

# WELCOME TO KPM

Thank you for your interest in being a part of KPM and on a successful interview! Listed below is some important information regarding your scheduled start date.

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You have been hired into the following:

Position Title: \_\_\_\_\_  
Full-time   Part-time                  Permanent   Temporary  
Start Date: \_\_\_\_\_  
Location: \_\_\_\_\_  
Wage Rate: \_\_\_\_\_

\*\*\*\*\*

*Should background check reveal unfavorable results, the offer may be rescinded.*

*While we try to accommodate the property you are hired into, please note that it is not a guaranteed (permanent) property location. You may be asked to transfer to another property to meet the needs of the company.*

I look forward to having you a part of KPM. If I can be of further assistance to you, please feel free to contact Joe Kavalec at 216-906-5640.

Sincerely,

Joe Kavalec  
Chief Operating Officer

\_\_\_\_\_  
Signature of new hire accepting the above information

\_\_\_\_\_  
Date

**KPM LTD**

**EMPLOYEE**

**POLICY**

**MANUAL**

## **NOTICE**

This Employee Manual has been prepared to inform you of KPM's employment practices, and policies, as well as the benefits provided to you as a valued employee.

### **Some Things You Must Understand:**

The policies in this Employee Manual are to be considered as guidelines.

- KPM, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.
- Any such action shall apply to existing as well as to future employees.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
- No one other than the Owner may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in this Employee Manual must be in writing.
- No statement or promise by a manager past or present may be interpreted as a change in policy nor will it constitute an agreement with an employee.
- Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.
- This Employee Manual replaces any and all other previous Employee Manuals or other policies whether written or oral.

### **What You Can Expect From KPM**

KPM believes in creating a harmonious working relationship between all employees. In pursuit of this goal, KPM has created the following employee relations objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions.
3. Compensate all employees according to their effort and contribution to the success of our business.
4. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
5. Provide vacation and holidays to all eligible employees.
6. Provide eligible employees with health benefits.
7. Take prompt and fair action of any complaint, which may arise in the everyday conduct of our business, to the extent that, is practicable.
8. Respect individual rights, and treat all employees with courtesy and consideration.

## **What KPM Expects From You**

KPM needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude.

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

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed KPM's expectations. The importance of your contribution cannot be overstated.

The objective of KPM employment practice is retention of all employees and encouragement of the individual's growth. We seek to have each person reach her or his highest and best potential.

Disrespect toward the company, supervisors or co-workers are considered a violation of company policy. KPM takes pride in treating all employees with respect both personally and professionally.

Remember that you help create the pleasant and safe-working conditions that KPM intends for you. The result will be better performance for KPM and personal satisfaction for you.

## **Section One - EMPLOYMENT**

### **At-Will Employment**

Your employment with KPM is at-will. This means that neither you nor KPM has entered into a contract regarding the duration of your employment. You are free to terminate your employment with KPM at any time, with or without reason. Likewise, KPM has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of KPM.

### **Customer Relations**

The success of KPM depends upon the quality of the relationships between KPM, our employees and customers. Our customers' impression of KPM and their interest is greatly formed by the people who serve them. In a sense, regardless of your position, you are KPM's ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, KPM and KPM's services.

## **Equal Employment Opportunity**

KPM is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. KPM complies with the law regarding reasonable accommodation for handicapped and disabled employees.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against. Management is primarily responsible for seeing that KPM's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees, including managers, involved in discriminatory practices will be subject to termination.

## **Harassment Policy**

KPM intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort – verbal, physical, and visual – will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

### **What Is Harassment?**

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

### **Responsibility**

All KPM employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their hiring manager / supervisor. Complaints will be kept confidential to the extent possible. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants KPM to do so.

## **Reporting**

While KPM encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential; however, to notify their hiring manager / supervisor, immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported. Written statements are preferred to avoid any misinterpretations. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. KPM will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be tolerated. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

KPM accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences.

## **Policy Statement on Sexual Harassment**

### *What is Sexual Harassment?*

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct. It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.

Generally, two categories of sexual harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating and offensive working environment includes, but is not limited to pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee.

KPM prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual

KPM will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

## Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to KPM and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that she/he can fully depend upon fellow workers to follow the rules of conduct, our company will be a better place to work for everyone.

## Employee Conduct Guidelines

KPM has the responsibility to inform you of what is expected of you in your job, including rules and regulations that you must observe. It is each employee's responsibility to be aware of the company's rules and regulations and to conduct his or herself in adherence to them. Although the following list is **not all-inclusive**, it will serve as a general guideline. The company reserves the right to make any decision on violations deemed unacceptable. Violations considered correctable will normally be handled through a progressive counseling process. Whether an employee is in their 60-day introductory period or has passed that period, they may be placed directly on progressive counseling (steps may be skipped) or employment may be terminated. Performance disciplines are at the company's discretion. **These include (but not limited to):**

- Unacceptable work performance
- Excessive absenteeism or tardiness
- Leaving your job location during working hours without permission
- Creating or contributing to unsanitary or unsafe conditions
- Unauthorized use of company facilities or equipment
- Horseplay (boisterous, non-related activity)
- Loitering or wasting time during work hours
- Sleeping on the job
- Disregard for safety rules or established safety practices
- Violation of the no solicitation or distribution policy
- Behavior resulting in customer or employee complaints
- Dress standards violation
- Disturbing the work of other employees, in any manner, while other employees are on working time.
- Conduct or actions that create a conflict of interest

- Any act which questions one's integrity such as: engaging in any criminal conduct that may affect the company or its reputation. Employees under investigation for criminal activity may be suspended pending outcome of the investigation
- Harassment of any kind
- Theft of property, money, or equipment belonging to a resident, family member or the company
- Immoral or indecent conduct including sexual harassment
- Conduct endangering customers, co-workers, or the property of the company
- Retaliation
- Refusal to cooperate with an investigation of any kind
- Walking off the job / job abandonment
- Withholding information from the company
- Any job restrictions other than work-related injury
- Repeated violations of company policies and regulations that in themselves might not be cause for termination
- Any "other" violations that the company deems terminable

## **Disciplinary Actions**

Unacceptable behavior which does not lead to immediate termination may be dealt with in the following manner:

- 1) First Warning (verbal)
- 2) Second Warning (1<sup>st</sup> written)
- 3) Final Warning (2<sup>nd</sup> written) – may include suspension
- 4) Discharge

\*Violations of expectations will be grounds for counseling ranging from verbal warning to suspension or immediate termination. All steps of employee counseling will be at the company's discretion – some steps may be combined or skipped, depending on the infraction.

## **Grievance / Employee Complaint Resolution**

It is the intent of KPM to treat its employees in a fair, impartial and consistent manner. KPM recognizes however, that an employee may, on occasion, feel that he or she has a work related problem or disagrees with an employee counseling. KPM therefore is committed to providing its employees with the opportunity to freely discuss situations or incidents concerning such matters, if necessary, through the employee complaint resolution / grievance process.

Appealing terminations: Appeals regarding an employee's termination must be initiated within three (3) days after the employee is formally notified of termination.

All (other) grievances / complaints: All other appeals must be made within ten (10) days of incident or disciplinary action.

## **New Hire Introductory Period**

Your first sixty (60) days of employment at KPM are considered an Introductory Period.

Job performance and attendance are key ingredients in determining the full-time employment. There are no benefits provided during this period (including holiday, sick or vacation days). After the sixty days the employee will be considered for regular employment and eligibility for benefits determined.

New employees must forward all new hire paperwork within 24 hours of receipt for processing. Failure to do so will cause the employee's payroll to be delayed.

## **Immigration Law Compliance**

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked

to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. These documents must be provided within three (3) days or the offer of employment will be rescinded. If you at any time cannot verify your right to work in the United States, KPM may be obliged to terminate your employment.

## **How You Were Selected**

KPM is confident that as a result of the mutual selection process undertaken, your employment will prove to be beneficial to KPM as well as yourself and we look forward to having you join us.

We carefully select our employees through written applications, personal interviews and reference checks and your input and desire for a long term commitment. After all available information was considered and evaluated; you were selected to become a member of our team!

## **Employee Background Check**

Prior to becoming an employee of KPM, a job-related background check will be conducted. As you may know, a comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation. As appropriate, a credit, criminal, health examination and/or driving record history may have also been obtained.

## **Criminal Records**

In response to KPM's zero-tolerance Violence in the Workplace Policy, KPM will conduct a pre-employment criminal check. The criminal record is checked to protect KPM's interest and that of its employees and customers.

## **Work Schedules**

### **Business Hours**

Determined by your hiring manager / supervisor

## **Employment Classifications**

At the time you are hired, you are classified as either full-time, or part-time. In addition, you are classified as either non-exempt or exempt. (see below)

### **Full-Time Employees**

An employee who works an average of at least forty (40) hours per week is considered a full-time employee.

### **Part-Time Employees**

An employee who works less than an average of forty (40) hours per week is considered a part-time employee.

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

At the time you are hired, you will be classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight (8) hours per day or forty (40) hours per workweek. These employees are referred to as "non-exempt" in this Employee Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

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

## Personnel Records and Administration

### Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify your hiring manager / supervisor as soon as possible.

It is your responsibility to provide a written copy of any of the following changes:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Military or draft status
9. Exemptions on your W-4 tax form

### Recording Your Time

Both salaried and hourly employees must record their time in the on-site time log.

### Overtime / Comp Time

Hourly / non-exempt employees:

All work performed in excess of 40 hours will be paid at 1.5 times your regular rate.

### Evaluations & Pay Increases

Based on the sole discretion of the company.

### Pay Period and Hours

**Salaried / exempt employees:** paid on a bi-weekly basis on the 15<sup>th</sup> and 30<sup>th</sup> of each month.

**Hourly / non-exempt employees:** paid once per month on the 30<sup>th</sup> of each month for all hours worked up to and including the 25<sup>th</sup> of that month.

## **Mandatory Deductions from Paycheck**

KPM is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from your hiring manager / supervisor immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, child support and uniform rental will be explained whenever KPM is ordered to make such deductions. Voluntary deductions may include Health & Welfare insurances.

### **Social Security**

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, KPM is required to deduct this amount from each paycheck you receive.

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

### **Error in Pay**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your hiring manager / supervisor immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

## Absence Policy

The Company understands that flexibility may be required in employees work schedules; therefore, some leeway is given for personal and sick time. Again, attitude toward the job and work place is significantly of more importance than an arbitrary number of days. To maintain flexibility for the employees, the Company is maintaining a posture of “reasonableness” regarding sick days. The Company wants to be fair, but the Company does need all employees present and doing their job in a timely manner. Therefore, the Company will use the policies outlined below as guidelines.

All employees are expected to be at their assigned work area and ready to work at the beginning of their scheduled shift and they are expected to work a complete shift.

Your attendance record will be considered when evaluating requests for promotions, leaves of absence, and approved time off, etc.

**CALLING OFF WORK:** You must personally notify your immediate supervisor no later than one (1) hour after your scheduled shift starts. Failure to do so may result in disciplinary action up to and including termination.

**NO CALL / NO SHOW:** Absence from one day of work without notice to the immediate supervisor is considered a “No Call / No Show” and is considered a self-termination.

Excessive absenteeism or tardiness will result in review, disciplinary action and / or termination of employment. “Excessive” will be determined at the company’s discretion. New hires, in their 60-day introductory period, are expected to not have any attendance/tardy issues that would prohibit them from initial training and job familiarization.

## Bereavement

An employee who attends a funeral of his / her immediate family: parents, children, step-children, sibling (brother, sister,), spouse, father-in-law, mother-in-law and grandparents; will receive (2) two days of paid leave. In order to receive this paid benefit, employees must forward their hiring manager / supervisor a copy of the obituary notice or funeral program. Bereavement leave does not count against an employee’s attendance record providing proper documentation is submitted. (obituary notice / funeral program)

## Smoking

Smoking is prohibited inside all facilities other than other (outside) areas designated “smoking areas”.

## **Firearms**

The policy of this company is that absolutely NO individual is allowed to carry a weapon at any time. Any employee that is discussing weapons or brings them into any KPM location / property / function will be immediately terminated. Likewise, if any employee hears or sees any other employee or even visitor/customer, with a weapon, it is their responsibility to report it immediately to management. This is a zero-tolerance policy.

## **No Solicitation / Distribution Policy**

Absolutely no employees may post anything on any company property, at any location, sell anything or distribute anything.

## **Personal Cell Phone / Texting**

Understanding that most employees own personal cell phones and desire to carry them for such reasons as family emergencies – the company cell phone policy has been written to address the following regarding personal cell phone usage during work hours:

**Personal cell phones may be carried during working hours but MUST be put to the VIBRATE setting.** *(This will allow an employee to receive an emergency call but avoid noisy disruption of the different types of cell phone ring styles)*

**Other than an emergency – personal phone calls and merely “chatting” on your personal cell phone during work hours is STRICTLY PROHIBITED.**

**Texting: STRICTLY PROHIBITED during work hours.**

Employees are expected to focus on their job and to use good judgment and discretion in managing personal affairs so that phone usage is minimal. If any employee’s personal cell phone rings (is not on vibrate) and they are observed talking on the phone when a situation is not, in fact, an urgent matter, they will be disciplined. Additionally, if an employee is caught texting, they will be disciplined. Any manager reserves the right to question your phone call. Any manager has the right to discipline an employee for violations of this policy.

## **Dress Code and Personal Appearance**

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with customers or visitors in person. Shirts should be tucked in and buttoned and shoes should be tied. Employees who violate dress code standards may be subject to appropriate disciplinary action.

## **Workplace Violence Company Policy**

### **Workplace Violence Definition:**

“An action (verbal, written, or physical aggression), which is intended to control or cause, or is capable of causing, death or bodily injury or serious bodily injury to oneself or others, or damage to property. Violence includes, but is not limited to, abuse of authority, intimidating or harassing behavior and threats.”

Due to the general increase nationally in regards to workplace physical altercations, workplace violence and non-physical altercations in the workplace, this company is clarifying its policy on these types of incidents in our workplace and/or while working as an employee for this company in any manner at any other company location. This policy applies to all contact with vendors, clients, management and other employees and the general public.

This policy is being enforced for the general safety and concern of all our employees, vendors, clients, management and the general public.

This policy also applies to management’s contact with employees in the general course of their supervisory duties.

It is KPM’s policy to prohibit any type of aggressive physical contact such as, but not limited to, pushing, shoving, kicking, punching, spitting on, fighting, wrestling and any other forms of aggressive physical contact regardless whether injury results or not.

Any employee who feels that (s)he is a victim of workplace physical altercations should immediately report the matter in writing, to avoid any misinterpretation, to their supervisor. The company will fully investigate all such incidents retaining confidentiality as best as possible. Adverse action will not be taken against an employee who reports or participates in the investigation of a violation of this policy.

Violation of this policy will not be permitted and may result in disciplinary action, up to and including discharge. It is this company’s hope that preventing the first level(s) of physical altercations will have a direct result in hindering higher levels of physical altercations from taking place.

# **BENEFITS**

## **Eligibility for Benefits**

Full-time employees must successfully complete their sixty-days of employment in order to participate in the different benefits offered. Part-time, temporary and seasonal employees are not eligible to participate in any of the benefit plans.

## Medical Insurance

KPM provides a benefits package that includes: medical only.

## Sick Days

For salaried employees: upon completion of one year and at the beginning of each calendar year, full-time employees will accrue (3) sick days. Sick days will be paid as combined total of no more than three days and may not be carried over to the following year.

## Vacations

All employees are eligible for vacation time on the first month following the successful completion of their 60-day introductory period. The amount of vacation an employee earns is based upon the length of employment.

<u>Length of service</u>	<u>Eligibility per year</u>
Year #1-2	40 hours / one week
Years #3-5	80 hours / two weeks
Year #6	88 hours / two weeks + one day
Year #7	96 hours / two weeks + two days
Year #8	104 hours / two weeks + three days
Year #9	112 hours / two weeks + four days
Year #10+	120 hours / three weeks

### VACATION POLICY SUMMARY:

- 1) There is no pay in lieu of vacations.
- 2) All vacation time is issued per calendar year beginning January 1<sup>st</sup>.
- 3) Vacations must be taken before the calendar year end (12/31) and do not roll-over into the next year. Because there are no roll-overs, please be prudent in scheduling.
- 4) When a company observed holiday occurs during an employee's vacation period, another vacation day may be scheduled.
- 5) Vacations must be requested in writing, scheduled, and approved by an employee's immediate supervisor at least 30-days prior to its beginning.
- 6) Vacation dates are approved or disapproved based on the needs within the company.

## Holidays

The six paid holidays are as follows: (for full-time employees)

- 1) New Years Day
- 2) Memorial Day

- 3) Independence Day
- 4) Labor Day
- 5) Thanksgiving Day
- 6) Christmas Day

Conditions of payment for holidays:

- 1) Employees must be employed a minimum of (60) sixty calendar days, prior to the holiday.
- 2) Employees must work a minimum of (8) eight hours or have a scheduled vacation day before and after the holiday.

## **Leaves of Absence**

### **a. Jury Duty**

- Employees must provide written jury notices.
- Employees will be given time off for jury duty with no penalty.
- Employees will be paid their regular hourly rate for each day without overtime, less any compensation paid to employee for serving on jury duty, for a maximum of two (2) weeks, verification required.

### **b. Military Leave**

- The Uniformed Services Employment and Reemployment Rights Act cover everyone who serves or has served in the uniformed services and requires employers to provide job-protected military leave and reinstatement to employees who take military leave. Both employers and employees have other rights and responsibilities under USERRA as well. Refer to the actual Act for more details.

### **c. Other Leaves of Absence**

- Leaves of absence for other reasons than stated must be requested in writing to KPM. These will be considered on an individual basis. Those employees that are eligible for Family Medical Leave of Absence must complete an application. A separate attachment of guidelines for the leave will be provided to you by your hiring manager / supervisor.

## **Drug Free Workplace**

KPM is a drug free workplace. The company reserves the right to screen any potential employee or current employee for the following: pre-offer, post-hire, post-accident, reasonable suspicion, and random testing. Should a drug screen come back positive for any type of substance: drug or alcohol, the employee will be terminated for violation of the Drug Free Workplace policy.

## Safety

Each employee is responsible for ensuring that safe practices are observed in the performance of his or her duties. While the following list is not all inclusive, these general safety practices are to be followed at all times:

1. Alert your supervisor to any conditions which could lead to or contribute to an accident.
2. Notify your Supervisor immediately of any emergency situation and/or accident.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Turn off or disconnect all equipment when not in use and/or at the end of the day. This includes such things as lights and equipment you may be using in remote areas.
5. The floor is to be kept clear of all debris at all times.
6. Get help when lifting or pushing heavy objects.
7. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess...ask your Supervisor.

## Work related injuries / Workers' Compensation

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness that is directly related to performing your assigned job duties. KPM pays for this job-injury insurance.

All injuries or illnesses arising out of the scope of your employment must be reported to your supervisor immediately. Employees are required to complete an "Injury Report" within 24 hours. Failure to do so may result in delay of your claim being processed and even approved. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight.

## Reporting

An injury report needs to be completed and returned to HR within 24 hours of a work-related injury. If an employee is unable to make the report, someone else should advise the immediate supervisor.

Employees returning to work after being absent due to a work-related injury must report to their immediate supervisor prior to beginning work and must bring a doctor's clearance for returning to work.

## Resignations

Employees are required to provide written notice to their hiring manager / immediate supervisor within the outlined time-frame or they will forfeit any unused vacation time for breach of this policy.

Two weeks notice = general resignation

Four weeks notice = management resignation

*\*Management is defined as an employee that has supervisory / management responsibilities over specific duties or employees.*

**Receipt & Acknowledgment  
of  
KPM Employee Policy Manual**

Please read the following statements, sign below and return a copy of this page to your hiring manager / supervisor.

**Understanding and Acknowledging Receipt of KPM Employee Manual:**

I have received and read a copy of KPM Employee Manual. I understand that the policies and benefits described in it are subject to change at the sole discretion of KPM at any time with or without notice. It is my responsibility to ask for clarification on any policies or practices of KPM as I am held accountable for adhering and understanding the employee policy manual.

**At-Will Employment**

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

Lastly, I understand that any paperwork pertaining to any part of my employment with KPM is sole property of KPM. I understand that I am able to view my employee file / paperwork at any time by making a request with my hiring manager / supervisor.

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

\_\_\_\_\_  
Position

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

\_\_\_\_\_  
Date

Final Page