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5182 South Saginaw
Flint MI 48507

Telephone 810-695-7516
Fax 810-695-7567

Mission Statement

Action Traffic Maintenance Inc. will provide superior service, ethics, workmanship, leadership and materials to its customers at a reasonable cost.

Key Drivers;

- Employ knowledgeable and dedicated staff.
- Maintain the highest levels of employee satisfaction.
- Deploy and maintain state of the art equipment.
- Employ cost avoidance practices.
- Practice extreme safety guidelines.
- Maintain excellent contractor/engineering/customer communications and scheduling.

Purpose of the employee handbook

The purpose of the employee handbook is to give all employees a summary of our company's goals, policies and procedures and benefits that are offered. If you are unclear or need further assistance in understanding what is outlined, ask your manager for clarification.

The matter within this handbook is for general guidance and is not intended, nor implies a term of employment, or contract with the company.

This handbook is the property of the company and must be returned to the company upon the termination of employment.

Employment at Will

Employment at Action Traffic Maintenance Inc. is "at will" and is in effect for no defined period of time. The company and/or the employee may terminate employment at any time, with or without cause, with or without notice. Only the officers of the company has the authority to make an agreement concerning the length of employment, which will be in writing and signed by all parties. No other agreements, verbal or written shall be enforceable. All Employees are required to sign an "at will" agreement that will be on

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file at the company headquarters. The “at will” agreement is located in the back of this handbook.

Equal Employment Opportunity

Action Traffic Maintenance Inc. is an equal opportunity employer. The company will not make employment, promotion or compensation decisions based on Race, Religion, Color, Creed, Sex, Age, National origin, Sexual orientation or any other reasons prohibited by Law. All employees are required to notify company management immediately if they feel these standards are not being applied. Any employee who exhibits discrimination will be subject to disciplinary action, up to and including termination.

Anti-Harassment policy

The company will not tolerate, nor condones any actions by its employees, officers, suppliers or customers that creates a hostile environment for its employees or customers.

Some examples of what is considered harassment;

- Unwanted sexual advances.
- Racial, religion, color or origin derogatory statements.
- Visual conduct: leering, making sexual gestures, sexually explicit material displayed on or in company property,
- Verbal conduct: Making or using derogatory comments, epithets, slurs or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of any kind, physical threats.
- Physical conduct: touching, assault, impeding or blocking another.
- Promises, conditions of Pay, benefits, promotions, (or deprivations) or any other advantages in exchange for sexual favors.
- *Retaliation against any employee from any other employee after they make an allegation of harassment or abuse will not be tolerated.

While this outline only covers a few examples of items that may be considered harassment, the company, in its judgment, will be solely responsible for deciding what could be considered harassment. The company reserves the right to enact disciplinary action, up to and including termination at any time, with or without cause.

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All employees are held to the same standard of behavior. Any employee who feels they are (or have witnessed others) being harassed should bring it to the attention of their manager or HR contact immediately. *No employee will subject to any form of retaliation or disciplinary action for pursuing a harassment complaint, except in the event the employee brings a false complaint. Any employee who deliberately makes a false complaint will be subject to disciplinary action, up to and including termination.

Ensuring a productive and safe work environment

The health and safety of employees is of the utmost importance. It is the imperative that all employees adhere to and support these initiatives and guidelines. Failure to comply with any of these areas may result in disciplinary action, up to and including termination.

Any employee convicted of a workplace related crime is required to notify their manager immediately.

Substance abuse: Company policy expressly prohibits the use, possession, sale, offer to sell, purchase, transfer or manufacture of any illegal drugs or alcohol at any time while on the job, on or in company property, including vehicles and/or job sites. Further, prescription drugs and over the counter drugs that could impair judgment and safety of themselves or others is strictly prohibited while on the job or operating company equipment. If an employee is prescribed by a Medical Doctor to take medication that could cause drowsiness or other adverse side effects must notify their manager. The manager may re-assign the employee to different duties, which would be safer for the employee at their discretion.

Disruptive activity: The Company expects all employees and visitors to behave in a professional and courtesy manner. Failure to comply with any of these may result in disciplinary action, up to and including termination, and/or prosecution in accordance with Law Enforcement Agencies.

Our policies expressly prohibit any type of abuse, including but not limited to, sexual harassment, abusive language or acts, violent behavior, destructive behavior, horseplay, road rage or contributing to a dangerous work environment.

Weapons, including but not limited to, knives, firearms, fireworks and explosives are not allowed on or in company property at any time without written permission by an officer of the company. This would include any job site as well.

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Non-employee visitors, including friends, relatives and ex-employees should not be allowed on company premises unless accompanied by an employee at all times, and they will be subject to these same policies while on or in company property or vehicles.

Use of Company owned Computers and applications: The Company may provide employees with a computer and various software applications designed to enhance productivity, security and record keeping. You should never give any other person your Login and Password information, as this identifies you as the user, and YOU will be accountable for any action completed under that Login.

Access to certain confidential material may be granted to certain employees, this information should not be copied, forwarded, or shared with anyone (other employees or non employees) without prior permission from an officer of the company. Items such as, but not limited to, Customer lists, financial information, employee information.

Email and Internet access: Email and internet access may be made available to certain employees. These are intended to improve productivity, and should not be used for personal reasons. However we do realize that occasionally employees do need to use their email and/or internet for personal reasons, you must seek pre-approval from your manager prior to using them for non Company functions. If approved, this personal work should be completed on your lunch or break times. Use of these for sexually explicit reasons is strictly prohibited.

The use of Company computers, Email and Internet access is considered for Company business, and as such, the company can monitor them at any time. You should not expect that these are protected under any privacy acts or laws, as they are not.

Failure to comply with any of these policies may result in disciplinary action, up to and including termination, and or prosecution in accordance with Law Enforcement Agencies.

Confidentiality

Personnel files: The Company will maintain any and all personnel files. These files will remain confidential and the information contained will only be made available under the following conditions, the employee requests access, the employees manager requests access, HR employees, company officers, to 3rd parties where required by law, and under the direction of a court ordered subpoena.

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Employment verification: On occasion you may need to have your employment and compensation verified by credit institutions. The company will only disclose your information on your request, or under the direction of a court order. The company will not disclose any employment information without your knowledge and consent, unless ordered by a subpoena that expresses you are not to be notified. **ONLY A HUMAN RESOURCE EMPLOYEE OR COMPANY OFFICER MAY VERIFY EMPLOYMENT HISTORY AND COMPENSATION.** If you are asked to disclose any employment information, indicate you are not authorized to disclose this information and refer them to Human Resources or a company officer.

Personal situations: The Company realizes that on occasion you may have personal situations may arise that may require assistance or interaction from the company. Contact your manager, HR or a company officer, all conversations will be held in confidence and will only be shared if you give permission. Please note that if you disclose illegal wrong doings, by yourself or others, that the company must abandon the confidentiality and notify the proper authorities.

Vehicle and Equipment Operation

The company owns and/or rents vehicles and other heavy equipment and certain employees are authorized to operate vehicles and other heavy equipment on behalf of the company. Please refer to our Insurance companies regulations for more in depth detail on the subject, which may take precedence over matters outlined in the employee handbook.

Alcohol and Drug use is expressly prohibited while using or operating any Company vehicles and/or equipment, whether it is on Company time or personal time. Any violation in regards to this will result in disciplinary action, up to and including termination and/or legal action.

All employees must have a valid drivers license to operate any company vehicle, and have the specified endorsement in effect for certain other heavy equipment. This would include a CDL (commercial drivers license). The employee must obtain and renew their CDL as required by the Secretary of State. Applicants requesting a CDL from the Secretary of State will be required to pass a physical evaluation, including drug screening. Random drug screening can and will be performed as needed to meet insurance and State laws. Contact your Manager to see if you need a CDL.

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Prior to any employee operating any company equipment, the company must pre-authorize them. See your manager to be authorized before you enter and operate any company equipment.

Driving and operating equipment can be very hazardous; you must receive the proper training from your manager or manufacturer before you operate any equipment. You must practice the safety instructions each time you operate the equipment. See your manager for safety training for each type of equipment.

The State driving laws will be in effect at all times you are operating a company vehicle or piece of equipment, you must obey any and all driving laws. If you are ticketed for violating a law, (except for vehicle maintenance issues, which the company is responsible) it will be your responsibility to pay any fines or penalties.

You must report any accidents, collisions or vehicle damage to your manager with-in 2 hours of the occurrence. If you are involved in an accident, you must contact the police and request an incident report. If you are injured, you must contact your manager as soon as possible. You must also notify your manager of any tickets or citations you receive when operating a Company vehicle on the day you received it.

If at any time in your employment, your State driving privileges and/or certificates is suspended, revoked or restricted; you must notify your manager immediately. Your ability to operate company owned equipment will be revoked until your privileges and/or certifications are reinstated by the Secretary of State.

Employees holding CDL's must also report to the Action Traffic Maintenance Office, any infractions or violations that result in points to their operator's license. This would apply to incidents that occur during work and non-work times.

Failure to operate equipment/vehicles in a safe and legal manner will result in disciplinary action, up to and including termination and/or legal action.

Work Attire

To ensure a professional appearance and added safety for employees, all employees are required to dress appropriately. See your manager for your specific areas work attire. Shorts are not permitted at any time while working.

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Fax 810-695-7567****Discipline**

All employees are expected to conduct themselves in a courteous and professional manner at all times, that contributes to a safe and productive work environment. All employees are expected to abide by all policies and procedures outlined by the company. As well as abide by all Local, State and Federal Laws. If at any time, an employee does not abide by or meet the expectations of the Company, the employee will be subject to disciplinary action, up to and including termination and/or legal action. The disciplinary action will be outlined and enforced by the manager and Human Resources.

Managers and supervisors must notify Human Resource prior to any disciplinary action, unless the behavior will cause immediate danger to the employee or any other person or property.

The following steps will be followed in any event that requires disciplinary action.

1. A verbal warning followed with a personal letter of reprimand detailing situation.
2. If this is a second infraction of the same type, a three-day suspension without pay will be enforced. A letter detailing the incident will accompany this. The employee has the right to file an appeal with the company's Human Resource officer.
3. A third infraction will result in termination of the employee.

If you feel your manager has unjustly disciplined you, contact Human Resources immediately.

Terminations

Employment termination can occur at any time and for any reason (see "at will" statement) at the request of you, or the company.

While you may terminate employment at any time without notice, we do request a reasonable lead-time; typically a 2-week notice is considered normal.

There are several items that will constitute immediate termination, such as, but not limited to, theft of any company items, including office supplies, tools, vehicles, machinery, cash, cash equivalents (items owned by the company but can be sold for cash or cash equivalents), materials, fuel, computer, computer software, abuse of fuel cards, abuse of charge accounts. Falsifying time sheets, falsifying expense reports, and/or lying to any other employee, vendor or customer.

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Upon your termination, you will be entitled to all due compensation, benefits, less any monies that you owe the company, to the extent that is permitted by law. You will be required to return any and all company supplied materials on your last day. These may include, vehicle, keys, credit cards, tools and any other items that were issued to you.

Payday/Timesheets

All employees will be paid each Thursday for hours worked the previous week.

All employees are required to submit a time sheet to their manager each Monday morning, or daily if you are a non-office employee.

All hourly employees are eligible for overtime if they work more than 40 hours in a pay period in accordance to Fair Labor Standards Act and any applicable state wage laws. Our pay period is from 12:01am Sunday through 11:59pm Saturday.

Attendance and Punctuality

The companies' success is dependant upon all employees being at their stations on time each and every day. You are expected to be on time and ready to work at your starting time. If you are going to be late, notify your manager prior to your normal starting time. Employees with excessive tardiness will be subject to disciplinary action, up to and including termination.

Earned Sick time

All employees are required to give as much notice as possible if they are ill or need to take a personal day off. In all cases, the employee **MUST** contact their manager no later than 30 minutes prior to their regular starting time. Employees with excessive sick/personal days will be subject to disciplinary action, up to and including termination.

Employees will be granted 40 hours of earned sick time each year. A New hire, or rehire will be given a pro-rated amount of days for the rest of the calendar year after a 90 day waiting period.

Unused earned sick time is forfeited upon separation from the company for any reason.

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Vacation Policy

Office Personnel: The Company's paid vacation policy outlined here is intended for Office personnel only.

Year 1 through year 5, will accrue ½ day per month worked, up to 5 full days.
5 plus years will accrue 1 days per month worked, up to 10 days.

Employees prior to 1-1-2019 will be granted their previous amount of vacation days, up to 15 days max.

Employees may carry over 5 days of paid vacation to the next year, 5 days is the maximum amount of days that can be carried over from year to year.

Unused paid vacation days from the previous year will be paid to employees during the month of January.

Field personnel will be eligible as per MDOT standards of pay and benefits, refer to MDOT standards for each Job you are working on. Office Staff will help you locate these for you if needed.

A Holiday Schedule will be distributed to all employees during January for the calendar year.

Benefits

Health Insurance

The Company feels the health and well being of employees is extremely important and therefore offers optional Health Benefits to all employees and your family members. You will be given a review of the most current plan(s) available during your orientation, or you may contact the main office and ask for information at any time.

Maternity Leave

Action Traffic Maintenance, Inc. allows certain employees to take up to 12 weeks of unpaid, job protective leave per year, or as outlined in the FMLA law. Health benefits must be maintained during this period.

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“At Will” Agreement

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Employee signature _____ Date _____

Manager signature _____ Date _____