



**UNIQUE**  
BUILDING MAINTENANCE, LLC.

# Unique Building Maintenance LLC

Employee Handbook  
*November 3, 2023*

---

## **Table of Contents**

### **Section 1 - Introduction**

Welcome Statement  
Mission Statement  
Equal Employment Opportunity  
About this Handbook  
Employment-At-Will  
Open Door Policy

### **Section 2 - Employment Policies**

Employee Categories  
Introductory Period  
Performance Reviews  
Progressive Discipline Policy

### **Section 3 - Time Away From Work and Other Benefits**

Benefits Overview  
Holidays  
Vacation Benefits  
Sick Leave  
Insurance Benefits  
Jury Duty  
Voting Leave  
Military Leave  
Family Medical Leave Act Leave  
Workers' Compensation

### **Section 4 - On the Job Practices and Policies**

Employment Records  
Payroll  
Overtime  
Timekeeping  
Working Schedule  
Nursing Parents Policy  
Direct Deposit  
Company Vehicles Policy

### **Section 5 - Standards of Conduct**

Non-Harassment Policy / Non-Discrimination Policy  
Sexual Harassment  
Workplace Violence  
Employee Conduct and Work Rules  
Use of Communication and Computer Systems  
Punctuality and Attendance  
Personal and Company-Owned Communication Devices  
Personal Visitors and Telephone Calls  
Inspections

Smoking  
Confidential Company Information  
No Solicitation / No Distribution  
Conflict of Interest and Business Ethics  
Equipment and Property Including Intellectual Property  
Health and Safety  
Hiring Relatives  
Business Expense Reimbursement  
References  
Recording Device Policy  
Social Media Policy  
Employee Dress Policy  
Travel and Expense Policy  
Work From Home Policy  
Virtual meetings Policy

#### **Section 6 - Acknowledgements**

General Handbook Acknowledgment  
Receipt of Non-Harassment Policy  
Receipt of Sexual Harassment Policy

#### **Section 7 - State and Local Policies**

State and City-specific Policies

#### **Section 1 - Introduction**

##### **Welcome Statement**

On behalf of Unique Building Maintenance LLC, let us extend a warm and sincere welcome. We hope you will enjoy your work here and we are glad to have you with us. We understand that it is our employees who provide the services that our customers rely upon. We believe that each employee contributes directly to Unique Building Maintenance LLC's growth and success.

We hope that your experience here will be challenging, enjoyable, and rewarding. We are excited to have you as part of our team!

## **Mission Statement**

TO SERVE THE CUSTOMER WITH COMPASSION, QUALITY, ACCOUNTABILITY, AND PROFESSIONALISM.

## **Equal Employment Opportunity**

Unique Building Maintenance LLC is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's race, creed, gender, sex, color, religion, national origin, age, disability, marital status, gender identity, sexual orientation, veteran status, hairstyles associated with protected characteristics, including but not limited to hair texture, braids, locks, twists, or knots, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including but not limited to recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Unique Building Maintenance LLC is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such an individual's disability. Consistent with this policy of non-discrimination, the company will evaluate requests for accommodation via the interactive process and will provide a reasonable accommodation to a qualified individual with a disability, as defined in the ADA, who has made the company aware of their disability, provided such accommodation does not constitute an undue hardship to the company. The company reserves the right to propose an alternative accommodation, so long as such accommodation is equally effective in accommodating the disability.

Any employee or job applicant who has questions regarding this policy, or believes they have been discriminated against should notify their manager or Karen Tejada.

## **About this Handbook**

This handbook was developed to describe the policies, programs, and benefits available to eligible employees. It is important to read, understand, and comply with all provisions of the handbook.

This handbook should not be construed as an employment agreement or contract and does not guarantee any contractual rights. It's also important to remember that this handbook provides general guidelines and that other information, such as benefit plans, will be described in other documents.

This handbook states only general company guidelines. Unique Building Maintenance LLC may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment-at-will and to the degree that such variance is compliant with all applicable federal and state laws.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed or made available to employees.

## **Employment-At-Will**

Where applicable by law, employment with Unique Building Maintenance LLC may be terminated for any reason, with or without cause or notice, at any time, by you or the company. Nothing in this Employee Handbook or in any oral or written statement shall limit the right to terminate employment-at-will unless otherwise dictated by state law. Only the President of the company shall have any authority to enter into an employment agreement with any employee providing for employment other than at-will and any such agreement must be in writing.

This policy of at-will employment is the sole and entire agreement between you and Unique Building Maintenance LLC as to the duration of employment and the circumstances under which your employment may be terminated.

With the exception of employment-at-will, the terms and conditions of employment with Unique Building Maintenance LLC may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

## **Open Door Policy**

Unique Building Maintenance LLC has an open-door policy and takes employee concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Every employee is encouraged to speak with their immediate supervisor at any time with questions or problems relating to the job while employed. If you are unable to satisfactorily resolve your question or problem with your supervisor, or if you prefer not to approach your supervisor with your problem or question, you can request a meeting with a manager or with Karen Tejada.

## **Section 2 - Employment Policies**

### **Employee Categories**

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Unique Building Maintenance LLC.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or non-exempt classification may be changed only upon written notification by Unique Building Maintenance LLC management based on the Fair Labor Standards Act guidelines only.

In addition to the above categories, each employee will belong to one of the following employment categories:

- Regular Full-Time: These are employees who are not in temporary or probationary status and who are regularly scheduled to work the organization's full-time schedule (60 hours or more per week).
- Regular Part-Time: A part-time employee is an individual who is hired for an indefinite period, but who works less than a normal workweek. Employees, who work irregular hours, regularly scheduled hours every workday, or full workdays but less than 5 days per week. A common definition of part-time employment is scheduled work of 60 hours or less per week.
- Short-Term Employee: A “short-term employee” shall mean an individual whose employment is limited in duration and is hired for a specific short-term project, or on a short-term freelance, per diem, or temporary basis. Short-term employees are not eligible for company benefits.

## **Introductory Period**

The first 90 days of employment is an introductory period. This is an opportunity for Unique Building Maintenance LLC to evaluate your performance and suitability for the role. It also is an opportunity for you to decide whether you are happy being employed at Unique Building Maintenance LLC. The company may extend the introductory period if it desires. If at the end of the introductory period, the relationship is satisfactory to the new employee and the supervisor, the employment relationship will continue. Successfully completing the trial period doesn't alter the employee's at-will status.

## **Performance Reviews**

The company may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The company uses performance reviews as a tool to determine pay increases, promotions, coaching, disciplinary action, and/or terminations. Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position, or pay does not alter the employee's at-will relationship with the company.

Performance appraisals are conducted Every year. The performance review will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement, and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

In addition to these formal performance evaluations, the company encourages you and your supervisor to discuss your job performance on a frequent and ongoing basis.

### **Progressive Discipline Policy**

Unique Building Maintenance LLC enforces a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. Disciplinary action is any one of several options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, suspension, demotion, discharge, removal, or some other disciplinary action, in no particular order. The course of action will be determined by the company at its sole discretion as it deems appropriate. The discipline imposed under this policy will be determined based on the severity of the violation. The following progressive disciplinary steps may be utilized for breach of policy or violation of rules:

First offense: Verbal counseling/warning

Second offense: Written warning

Third offense: Final warning. The employee's employment is understood by both parties to be in jeopardy, and this is the final opportunity for the employee to demonstrate improvement or discontinue problematic behavior.

Fourth offense: Termination

Note that each offense need not be for violation of the same policy or procedure. First-time violations of different policies or procedures may count as second, third, or fourth offenses. All violations will be filed in the employee's personnel file. The employee may ask for a copy of the warning at any time. Employees, although they may not necessarily agree with the disciplinary action, are expected to sign the form acknowledging that disciplinary action has been taken against them and add any comments they deem necessary. While the company provides this policy as a guide for the administration and enforcement of its policies and procedures, the severity and circumstances surrounding a particular violation may warrant the imposition of a more serious form of discipline, even in situations where the violation is a first offense. Accordingly, Unique Building Maintenance LLC reserves the right to accelerate disciplinary measures to deal with the severity of the infraction. Furthermore, there are some situations which Unique Building



Maintenance LLC believes are so detrimental to the integrity of its operations and personnel that immediate termination may be required (see Standards of Conduct).

### **Section 3 - Time Away from Work and Other Benefits**

#### **Benefits Overview**

This handbook contains descriptions of some of our current employee benefits. Many of the company's benefit plans are described in more formal plan documents available from Karen Tejada. In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

The information presented here is intended to serve only as an overview. The details of specific benefit plans are available from Karen Tejada. Although Unique Building Maintenance LLC plans to maintain these employee benefits, it reserves the right to modify, amend or terminate these benefits at any time and for any reason.

#### **Paid Holidays**

Unique Building Maintenance LLC observes the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Easter, Independence Day (4th of July), Labor Day, Thanksgiving Day, Christmas Day. Holidays are observed on a paid basis for all eligible employees. Full-time employees are eligible for paid holiday benefits.

#### **Vacation Benefits**

Unique Building Maintenance LLC provides, as a benefit, paid vacations for its eligible employees. Submit requests for time off at least two weeks in advance to a

supervisor, who may approve or deny the request based on company resources. The company is flexible in approving time off when doing so would not interfere with company operations. Vacation days are granted only on a full-day or half-day basis.

A regular employee is eligible to receive paid time off after 12 months of full-time service. Employees must earn and accrue vacation benefits before they may be used. Employees should consult Karen Tejada regarding the amount of vacation leave they accrue each pay period. Any remaining accrued time off is accumulated or carried forward into the next year.

### **Sick Leave**

Situations may arise where an employee needs to take time off to address medical or other health concerns. The company requests that employees provide notification to their supervisor as soon as practicable when taking time off. Sick days are granted on a paid basis to regular employees and may be evaluated for leave eligibility. Additional state-specific policies may apply.

### **Health Insurance**

Unique Building Maintenance LLC makes group health benefits available to eligible full-time employees and their family members. Upon becoming eligible to participate in these plans, you will receive additional information about plan benefits and enrollment. If you have questions about our insurance programs, please contact Karen Tejada. COBRA Continuation of Health Benefits: Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) or who loses health and dental coverage due to a reduction in work hours may temporarily continue group health and dental coverage for themselves, their spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility normally extends for a period of eighteen (18) months from the qualifying date. For more information regarding COBRA health insurance benefits, see Karen Tejada.

### **Jury Duty**

Unique Building Maintenance LLC understands that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law.

It is the policy of the company to comply with all federal and state rules and regulations regarding jury service.

Employees who are selected for jury duty must provide a copy of their jury summons to their supervisor. Employees released from jury duty are expected to return to work.

### **Voting Leave**

It is the policy of the company to comply with all state rules and regulations regarding voting leave. Unique Building Maintenance LLC believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Associates must notify their supervisor of the need for voting leave as soon as possible. If an employee is unable to vote before or after work hours, any employee who is eligible to vote will be granted reasonable paid time off in order to vote.

### **Military Leave**

Unique Building Maintenance LLC is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or another benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or company policy. If any employee believes that they have been subjected to discrimination in violation of company policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties may be eligible for unpaid military leave under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National

Guard members, for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service.

Employees requesting leave for military duty should contact Karen Tejada to request leave as soon as they are aware of the need for leave.

### **Family Medical Leave Act Leave**

The company offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under the FMLA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances, if the employee works within a seventy-five (75) mile radius of fifty (50) or more company employees.

Under the federal FMLA, a person who has worked as an employee of this company for at least 1,250 hours in the previous twelve months is eligible for FMLA leave. Up to twelve weeks of unpaid leave per year are available for the following reasons:

- The birth of a child and care for the newborn child;
- Placement of a child into adoptive or foster care with the employee;
- Care for a spouse, child, or parent who has a serious health condition; or
- Care for the employee's own serious health condition.
  
- To care for a spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative) who is a "covered servicemember" and who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of member's office, grade, rank or rating.

A military caregiver is eligible to take a total of 26 weeks of leave.

If the need for leave is foreseeable, employees should notify a supervisor 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify a supervisor as soon as practicable, giving as much notice to the company as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or the employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition may be asked to submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet may not be taken intermittently for the care of a newborn or newly adopted child, unless that care is for a serious illness. When leave is taken intermittently, the company may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

Subject to certain conditions, the employee or the company may choose to use accrued paid leave (such as sick leave or vacation leave) concurrent with FMLA leave.

The company will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The company may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave.

If an employee would like the company to maintain other paid benefits during the period of leave, premiums and charges which are partially or wholly paid by the employee must continue to be paid by the employee during the leave time.

Family and medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on family and medical leave does not continue to accrue benefits (e.g., sick leave or vacation leave) during the period of family and medical leave. Questions regarding particular benefits should be directed to Karen Tejada.

Upon returning from FMLA leave, an employee will be restored to their original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions as provided by the Family and Medical Leave Act.

Taking another job while on family or medical leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

## **Workers' Compensation**

As required by law, the company provides workers' compensation benefits for the protection of employees with work-related injuries or illnesses.

Workers' compensation insurance provides coverage to employees who receive job-related injuries or illnesses. If an employee is injured or becomes ill as a result of their job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every injury or illness to a supervisor, regardless of severity. Where legally permissible, the company reserves the right to require medical intervention for injuries sustained in the course of duty. The company may determine the facility or provider by whom medical care is rendered. You may be asked to cooperate with Workers' Compensation investigations, documentation requests, fitness for duty protocol, return to work programs, and/or other procedures related to having sustained an injury during the course of duty. Cooperation with all necessary aspects of injury reporting and related Workers' Compensation activity is required.

Failure to adhere to the expectations herein may result in denial of Workers' Compensation and/or disciplinary action, up to and including termination.

Additional information regarding workers' compensation is available from Karen Tejada.

## **Section 4 - On the Job Practices and Policies**

### **Employment Records**

In order to obtain employment, all employees provide the company with personal information such as their address and telephone number. This information is saved in the employee's personnel records. Please inform Karen Tejada of any changes to personal employment information, including emergency contact. Changes to your address, marital status, etc. can affect your withholding tax and benefit coverage.

Upon written request, the company will permit employees to inspect their personnel records. Employees should contact Karen Tejada to schedule a time to view personnel records. Inspections will occur in the presence of a company official. If an employee disagrees with any portion of the personnel record and a correction cannot be agreed upon, the employee may submit an explanatory statement to be attached to the records. The company complies with all state and federal laws regarding employee access to employment records.

## **Payroll**

All employees of the company are paid every two weeks. The employer takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that they are paid promptly on the scheduled payday.

By law, the company is required to make deductions for Social Security, federal income tax, and any other appropriate taxes. These required deductions may also include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received. If you believe there is an error in your pay, bring the matter to the attention of Alex Sanchez immediately so that the company can resolve the issue as quickly as possible.

## **Overtime**

If you are classified as a non-exempt employee (see Employment Categories section), you will receive compensation for approved overtime work as follows:

1. You will be paid at straight time (i.e., your regular hourly rate of pay) for all regular hours worked in a workweek totaling a forty (40) hour week.
2. In the event that you work more than 40 hours per week, you will be paid one and one-half times (1 ½) your regular hourly rate of pay for all hours worked beyond the fortieth (40) hour in any given workweek.

Your supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. An effort will be made to provide you with advance notice in such situations.

## **Timekeeping**

Employees must keep accurate records of time worked. Non-exempt employees will be paid for all hours worked, including fractional parts of an hour. All employees are expected to be at their workstations, ready to work at the beginning of their shift. It is up to the employee to report all time worked and to work within the scheduled and approved work hours.

Altering, falsifying, or tampering with time records, as well as recording time on another employee's time record, may result in disciplinary action, up to and including termination of employment.

It is your responsibility to sign your time record to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your supervisor, who will attempt to correct legitimate errors.

## **Working Schedule**

It is the employee's responsibility to accurately report time worked and to conform to work schedules and overtime policies in effect at the time. Work performed outside of authorized work hours may lead to disciplinary action unless approved by a supervisor in writing.

Employees will be provided with meal and rest periods as required by law. Your supervisor will provide further details.

## **Nursing Parents Policy**

Unique Building Maintenance LLC supports breastfeeding parents by accommodating those who wish to express breast milk during the workday while separated from a nursing child.

For up to one year after the child's birth, any employee who is breastfeeding their child will be provided reasonable break times as needed to express breast milk. Unique Building Maintenance LLC will designate a private, non-bathroom space for this purpose as needed. If applicable, these breaks may run concurrent with scheduled or paid break times but are otherwise considered unpaid unless



designated by state law. Where the Nursing Parents Policy and state-specific or municipality-specific mandates differ, the more generous of the two will apply.

Additionally, the company permits the storage of expressed breast milk on the property, either in a refrigerator or an employee-provided cooler, so long as the storage container is clearly labeled. Employees storing milk on the property assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. Any questions regarding the Nursing Parents Policy may be directed to Human Resources.

### **Direct Deposit**

Unique Building Maintenance LLC encourages employees to have their pay directly deposited into their bank accounts via direct deposit. Employees will receive an itemized statement of wages when Unique Building Maintenance LLC makes direct deposits.

### **Company Vehicles Policy**

All employees authorized to drive company-owned or leased vehicles or personal vehicles in conducting company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. A valid driver's license must be in your possession while operating a vehicle off or on company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times. Company-owned or leased vehicles may be used only as authorized by management. Employees who drive on company business must abide by all state or local laws prohibiting or limiting portable communication device use, including cell phones and tablets, and other devices while driving. Further, even if use is permitted, company policy requires hands-free use only.

## **Section 5 - Standards of Conduct**

## **Non-Harassment Policy / Non-Discrimination Policy**

Unique Building Maintenance LLC believes that each of us should be able to work in an environment free of discrimination and harassment. To this end, the company prohibits and will not tolerate discrimination or harassment. This policy applies equally to any form of discrimination or harassment based on any legally protected status under local, state and/or federal law, including but not limited to sex, race, color, religion, disability, pregnancy, national origin, age, sexual orientation, or gender identity.

Harassment is verbal or physical conduct designed to threaten, intimidate or coerce. It includes verbal taunting (including racial and ethnic slurs) which impairs an employee's ability to perform their job. Harassment includes but is not limited to:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, images, or gestures
- Physical conduct such as assault, unwanted touching, or blocking normal movement
- Verbal conduct such as threats, epithets, derogatory comments, or slurs
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures; physical conduct such as assault, unwanted touching, or blocking normal movement.

If you feel that you have been subjected to conduct that violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response, please contact the next level manager or Karen Tejada. Employees are permitted to report the matter directly to Human Resources if preferred.

## **Sexual Harassment**

“Sexual Harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests, or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

Examples of sexual harassment can include, but are not limited to: asking for sexual favors in exchange for work benefits, the posting of sexually graphic materials, jokes, stories, comments, or innuendoes of a sexual nature, making sexual gestures or expressions, unwanted touching of a person’s clothing or hair, whistling or “catcalls”, staring at someone, or blocking or impeding a person’s path. It is the responsibility of the employee who is subjected to harassment or who witnesses a case of unlawful harassment to report such an incident directly to their supervisor or, if that is not appropriate, to Karen Tejada.

### Reporting:

Any company employee who feels that they have been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of their supervisor or Karen Tejada. The company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation.

There will be no reprisal or retaliation against anyone who reports such an incident as it is unlawful to retaliate against anyone for filing a complaint or for cooperating in an investigation of a harassment complaint. No disciplinary action will be taken without a thorough investigation of the facts, which shall include gathering statements from all parties and witnesses involved.

### Responsibilities:

Employees, contractors, and temporary workers are responsible for complying with this policy by reporting all instances of alleged harassment and cooperating in any investigation of the alleged harassment.

Supervisors and managers are responsible for implementing this policy in their departments, keeping the workplace free from any form of harassment, ensuring

that all associates, contractors, and temporary workers understand this policy, taking harassment complaints seriously, and notifying Human Resources immediately about any complaints of sexual or other forms of harassment.

## **Workplace Violence**

It is Unique Building Maintenance LLC's policy that any threats, threatening language, or any other acts of aggression or violence made toward or by any company employee will not be tolerated. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employees have a duty to warn their supervisors, security personnel, or human resources representatives of any suspicious behavior, situations, or incidents that they observe or are aware of that involve other employees, former employees, customers, suppliers, visitors, or other parties. These situations include, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or similar behavior. Employee reports made according to this policy will be held in confidence to the maximum possible extent. The company will not permit any form of retaliation against any employee for filing a report under this policy.

Unique Building Maintenance LLC will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. To maintain workplace safety and the integrity of its investigation, the company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that violates these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

## **Employee Conduct and Work Rules**

Unique Building Maintenance LLC expects its employees to behave professionally and with integrity to ensure that the work environment is safe, comfortable, and

productive. Employees should be respectful, courteous, and mindful of others' feelings and need to maintain a positive work environment.

It is not possible to list all forms of unacceptable workplace behavior. Based on common sense and our company's culture, honesty, and ethics, any policy violation, overt misconduct, or other issue deemed by management to warrant disciplinary action may result in such action, up to and including termination. Administration of disciplinary action and/or termination due to misconduct, policy violations, or unacceptable workplace behavior will occur at the sole discretion of management. Any questions about the conduct policy should be directed to Human Resources. Be reminded that Unique Building Maintenance LLC reserves the right to terminate an employee for any reason at any time.

This statement of prohibited conduct does not alter or limit the employment-at-will relationship between the company and an employee.

### **Use of Computer and Communication Systems**

Unique Building Maintenance LLC retains the right to access all company property including computers, desks, file cabinets, storage facilities, equipment, vehicles, telephones, software, files, and folders, electronic or otherwise, at any time. Employees should maintain no expectation of privacy when on company grounds or while using company property. All documents, files, voice mails, and electronic information, including e-mails and other communications, created, received, or maintained on or through company property are the property of the company, not the employee.

Computer Systems are to be used strictly for company business and are not permitted off-grounds unless authorized. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess. Employees are not permitted to download any "pirated" software, files, or programs and must receive permission from a supervisor before installing any new software on a company computer. Files or programs stored on company computers may not be copied for personal use.

You agree and understand that, as an employee of the company, you are responsible for obeying all local, state, federal, and international laws regarding the use of our computers. Any attempt to break those laws through the use of the company's computers or networks may result in charges and fines being levied against you. In such an event, you agree and understand that the company will

fully cooperate with authorities to provide any information necessary. The company's e-mail and Internet access systems (which are provided for your use) are for business use only. As such, you agree and understand that the company may monitor email and Internet access systems at will, including the full content of any messages therein, without further disclosure to you. The following rules regarding the Computer Systems Policy are in no way an exhaustive list.

1. Do not share your user login credentials or passwords with anyone. No employee may attempt to access another employee's computer systems or data without authorization.
2. Do not delete, examine, copy, or modify files and/or data belonging to other users without their consent.
3. Do not use company computers for other commercial purposes or personal profit.
4. Do not send harassing, obscene, sexually explicit, and/or other threatening emails. Use of company computers for immoral, illegal, or unethical purposes is prohibited and may result in immediate termination.
5. Files imported or transferred must be checked for viruses before being opened. All computers must have current virus-detection software installed by the IT Dept.
6. Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is prohibited.
7. Downloading and/or installing any program which has not been approved by the IT department or included with the computer when it was placed into service is prohibited.
8. Attempts at sending unsolicited junk mail, "for-profit" messages, or chain letters are prohibited.
9. Dissemination of proprietary or confidential company information via electronic means without appropriate authorization is prohibited.
10. Use of company computers for entertainment purposes such as listening to Internet radio, playing Internet games, online gambling, accessing pornographic sites, or participating in Internet chat rooms is prohibited.

## **Punctuality and Attendance**

Scheduled hours may vary depending on work location and job responsibilities. Supervisors will provide employees with their work schedules. Should an employee have any questions regarding their work schedule, the employee should contact the supervisor. The company does not tolerate absenteeism without an excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action.

Employees are expected to arrive on time and ready for work. An employee who arrives after their scheduled arrival time is considered tardy. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited and may be subject to disciplinary action.

An employee who fails to report for their scheduled workday and has not notified their supervisor of their tardiness or absence within the first two hours of their scheduled shift will be considered a No Call No Show (NCNS). Two consecutive NCNSs are considered job abandonment and will be designated as a voluntary resignation of employment. In the case of job abandonment, the employee's final date of employment for purposes of payroll and welfare benefits will be their last day worked.

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

The company reserves the right to require reasonable proof of illness or temporary disability. Excessive absences or tardiness will result in disciplinary action up to and including termination.

## **Personal and Company Owned Communication Devices**

The purpose of this policy is to define standards, procedures, and restrictions for end-users who have legitimate business uses for connecting a personally-owned mobile device to the company's corporate network. This mobile device policy

applies, but is not limited, to all devices and accompanying media that fit the following classifications:

- Smartphones and tablets
- Portable media devices
- Portable gaming devices
- Laptop/notebook computers
- Any mobile device capable of storing corporate data and connecting to a network

The policy applies to any hardware and related software that is not corporately owned or supplied but could be used to access corporate resources. That is, devices that employees have purchased for personal use but also wish to use in the business environment. The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within the company's technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it could potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications, loss of revenue, and damage to the company's public image. Therefore, all users employing a mobile device connected to the company's corporate network, and/or capable of backing up, storing, or otherwise accessing corporate data of any type, must adhere to company-defined processes for doing so. For approval and further information, contact your supervisor.

Company-Provided Portable Communication Devices (PCDs), including cell phones, tablets, and computers, should be used primarily for business purposes. Employees have no reasonable expectation of privacy regarding the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted by law, the right to monitor personal communications as necessary. Some employees may be authorized to use their PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the company's networks, and the PCD must be provided for inspection and review upon request. When sending a text message or using a PCD for business purposes, whether it is a company-provided or personal device, employees must comply with applicable company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use, and operation of vehicles.



## **Personal Visitors and Telephone Calls**

Disruptions during working hours can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working hours, or during lunch or break time. For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas. Violations of this policy may result in disciplinary action.

## **Inspections**

Unique Building Maintenance LLC wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Unique Building Maintenance LLC prohibits the control, possession, transfer, sale, or use of such materials on its premises. The company may require employees while on company or client property, to agree to the inspection of their persons, personal possessions, and property, work areas including vehicles, desks, cabinets, workstations, packages, handbags, briefcases, and other personal possessions or places of concealment, as well as a personal email sent to the company or its clients. The cooperation of all employees is required to successfully administer this policy. Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the employer. Accordingly, any authorized agent or representative of the employer can inspect them, as well as any articles found within them, at any time, either with or without prior notice. Employees are expected to cooperate in the conduct of any search or inspection.

## **Smoking**

The company complies with the Clean Air Act and has made all of our office buildings designated non-smoking areas. Smoking is not allowed on Unique Building Maintenance LLC premises. This includes “vaping” or using e-cigarettes. Smoking is prohibited in all company vehicles.

## **Confidential Company Information**

The protection of confidential business information and trade secrets is vital to the interests and success of this organization. Such confidential information includes but is not limited to the following examples: customer lists and contact information, price lists, financial information, marketing strategies, and employee information. Anyone who discloses trade secrets or confidential business information will be subject to disciplinary action (including possible discharge), even if they do not benefit from the disclosed information. The absence of a confidentiality agreement does not absolve the employee from responsibility.

Dissemination of proprietary or confidential company information via electronic or other means without appropriate authorization is prohibited.

It is extremely important that all confidential information remains so, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the company may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

### **No Solicitation / No Distribution**

Unique Building Maintenance LLC works hard to maintain a pleasant and cooperative relationship with employees in all matters. However, no business relationship can operate efficiently if there are frequent work interruptions. As such, employees may not solicit for any cause, or distribute literature of any kind (for themselves or another employee) for any purpose during working time.

Non-employees are not permitted to solicit employees or distribute materials for any purpose on company property at any time.

### **Conflict of Interest and Business Ethics**

All active employees must notify the company before they take outside employment so that the company will have reasonable notice to decide whether it sees, at that time, any conflict of interest. An employee may hold a job with another organization as long as they satisfactorily perform their job responsibilities with the company, including scheduling requirements, and that the position is approved in advance. Employees should consider the impact that outside employment may have on their health and physical endurance and safety. All

employees will be judged by the same performance standards and will be subject to the employer's scheduling demands, regardless of any existing outside work requirements. The company retains the right to prohibit second jobs if it considers them to be a safety exposure.

The purpose of this policy is to ensure that the company's reputation is not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the company.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Employees can seek further clarification on issues related to the subject of acceptable standards of operation. Situations that would constitute a conflict in most cases include but are not limited to:

- Transactions with outside firms that are not conducted within a framework established or controlled by the executive level of the organization.
- Bribes, bonuses, fringe benefits, unusual price breaks, or excess volumes designed to benefit another company, an employee, a relative, or an acquaintance.
- Holding an interest in, or being employed by, any company that competes with Unique Building Maintenance LLC.

No "presumption of guilt" is created by the mere existence of a relationship with outside personnel. However, if an employee has any influence on transactions involving purchases, contracts, or leases, they must disclose to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

### **Equipment and Property Including Intellectual Property**

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

Equipment essential in accomplishing job duties is often expensive and difficult to replace. Improper or unsafe use of equipment can result in disciplinary actions being taken, up to and including discharge. Employees are expected to follow safety standards and guidelines, as well as follow all operating instructions.

Employees must notify a supervisor if equipment, machines, or Company property appears to be damaged or in need of repair.

Furthermore, the company is not responsible for any damage to employees' personal belongings unless the employee's supervisor requested that the employee use their personal property for work purposes.

## **Health and Safety**

Unique Building Maintenance LLC takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees and it is ultimately the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the company's workplace safety policy. Employees should use all safety and protective equipment provided to them, and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor immediately.

In the event of an accident, employees must notify a supervisor immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Failure to report known safety issues or observable hazards may result in disciplinary action, up to and including termination.

## **Hiring Relatives**

It is well-accepted that the employment of relatives and personal friends in the same area of an organization can cause serious conflicts and problems. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions.

Unique Building Maintenance LLC's policy is that relatives, friends, or individuals who live with, but are not legally related to, persons currently employed by the company may be hired only if they will not be working directly for or supervising

a relative or personal friend, or will not be working directly above the relative's immediate superior or directly for the relative's immediate subordinate. If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred if there is a position opening that the individual is qualified to satisfy. If that decision is not made within 30 days, management will decide. This policy takes effect as of the date this manual was originally distributed.

## **Business Expense Reimbursement**

Employees may be reimbursed for reasonable, approved expenses incurred in the course of business. These expenses must be approved by your supervisor and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. Contact your Supervisor in advance if you have any questions about whether an expense will be reimbursed.

## **References**

Unique Building Maintenance LLC will respond to reference requests through Human Resources.

1. Verification of employment: HR handles the verification of employment requests. If contacted to verify employment, HR will provide your first and last days worked, and your eligibility for rehire. HR will not communicate any other information about your employment without your express written consent.
2. References: While HR does not provide references or letters of recommendation on behalf of the company, Unique Building Maintenance LLC endorses and will not interfere with an employee's personal request to a colleague or a manager to provide a reference or a letter of recommendation. Any such reference is at the discretion of the individual and is not necessarily representative of the company.

## **Recording Device Policy**

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, no employee may use a camera phone function on any phone on company property or while performing work. The use of recorders or other types of voice recording devices anywhere on company property, including to record conversations or activities of other employees or management, or while performing work for Unique Building Maintenance LLC, is also strictly prohibited unless the device was provided to you by Unique Building Maintenance LLC and is used solely for legitimate business purposes.

## **Social Media Policy**

Information published on any social networking site should not reveal any information designated by Unique Building Maintenance LLC as confidential and must not disclose any trade secret, such as client information or marketing efforts. This also applies to comments posted on other blogs, forums, and social networking sites. The company respects the right of any employee to maintain a blog, web page, or to participate in a social networking site. All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter, and similar sites. Any information that cannot be disclosed through a conversation, a note, or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter, or similar site. Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter, or similar site.

You should not post content about the company, management, co-workers, or customers that is discriminatory, libelous, or threatening or a violation of the company's policies against discrimination on account of race, age, religion, sex, ethnicity, nationality, sexual orientation, gender identity, disability, or other protected class, status or characteristic. Unique Building Maintenance LLC encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Published information should not reveal confidential information, nor may it disclose any trade secret. Unique Building Maintenance LLC logos and trademarks may not be used without the written consent of an officer of Unique Building Maintenance LLC.

## **Employee Dress Policy**

Employees are expected to dress in a manner appropriate to their work environment and exercise good hygiene. Appropriate safety attire and dress are required at all times, including the proper personal protective equipment. When a situation arises regarding the appropriateness of attire, the manager or supervisor will be responsible to counsel the employee using their best judgment as to the determining factor. Employees dressed inappropriately or who exercise poor hygiene may be prevented from working until they are well-groomed or wearing proper attire.

## **Travel and Expense Policy**

Unique Building Maintenance LLC's policy is to reimburse team members for reasonable expenses that occur during travel for business purposes. Travel must be approved in advance by management and all expenses must be submitted for reimbursement within 30 days of the completion of travel.

### **Travelers Responsibility**

It's important to keep travel expenses reasonable and seek low-cost travel opportunities whenever possible. Managers have the responsibility for reviewing and approving expenditures and withholding reimbursement if an inappropriate or extravagant expense is incurred.

### **Hotels**

Overnight accommodations will be reimbursed at reasonable room rates.

### **Air Travel**

It is important to choose airfare that is cost-effective and purchase tickets several weeks in advance to avoid additional costs for last-minute fares. First-class fares require prior approval by management.

### **Vehicle Travel**

A valid driver's license is required for all vehicle travel. For personal and rental vehicles, appropriate insurance should be purchased and maintained. Mileage for use of personal vehicles will be reimbursed.

### Excluded Travel Expenses

Below are some examples of non-reimbursable expenses:

- Travel expenses not directly related to company business
- Airline lounge fees
- Airline club membership fees
- First-class flights and upgrades
- Clothing for business travel
- In-flight entertainment, pay-per-view movies
- Activities not related to company business
- Expenses incurred from missing flights
- Expenses incurred from unused reservations (for example, reservations that should have been canceled by were not)
- Travel expenses for family members

### **Remote Work Policy**

Unique Building Maintenance LLC is committed to enabling remote work when possible, appropriate, and aligned with business needs. The purpose of this policy is to help enable productive remote work and establish guidelines and expectations.

#### Scheduling and Expectations



In order to stay aligned with team members, it is important to be available during normal work hours. This includes the need for timely communication and being available throughout the workday. The total number of hours that employees with remote work agreements are expected to work does not change, regardless of work location.

Working remotely is not intended to serve as a substitute for child or adult care. If children or adults in need of primary care are in the same work location during employees' work hours, another person must be present to provide the care. If an employee's schedule needs to be modified to assist with child or adult care responsibilities, they should discuss this with their manager.

### Expectations

All work rules and policies apply to work performed remotely. Employees must agree to comply with Unique Building Maintenance LLC's rules, policies, practices, and instructions and understand that violation of such may result in disciplinary action, up to and including termination. Employees who work remotely are subject to the same policies as other employees, including policies relating to information security and data protection.

### Liability

Unique Building Maintenance LLC assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed-upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The company also assumes no liability for damages to employees' real or personal property resulting from working remotely. Workers' compensation coverage is limited to designated work areas in employees' homes. Employees agree to practice the same safety habits they would use in a central workplace and maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.

### Company Information

Employees must safeguard company information used or accessed while working remotely. Employees working remotely must agree to follow company-approved security procedures in order to ensure the confidentiality and security of data.

### Timekeeping

Employees who are working remotely and are not exempt from the requirements of the Fair Labor Standards Act will need to use the company's standard time recording system.

## **Virtual Meetings Policy**

The purpose of this policy is to help set consistent expectations for virtual meetings with the goal of keeping meetings productive and creative.

### **General Guidelines and Expectations**

- It is important to be on time for meetings
- Although sometimes disruptions occur, working in a quiet, distraction-free environment is important
- All company policies and procedures apply during virtual meetings
- It is a good practice to mute yourself when you're not speaking
- Turn off alerts and silence cell phones
- Turning on video is strongly recommended
- Avoid smoking, vaping, and eating during the meeting
- If eating is unavoidable, it's best practice to turn off your camera

## **Section 6 - Acknowledgements**

### **General Handbook Acknowledgment**

This employee handbook is intended to provide guidelines and general descriptions only. Individual circumstances may call for individual attention. Because the company's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case, or generally, at the sole discretion of management. Please read the following statements and sign below to indicate your receipt and acknowledgment of this employee handbook.

I have received and read a copy of Unique Building Maintenance LLC's employee handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the company at any time. I further understand that my employment is terminable at will, either by myself or the company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind, as allowed by law. I understand that no contract of employment other than "at-will" has been expressed or implied and that no circumstances arising out of my employment will alter my "at-will" status. I understand that my signature below indicates that I have read and understood the above statements and that I have received a copy of the company's employee handbook.

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

Position: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Receipt of Non-Harassment Policy

Unique Building Maintenance LLC prohibits intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation, gender, gender identity, or age. The purpose of this policy is to ensure that in the workplace, no one harasses another individual. If you feel that you have been subjected to conduct that violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response after reporting any incident of what you perceive to be harassment, please contact Karen Tejada.

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

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

Position: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## **Receipt of Sexual Harassment Policy**

Unique Building Maintenance LLC prohibits harassment of any employee by any Supervisor, employee, customer, or vendor on the basis of sex or gender. The purpose of this policy is to ensure that, at the company, all employees are free from sexual harassment. While it is not possible to define every type of conduct which would constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment. If you feel that you have been subjected to conduct that violates this policy, you should immediately report the matter to your Supervisor, or Human Resources. If you are unable for any reason to contact this person, or if you have not received a satisfactory response after reporting any incident of what you perceive to be harassment, please contact Karen Tejada.

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

investigations. I have read and understand Unique Building Maintenance LLC's Sexual Harassment Policy.

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

Position: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## **State and Local Policies**

### **Texas Policies**

#### **Texas Voting Leave**

Employees who do not have two consecutive hours before or after their shift during the period between the time the polls open and close are eligible to receive time off from work to vote.

Employees must submit a request to their supervisor in writing prior to the date of the election. The company may designate the time employees may take off to vote, and will not deduct voting time from employees' wages.

## **Texas Policies**

### **Texas - Final Paycheck**

The company will provide an employee with their final paycheck as follows:

- If the employee is terminated: Within six days.
- If the employee quits: By the next regular payday.
- If the employee dies: To the executor of the estate if proof of that role is provided.

### **Texas - Lactation Accommodations**

The company will provide reasonable break time or permit an employee to use paid break time or meal time each day to express breast milk for a nursing child up to one year after childbirth. The company will designate a private room to be used by an employee to express breast milk.

### **Texas - Military Leave**

The company will not discharge an employee because they take military leave to serve in active duty or training in the Texas military forces or the military forces of another state.

After their service, the employee is entitled to return to their job without loss of vacation or other benefits. To be entitled to re-employment, the employee, as soon as practicable after release from duty, must give written or actual notice of intent to return to employment.

## **Texas - Workplace Privacy Policy**

The company will not record employees' oral or electronic communications unless the employer is a party to the communication or has consent from at least one party to the communication.

The company will not install any tracking device, such as a GPS monitor, in a motor vehicle driven by employees unless the owner consents or the company owns the vehicle.

## **Texas - Handbook Acknowledgement**

I acknowledge that I have received a copy of the Texas company policies and that I have read, understand, and agree to comply with each of the policies. I understand that my state of residence has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained within these policies at any time.

State-specific rules and regulations are subject to change on a semi-annual or annual basis. I understand that The company provides access to the most current laws which remain available to every employee and may be referred to as needed.