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# **1.**

## **General Employment Policies**

### **Employment at Will**

All employment at A1DesignBuild is at-will and may be terminated by the employee or A1DesignBuild at any time, with or without cause, with or without notice. [EXCEPTION: a coop Member cannot be terminated without cause; refer to our Bylaws for this clarification.]

This manual is not to be construed as an employment contract. This manual should not be interpreted as forming an expressed or implied contract or promise that the policies discussed in it will be applied in all cases. Nothing in this document constitutes a promise of specific treatment in specific situations. A1DesignBuild may add to the policies in this manual or revoke or modify them from time to time.

### **Equal Opportunity Employment Policy**

A1DesignBuild strives to provide equal employment opportunities for all employees and job applicants without regard to race, creed, color, religion, national origin, gender, marital status, disability, or age, in compliance with federal, state and local laws governing non-discrimination in employment.

### **Equal Pay Policy**

A1DesignBuild will not pay wages to any employee at a rate less than the organization pays employees of the opposite sex for comparable work requiring comparable skills and experience. This policy is to be construed in accordance with applicable federal and state regulations.

## **Sexual Harassment and Discrimination**

No person shall be subjected to discrimination in violation of the law, either by the Organization, its agents, employees and/or owners or by its clients, suppliers or specialty trades. This means that no employee shall be discriminated against because of race, color, national origin, sex, sexual orientation, pregnancy, maternity or family status, age, religion or creed, marital status, disabled veterans' status, military status, disability or any other factor prohibited by law.

Further, no employee shall harass, annoy, vex or disturb any other employee, for any reason, including but not limited to reasons related to race, color, national origin, sex, sexual orientation, pregnancy, maternity or family status, age, religion or creed, marital status, disabled veterans' status, military status, disability or any other factor prohibited by law.

It is in the coop's and all employees' best interests that any and all events of discrimination and/or harassment be avoided. It is the duty of all employees to not participate in any form of discrimination or harassment, nor to allow any such events to occur. However, the Organization is simply unable to prevent and/or protect employees from all events of discrimination and/or harassment. Therefore, it is the policy of the Organization that any and all events of discrimination and/or harassment must be immediately reported.

### **Complaint Procedure**

If an employee of the Organization is, or believes that s/he has been, observed or been subjected to any form of harassment or discrimination, whether it be by a fellow employee, agent, or owner of the Organization, or by any third party in a work-related situation, the following procedure shall apply:

The employee shall immediately (within twelve hours of the incident) contact the employee's immediate supervisor and identify the acts of harassment or discrimination,

the offending party, the victim and all facts surrounding the events. The immediate supervisor shall immediately advise our Board President of the situation. The immediate supervisor shall immediately meet (separately) with the offending party, the victim and the complaining employee to discuss the incident and the resolution of the situation. The immediate supervisor shall reduce to writing his/her understanding of the situation, and the resolution to be imposed by the Organization.

Such proposed remedies include any and all possible resolutions including but not limited to termination of employee(s) undertaking discriminatory and/or harassing activities. A copy of this shall be maintained by the Organization and given to the complaining employee, the victim and the alleged offending party.

If either the complaining employee, the victim, the immediate supervisor, or the alleged offending party are not satisfied with the resolution as set forth above, the dissatisfied party shall immediately contact the Board President of the Organization. The dissatisfied party must identify, in writing, all pertinent facts to the situation, the resolution proposed by the immediate supervisor, and the reason why that individual is dissatisfied with the resolution.

The Board President shall immediately meet (separately) with the immediate supervisor, the complaining party, the victim and the offending party. Based upon the immediate supervisor's previous handling of the situation and the Board President's independent investigation on behalf of the Organization, they shall fashion a remedy that best addresses the situation by protecting the Organization and each of the parties involved as well as possible. Such proposed remedies include any and all possible resolutions, including but not limited to termination of employees undertaking discriminatory and/or harassing activities. The Board President shall reduce such resolution to writing and provide a copy to each of the parties involved.

If the matter is not resolved by the foregoing procedures, the Organization and its employees agree that all such matters shall be resolved through binding non-appealable arbitration pursuant to RCW 7.04. In doing so, the Organization and the employee waives any right to a jury trial (regardless of such right having been granted by statute or common-law). The party wishing to pursue the matter shall file with the Whatcom County Superior Court and ask that the presiding judge of the same appoint one arbitrator. Thereafter, the arbitration shall proceed according to the Whatcom County Mandatory Arbitration Rules. The judgment by the arbitrator shall be entered in the Whatcom County Superior Court and shall be enforced to the fullest extent

allowable by law. The prevailing party in any such action (after filing of the arbitration) shall be entitled to its reasonable attorney's fees and costs.

If the harassment or discrimination is alleged to involve the Board President, then our Vice President will take the place of the President within this complaint procedure.

The Organization shall maintain a record of all complaints, responses and resolutions to claims of harassment and/or discrimination. Such complaints, responses, and resolutions may be used in any and all employee evaluations.

## **Whistleblower Policy**

A1DesignBuild requires employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All employees (whether full-time, part-time, or temporary) and representatives of A1DesignBuild (including Officers and Directors, all volunteers, and all who provide contract services) must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. This Whistleblower Policy is intended to encourage and enable employees and others listed above to raise serious concerns within our organization prior to seeking resolution outside of A1DesignBuild.

**As used herein, the occurrence of any of the following by an employee or representative of A1DesignBuild during the conduct of their duties and responsibilities to A1DesignBuild shall be defined as a 'Violation' under this Whistleblower Policy:**

1. Dishonest or fraudulent activity
2. Failure to follow accepted corporate accounting practices, internal controls, or auditing
3. Failure to act with the integrity and ethics of a reasonable person
4. Failure to comply with all applicable federal, state and local laws, rules and regulations
5. Breach of any written policy of A1DesignBuild that is applicable to such employee or representative, including but not limited to policies included in the Operating Policies, as amended from time to time.

## **Reporting Responsibility**

It is the responsibility of all employees and representatives of A1DesignBuild to report Violations or suspected Violations in accordance with this Whistleblower Policy, that such person in good faith has reasonable cause to believe is credible.

## **No Retaliation**

No employee or representative of A1DesignBuild who in good faith reports a violation, shall suffer harassment, retaliation or other adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. A1DesignBuild will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact our Board President immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

## **Employee Reporting**

A1DesignBuild has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an employee is not comfortable speaking with their supervisor or not satisfied with their supervisor's response, the employee is encouraged to speak with the Board President or anyone in management whom they are comfortable approaching. For suspected fraud, or when employees are not satisfied or uncomfortable with following A1DesignBuild open door policy, individuals should contact A1DesignBuild' Board President directly.

**Supervisor and Manager Reporting:** Supervisors and managers are required to report suspected Violations to A1DesignBuild' Board President.

**Representative Reporting:** Representatives are requested to report suspected Violations to A1DesignBuild' Board President.

## **Compliance Officer**

A1DesignBuild's Compliance Officer shall be the Board President, who, as the designated Compliance Officer for this whistleblower policy, has the exclusive

responsibility to investigate all reported violations.

The Compliance Officer is responsible for investigating and resolving all reports and allegations concerning Violations and, at their discretion (except as provided in Section F of this Policy), shall advise the Board of Directors.

If the Compliance Officer is involved in the complaint or allegations, the Board Vice President shall serve as alternate Compliance Officer.

The Compliance Officer shall document all reported Violations (including suspected but not proven Violations) in writing, and the Compliance Officer shall maintain permanent records of all reported violations, including all documentation evidencing a violation.

### **Accounting and Auditing Matters**

The Compliance Officer shall immediately notify the Board of Directors of all reported or suspected violations regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall work with the Board of Directors to resolve any such reported or suspected violation until the matter is resolved.

### **Good Faith**

Anyone reporting a suspected violation shall do so in good faith and shall have reasonable grounds to believe the information disclosed is a violation.

Any allegation of a suspected violation that is unsubstantiated and which is proven by the Compliance Officer to have been made maliciously or knowingly false shall be considered a serious disciplinary offense.

### **Confidentiality**

Violations or suspected violations may be submitted to a supervisor/manager and/or Board President by providing a document in a sealed envelope and mailed via postal service or by placing in recipient's mailbox at A1DesignBuild' offices. All reports of violations or suspected violations, including those that are not made anonymously, shall be kept confidential to the extent possible, consistent with the Compliance Officer's need to conduct an adequate investigation.



## **Handling of Reported Violations**

The Compliance Officer shall notify the individual who reported a violation and acknowledge receipt of the reported violation or suspected violation, within five business days. All reports shall be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

# **2.**

## **Staff Development**

### **Professional Development and Goal Setting**

Your supervisor will meet with you to discuss your work habits, quality and quantity of production, attitude, goal setting and professional development plan on a biannual basis any other areas of merit or concern will be addressed at that time. There will be an annual, formal performance appraisal at, or near, the date of your anniversary here.

Formal performance appraisals will involve the written evaluation form in use at that time. You will be asked to complete a self-evaluation.

Please be open about your concerns or questions. In addition to these structured meetings, feel free to ask your supervisor for additional feedback sessions if, and when, you feel the need.

## **Discipline Policy**

### **Purpose**

The purpose of this discipline policy is to create and maintain accountable, clear communication between co-workers and management, to encourage best behavior, thereby fostering a healthy work environment for everyone. Our progressive discipline policy and procedures are designed to provide a structured, corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance

issues. It has been designed consistent with A1DesignBuild's organizational values, human resource (HR) best practices and employment laws.

Outlined below are the steps of A1DesignBuild's progressive discipline policy and procedure. A1DesignBuild reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training, the employee's work record, and the impact the conduct and performance issues have on the organization.

## **Procedure**

### **Step 1: Counseling and verbal warning**

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of organization policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.

Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

### **Step 2: Written warning**

Although A1DesignBuild hopes that the employee will promptly correct any performance, conduct or attendance issues that were identified in Step 1, A1DesignBuild recognizes that this may not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and the division manager will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. The division manager will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations. The outline will include a formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action.

Said outline will be issued within five business days of a Step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

### **Step 3: Recommendation for termination of employment**

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, A1DesignBuild will try to exercise the progressive nature of this policy by first providing a warning (Step 1) and a written warning with PIP (Step 2) before proceeding to a recommendation to terminate employment. However, A1DesignBuild reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action. A supervisor's recommendation to terminate employment must be approved by the division manager and by our Board President.

### **Appeal Process**

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the steps described in Steps 1 and 2, he or she will have five business days after that meeting to present such information.

### **Performance and Conduct Issues Not Subject to Progressive Discipline**

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities. Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

## **Documentation**

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be placed in the employee's official personnel file. Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between A1DesignBuild and its employees.

## **Absences**

An employee who is absent from work without a phone call informing their supervisor of their absence may be terminated immediately.

## **Termination Policy**

**Should your employment with A1DesignBuild be terminated by either party, you must do the following prior to receiving your final paycheck:**

1. Return all organization property.
2. Pay off any outstanding loans or notes and advances.
3. Complete our Exit Interview form.

# **3.**

## **Communication**

### **We are all Salespeople for our Cooperative**

Whether it is one of us driving our vehicles courteously with our logo on it, or an employee who is nice to a neighbor who stops by our site, every interaction with others reflects on the quality of A1DesignBuild. Let us work together to present an organization with quality throughout.

## Cooperative Communications

Predictable communication between all co-workers can be fostered by using the set chain of communication for their position in normal daily operations.

For example, a support carpenter on a jobsite should be able to expect directions and corrections to come from their supervisor assigned to that role on that jobsite. That carpenter should not expect to receive direction or corrections from other employees who also happen to be co-owners, when they visit the jobsite. Owner-members should report concerns with a fellow employee to that employee's immediate supervisor. This allows the problem to be handled at the most effective level — between the supervisor and the employee. This also includes the supervisor in the communication, creating the opportunity for the supervisor to respond.

Exceptions to this guideline include issues of life/health/safety that need immediate attention. Especially our rule: ***“Never walk past an unsafe act or condition!”*** Urgent action to ensure safety trumps political correctness.

## Salvaged Building Materials

A1 DesignBuild owns all reusable building materials from our jobsites that the property owner no longer wants.

### **Here are some further guidelines:**

Our Agreements with clients are based upon our costs to salvage those materials we hope to keep out of solid waste dump sites, and you will sometimes have the opportunity to get these materials. Let's say we're demolishing a brick chimney. We would have included the labor to take these bricks down as efficiently as we can and get them somewhere else (i.e. the RE Store, our Absolutely Free pile, a pre-arranged site, etc.). We would not have included the costs to clean the bricks, stack them on palettes, drive them to your home, and then offload them.

If you have the opportunity to get salvaged materials from one of our projects, it is important to check in with our construction manager to be certain that your plan will cost our organization an amount that is aligned with our bid. When your idea will cost our organization more than our bid, you will make up the cost difference, unless you

have gotten our construction manager approval of your plan of action.

If something is even remotely reusable, best practice promotes the act of reusing the item in its highest and best use. In other words, its use is not downgraded, like using a perfectly reusable 2" x 4" as firewood or selling a reusable metal faucet as scrap metal.

### **How will we decide who will get what reusable items from our projects?**

1. When the project commences, the construction and project managers will make a list of items that are salvageable.

Some jobs will not require a list; there may be few if any items. The construction manager will determine the level of formality necessary for a particular job and discuss it at the project's pre-construction meeting.

2. On an as-needed basis the construction manager will email our entire staff with the list of salvageable materials.

3. Whenever possible a digital photo of the item(s) should be attached to this email, which will give a deadline before which anyone in our organization can ask for it via email.

4. If you want it and you need to see it first, do this on your own time.

5. If you say you want it and the construction manager tells you it's yours, it becomes your responsibility.

*Example: You say you want a vanity and the construction manager says it's yours (either because no one else has asked for it, or you were awarded it after a random drawing because of multiple requests.) We bring the vanity to the shop, and you change your mind. That item is yours to responsibly deal with.*

6. If two people want the same thing we ask them to do the following:

7. Try to work it out between interested parties, acknowledging the principle of high-grading, i.e. which use has more utility (as discussed above).

8. If they can't work it out, the construction manager will do a random drawing for the winner. Whoever ends up with the item is responsible for all labor and costs related to getting it from the jobsite, or from our office, to wherever it's going.

9. Although this protocol feels equitable for sharing the love, we need to pay attention to the time and energy this policy lays at the feet of our construction and project managers.

## **Casual Conversations While Working**

You represent our organization. How you speak reflects on all of us. Positive comments are most always welcome but your negative opinions about a design, a client, a client's budget, a product, a specialty trade or a coworker should be kept private and expressed only when appropriate and to the appropriate person.

If a situation occurs where you feel the need to share a negative opinion, please remember to go behind a closed door at the office or go to your vehicle with the windows rolled up when on a jobsite. That may sound extreme, but clients and associates can be within earshot without you realizing it. The fact that you are working directly with a client or working on their project is evidence that your co-workers have communicated respectfully and responsibly with that client. Furthermore, that client has placed their trust in us to handle their project and their money.

As for specialty trades and suppliers, they offer us a huge resource that has been cultivated by your co-workers. Finally, sharing negative opinions about co-workers undermines team unity and should not be part of casual conversation.

If you are aware of a serious problem with a client, a specialty trade, a supplier or a co-worker please take it to your supervisor or another appropriate person rather than discussing it casually in the office or on the jobsite. Respect for our clients, our specialty trades and for each other is critical to our organization.

## **Protecting Sensitive Information**

Our internal business affairs, particularly confidential information, and our trade secrets, represent organization assets that you have an obligation to protect. Be sure to isolate and protect sensitive information. Keep laptops, job folders, invoices, specialty trade

contracts, etc. away from our clients.

## **Talking to Clients**

Production co-workers and others that visit the jobsite may form opinions about the design or the construction process on projects. We hope these are positive opinions but if they are not, please be aware of the process to follow if you need to communicate something important that affects the success of the project, or if you simply want to share your opinion about design or construction process.

Restrain yourself from sharing opinions on the jobsite or with the client. The designers and managers welcome constructive criticism in private at our office. If you would like to discuss the design or construction process with the site supervisor, be sensitive to the presence of the client on the jobsite. Some discussions are better had in a vehicle with windows rolled up, or back at the office.

For a client to hear even a gentle 'it's not my cup of tea' comment or 'I wouldn't do it that way' can undermine the client's confidence in our organization and our work and it may be better to leave it unsaid or share privately with someone in our organization rather than with the client.

# **4.**

## **Professionalism**

### **Do It Right the First Time**

If you are unsure how to do an assigned task, speak up before you start. If you don't have the right equipment to perform the task, or enough co-workers to lift that beam, or not enough experience to produce a professional product, speak up. Start with the end in mind. Let's avoid disappointed clients due to re-doing our work, as well as avoiding higher-than-necessary job costs.

### **Do It Efficiently**

Producing quality work must be combined with efficient production to yield a quality



bottom line. This takes teamwork and planning. We encourage every effort to increase efficiency, both within your job description, or for those working around you.

## **Dress Code and Grooming Policy**

All employees are expected to maintain a good personal appearance and to consider neatness and cleanliness. Employees should always dress in a professional manner befitting their job, with due consideration to the needs of the organization, other employees, and safety.

Office personal who occasionally visit jobsites, work on the reader board, clean up outside the office, or help move materials from delivery trucks to our storage areas should have appropriate clothing to complete those tasks safely and comfortably. Please keep flat, closed toed shoes available for this purpose.

Please do not wear strong smelling perfumes, colognes or the like that may bother our clients or those working in your vicinity.

Any employee that dresses inappropriately or otherwise breaches the dress and grooming code may be asked to leave the workplace by their immediate supervisor and not return until they are in compliance. The time away for non-compliance will be unpaid.

## **Mistakes**

Mistakes will happen, and honesty the best policy. It is better to let someone know about the mistake right away, than to wait and see if no one notices. Your mistake can cost the organization more the longer you wait, so please let your supervisor know immediately and we will do our best to help you through the process of making it right.

When it comes to making mistakes on a client's project, please do not discuss this with the client; it is our job to navigate the project through all the ups and downs with little disturbance on the client's end. If a client discovers a mistake and brings it to your attention, calmly let the client know that we will be looking into the situation, how it happened, and the best process to making it right.

# 5.

## Hours and Pay

### Pay Periods and Direct Deposits

A normal pay period is two calendar weeks, paid on Fridays. Therefore, you will receive a paycheck every other Friday. If payday falls on a holiday, payment will occur on the workday prior to the holiday.

You will receive your compensation via a direct deposit to your checking account. To streamline office management, we do not create paper checks. You are therefore required to have a checking account to facilitate this process.

### Pay roll Draws

**Payroll draws are permitted up to three times a year for special circumstances and are determined as follows:**

1. Up to 75% earned wages of current payroll may be drawn.
2. Repayment of said draw to be paid back on next (immediate) payroll.
3. Special repayment circumstances and agreements may be made.
4. Multiple management approval is required for payment plans.
5. One draw per pay period allowed.
6. 24hr notice and approval required.
7. If employment ends prior to completion of repayment, then balance of said draw will be deducted from your final paycheck.

### Working Hours and Breaks

All employees are expected to fulfill working hours defined by their job description and department policy.

Salaried positions will have an agreed upon scale per their employment contract.

## Overtime

Overtime is not permitted without prior, verbal approval from your department manager.

Any wage-earner in the organization can receive comp time. "Receiving comp time" means that someone saves their overtime by banking 1.5 hours for every one hour of overtime worked.

Authorized overtime work is defined as hours your supervisor pre-authorized to occur above and beyond 40 hours in a work week. It is your responsibility to track your weeks' time worked. Accidentally exceeding 40 hours in a week is not considered authorized overtime.

We are required by law to pay you for unauthorized overtime hours even though you did not receive approval before you expended this time. Management has the right to ask you to leave early the following week.

## Wage Scale and Compensation Guidelines

The following information is meant to inform all employees about what they can expect regarding hourly wages for all positions within the organization. It is also meant to guide team managers identify payroll expenses as they pertain to their departments.

**In the effort to establish fair and transparent compensation packages for all current and future employees the below guidelines have been followed:**

1. Provide a competitive and fair living wage.
2. Highest to lowest paid employee/owner ratio not to exceed 3 to 1.
3. Highest to lowest paid employee shall fall within 10% of the median.
4. Provide annual cost of living increase (COLA).

For more detail and determination of wage scale and COLA, please see the Employee Compensation & Benefits Addendum.

# 6.

## Vehicles

This organization has made a commitment of safety, service, and quality to both our employees and clients. This organization mandates that our employees operate all vehicles owned by or used by the organization in a safe and polite manner. "Used by the organization" also refers to your own personal vehicle that you may use for organization directed tasks.

1. Vehicles must have, at a minimum, the state-required amount of vehicle insurance.
2. Vehicles shall not be operated unless in a safe operating condition.
3. Drivers must be physically and mentally able to always drive safely.
4. Drivers must conform to all traffic laws with allowances made for adverse weather and traffic conditions.
5. Respect the rights of other drivers, cyclists and pedestrians. Courtesy is contagious.
6. Drivers must not be affected by drugs or alcohol while driving any motor vehicle in the course of your employment or work activities.

## Insurance

You must furnish our General Manager with proof that any vehicle you use here is covered for liability insurance to the Washington State minimum standard. This applies to any vehicle you might use for your work here other than for commuting to and from your home. Please understand that this is state law and that we are merely securing proof that you are meeting this requirement as it relates to your work here.

Furthermore, if you lose this coverage, cancel this coverage, or replace this vehicle with another one, you are responsible to alert our General Manager about this change. We

will assume that this insurance remains in force unless you tell us otherwise. Informing us about any change is your responsibility. Doing otherwise may be grounds for immediate dismissal.

A1DesignBuild, carries automobile liability protection in the event that we become legally liable as a result of operation by an employee while conducting A-1 business of either owned, hired (rented) vehicles or vehicles that our organization does not own (non-owned vehicles).

Employees frequently use their personal vehicles for work-related purposes. The employee's personal automobile liability policy protects the employee. Furthermore, our insurance provides no protection for damage to the employee's vehicle.

The following rules apply to the use of our organization-owned vehicles and violating these rules may be grounds for immediate dismissal:

Personal use of any organization vehicle is not allowed unless the employee receives permission from our General Manager.

## **Accidents**

1. All accidents involving vehicles owned by or used by the organization are to be reported to the General Manager within two hours of the accident. If any personal injury resulted from the accident, our General Manager must be contacted immediately. All accidents will be reviewed by management and classified as either preventable or non-preventable. A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.
2. Drivers who have a preventable accident will be notified in writing and the report will be filed in their personnel file.

Drivers who are involved in two preventable accidents in a twelve-month period are required to attend, and successfully complete, a Defensive Driving Course or equivalent, at their cost (both tuition and time).

### **Driving privileges shall be revoked for employees who drive organization vehicles if the following conditions occur regardless of the vehicle being used.**

1. Conviction of driving under the influence of alcohol (drunk driving or any other mind-altering substance).
2. Refusal to take a breath analyzer test.

3. Two or more preventable accidents in a twelve (12) month period.
4. Fleeing the scene of an accident.
5. Homicide, assault, or criminal negligence resulting from the operation of a vehicle.
6. Driving while license is suspended or revoked.
7. Driving recklessly.
8. Frequent and/or severe traffic violations such as:
  - a) Three violations in three years,
  - b) Two violations in three years, if speeding 15 or more m.p.h. over posted limit, or
  - c) Two violations in two years.

## **Passengers**

Hitchhikers and passengers, other than organization employees, are not permitted.

# **7.**

## **Anti-theft Policy**

**If you are caught stealing, you will be fired and prosecuted to the full extent of the law.**

# **8.**

## **90-day Introductory Policy**

A new employee's first 90 days of employment is considered an Introductory Period. During this time your supervisor will be observing your performance. Your skills and ability to meet job requirements will determine whether continued regular employment will be offered.

If, during the Introductory Period, an employee's performance is considered less than

satisfactory, we will end their employment. Successful completion of the Introductory Period does not in any way alter the employee's at-will status. A1DesignBuild and the employee retain the right to terminate the employment relationship at any time with or without cause and with or without notice for any reason.

## **Right of Rescission**

The Board of Directors reserves the right, at any time, to change the policies described herein, including, but not limited to, canceling, reducing, or increasing any specific compensation and/or benefit an employee currently has in force.

# **9.**

## **Acceptance**

I, \_\_\_\_\_, acknowledge receipt of these Operating Policies. I agree to familiarize myself with the information in this handbook and to observe the procedures set forth herein. I understand that the contents of this handbook do not form a contract between A1DesignBuild and me but are only intended as a general statement of organization policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date