to workplace violence because the safety and security of our employees are of vital importance. The costs of workplace violence are great, both in human and financial terms, and has been recognized as a growing problem nationwide.

Workplace violence is considered any act of physical violence, attempts to act or threats of physical violence, acts with the intent to cause a harmful or offensive contact, harassment, intimidation, or other threatening, disruptive behavior that occurs at the job site. Workplace violence can affect or involve employees, clients, and other individuals including but not limited to the public.

Several different actions in the work environment can trigger or cause workplace violence. Nonwork-related situations such as domestic violence or “road rage” that lead to violence occurring on the job or acts by an employee or to an employee because of their employment relationship (even if off the job) are covered under our policy. Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, client, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not accepted or tolerated at PPD.

General examples of prohibited conduct include, but are not limited to, the following:

- All threats or acts of violence occurring on PPD property or job sites, regardless of the relationship between the parties involved in the incident.
- All threats or acts of violence not occurring on PPD property or job site, but that involves an individual who is acting in the capacity of a representative of PPD.
- All threats or acts of violence not occurring on PPD property or job site, but that involves an individual whose threats or acts of violence affect the legitimate interests of PPD.
- Any threats or acts resulting in the conviction of an employee or agent of PPD, or of an individual performing services on PPD’s behalf on a contract or temporary basis, under a criminal code provision related to threats or acts of violence that adversely affect the legitimate interests and goals of PPD.

Specific examples of prohibited conduct include, but are not limited to:

- Hitting, shoving or any offensive or harmful contact with an individual (any physical assault)



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- Threatening to harm an individual or his/her family, friends, associates, or their property
- Making harassing or threatening telephone calls, letters or other forms of written or electronic communications
- Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of PPD
- Harassing surveillance, also known as “stalking: the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety”
- Possession or inappropriate use of firearms, weapons, or any other dangerous devices on PPD property or job site

Violations

Violation by an employee or agent of PPD of this policy will lead to appropriate disciplinary action (up to and including termination). Non-employees engaged in violent acts on PPD property or job sites will be reported to the proper authorities and PPD will cooperate with prosecution to the fullest extent possible by law.

To make deliberate false accusations of workplace violence will also be considered a violation of the PPD Workplace Violence Policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation.

Any individual that is aware, or a victim, of workplace violence is encouraged to report the incident immediately to Senior Management. Part of your job duties as an employee is to participate in making PPD free of workplace violence. Your failure to timely report known instances of workplace violence is a violation of our policy and may have serious consequences to the victim and to other employees later.

Employees who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation. Any employee who believes he/she has been the victim of retaliation for reporting workplace violence or cooperating in an investigation should immediately contact Senior Management.

Substance Abuse Policy

PPD is committed to providing a safe work environment and promoting the well-being and health of its employees. That commitment is jeopardized when any PPD employee illegally uses drugs on the job, comes to work under the



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influence, or possesses, distributes, or sells drugs in the workplace. These activities may adversely affect an employee's work performance, efficiency, safety, and health, and therefore seriously impairs his/her value as an employee. In addition, these activities constitute a potential danger to the welfare and safety of other employees and the public and exposes PPD to risks of property loss or damage.

Drug Testing Drug and alcohol testing will be performed under the following circumstances:

- Reasonable Suspicion Testing
- Random (per legal restrictions) and Post Accident Testing

Employment with PPD is contingent on passing the drug/alcohol test. If a proposed candidate for employment tests positive, any job offers made will be considered rescinded.

If an existing employee's test results are positive, the employee shall be removed from duty and be subject to immediate disciplinary action, up to discharge.

PPD encourages any employee with an alcohol or drug problem to ask for help. Employees are eligible for assistance in obtaining a leave of absence and entering a rehabilitation program. Matters of this nature are treated in a confidential manner.

Only designated individuals of PPD will receive testing results. He or she will notify other managers of PPD strictly on a need-to-know basis.

Substance Abuse Guidelines PPD has established the following guidelines:

1. The company will not tolerate or condone substance abuse. It is the policy of PPD to maintain a workplace free from alcohol and other forms of drug abuse and its effects.



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2. It is a violation of company policy for any employee to possess, use, buy, trade, or offer for sale illegal drugs or alcohol, or otherwise engage in the illegal use of drugs or alcohol on the job.
 3. It is a violation of company policy for anyone to report to work under the influence of illegal drugs or alcohol.
 4. It is a violation of company policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications, unless doing so hinders the performance of essential job functions and/or creates identified safety hazards. Employees who believe, or have been informed, that their use of any prescription drug may present a safety risk are to report such drug use to their supervisor or management to ensure the safety of themselves, other employees, the public, and employer property. It is a violation of this policy to utilize prescribed medication, during employment, which impairs performance.
 5. Violations of this policy are subject to disciplinary action up to and including immediate termination. Employees found to be engaged in the sale or purchase of illegal drugs during working hours will be reported to the appropriate law enforcement agency, be subject to immediate termination and will not be eligible for rehire.
- PPD expects the full support of this policy by all employees and all persons doing business with the company.

Employee Responsibility

PPD believes that each employee has the responsibility to:

1. Report to work always free of alcohol or other drugs and their effects.
2. Not possess or use or have the odor of alcohol or drugs on his/her breath.

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5409 Overseas Highway #199, Marathon, FL 33050

305-791-9047



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3. Seek and accept assistance for alcohol and drug abuse.
4. Support efforts to eliminate alcohol and other drug abuse among employees where it exists.
5. Not engage in any work-related activity when taking medications or drugs (prescription or nonprescription), and/or alcohol that may create an unsafe situation for the employee, the public, or the co-workers.
6. Immediately report any incident involving property damage or bodily injury that would require post-accident/post-injury drug testing to the supervisor or management.
7. Testing must be performed by a designated facility immediately after occurrence of an incident where the employee appears to be the cause of, or contributed to, an accident involving bodily injury or property damage. For on-site testing, the employee must remain at the work site location. If circumstances require off-site testing, the employee must be accompanied to a designated testing facility by a company-representative immediately, but not to exceed 4-hours, after occurrence.

Clocking In & Out

All employees are expected to clock in via **Buildertrend, every day, for every job.**

If you are not clocked in, you will not be paid. You are responsible for your own timesheet and clocking in.

Supervisors are not responsible for clocking in their teams or correcting individual mistakes.

If you have any issues with clocking in or operating Buildertrend, you must contact the office immediately and report the issue to the appropriate person responsible.

Acknowledged and agreed on ____ / ____ / 20____

Name: _____

Signature: _____