



# Employee Handbook

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## INTRODUCTION

### **Important Notice**

This Handbook has been prepared as a guideline to provide you with an overview of certain aspects of working at Pacific Wall Systems, Inc., and all associated companies, also referred throughout this handbook as Company. The policies and procedures contained in this Handbook are not intended as an exhaustive statement of expectations or as a contract of employment, either expressed or implied. It is simply a condensed summary of current policies, procedures, expectations and benefits. It does not guarantee an employee will be employed for any specific or minimum period of time. The employment with Pacific Wall Systems is "at-will" and the employment can be terminated at the option of either Pacific Wall Systems or the employee at any time for any reason that either Pacific Wall Systems or the employee considers appropriate.

It is each employee's responsibility to read and familiarize themselves with the contents of this Handbook, for it answers many questions concerning employment at Pacific Wall Systems.

All of the Pacific Wall Systems policies, procedures, and benefits are subject to change without notice and without regard to which policies, procedures, or benefits were in effect at the time of initial employment. Also, policies and procedures in the Handbook may be amended, modified and/or revoked by Pacific Wall Systems at any time without prior notice. No manager, supervisor, or other employees of Pacific Wall Systems is authorized to enter into any agreement with any employee that is contrary to the provisions of this Handbook unless the agreement is signed by the President.

The policies contained in this Handbook are effective on the date of publication and supersede any and all previous handbook(s), statements, memos, policies and practices relating to employment and personnel matters.

You are encouraged to offer constructive suggestions for improvement to the policies, employment practices or working conditions. Please read through the Handbook carefully so that you are aware of and understand the policies and procedures contained within. Should you need additional information or have any questions, please talk to the Office Administrator who can advise you or refer you to the appropriate resource.

## HIRING INFORMATION

### **Equal Employment Opportunity**

Pacific Wall Systems has made a commitment to equal employment opportunity. No employee or applicant for employment is discriminated against because of race, color, sex, sexual orientation, marital status, religious creed, age, national origin, citizenship status, workers' compensation status, physical or mental disability, military or veteran status or any other status protected under applicable local, state or federal nondiscrimination law.

In support of these policies, Pacific Wall Systems strives to:

- A. Recruit, hire, train and promote persons in all job classifications without regard to race, color, sex, sexual orientation, gender, marital status, pregnancy, religious creed, age, national origin, citizenship status, workers' compensation status, physical or mental disability, genetic information, military or veteran status, or any other status protected under applicable local, state or federal nondiscrimination law. We do not discriminate on the basis of national origin or citizenship status as provided under the Immigration Reform and Control Act of 1986 or base employment decisions on genetic information in accordance with the Genetic Information and Disclosure Act (GINA);
- B. Base decisions regarding employment so as to further the principle of equal employment opportunity;
- C. Provide reasonable accommodations to qualified applicants and employees with disabilities, as outlined in the Americans with Disabilities Act.
- D. Base promotion decisions in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities;
- E. Administer all personnel actions (including but not limited to compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs) without regard to race, color, sex, sexual orientation, gender, marital status, pregnancy, religious creed, age, national origin, citizenship status, workers' compensation status, physical or mental disability, genetic information, military or veteran status, or any other status protected under applicable local, state or federal nondiscrimination law.

### **Immigration Law Compliance**

Pacific Wall Systems is committed to full compliance with the Federal immigration laws. These laws require Pacific Wall Systems to verify that all employees are legally authorized to work in the United States. You will not be permitted to begin your employment at Pacific Wall Systems until appropriate documentation has been provided and a Form I-9 has been completed.

### **New Hire Reporting**

Pacific Wall Systems fully supports and complies with the Oregon Employer New Hire Reporting Program, which requires Oregon employers to report information on newly hired and rehired employees to the Oregon Department of Justice, Division of Child Support. The employee's name and social security number must exactly match what is shown on their Social Security Card.

## **Certification, Licensure and Accreditation Requirements**

Employees who are required by law, administrative rule or Pacific Wall Systems requirement to possess and maintain a current license, certification, or registration must provide proof of valid credentials prior to their first day of employment, as a condition of employment. It is the employee's responsibility to maintain professional licensure, certification and/or registration at all times. Updated credentials shall be submitted to the Office Administrator as acquired or requested. Failure to provide or maintain professional credentials may result in termination of employment.

## **Anniversary Date**

Your first day of work is considered your "official" anniversary date and may also be referred to as your date of hire. Your anniversary date is used to compute benefits and employment decisions that are based on your first day as an active employee.

## **Classifications of Employees**

Your wages or salary, benefits, and job duties are affected, in part, by your employment category and job title. The following are the employment categories we use.

You may fall into more than one of these categories:

Introductory Employee: An employee who is within the first ninety (90) days of employment.

Regular Employee: An employee who has successfully completed the Introductory Period.

Full-Time Employee: An employee who is regularly scheduled to work at least 32 hours per week. Full-time employees generally are eligible for benefits provided they meet the enrollment/qualification requirements of each plan.

Part-Time Employee: An employee who is regularly scheduled to work less than 32 hours per week. Part-time employees who work less than 32 hours per week generally are not eligible for benefits.

Temporary/Seasonal Employee: An employee who is hired with the expectation that they will be needed for a specific period of time, or for the duration of a specific project. A temporary/seasonal employee may be full-time or part-time and is not eligible for benefits unless specified.

Exempt: Full-time or part-time employees in positions defined by federal or state law as exempt from the overtime regulations of wage and hour laws.

Non-Exempt: Full-time or part-time employees in positions defined by federal or state law as covered by the minimum wage and overtime regulations of wage and hour laws.

## **Orientation**

Normally, employees attend a new hire orientation conducted by their supervisor at time of hire. Each department is responsible for in-department orientation.

## **Introductory Period**

The first ninety (90) days of employment are considered the Introductory Period. During this time, you will become familiar with, comfortable and increasingly more competent with your duties and responsibilities, our products and services, and our guest's expectations. You will begin to accrue sick leave during the introductory period and become eligible to request sick leave and accrue

vacation upon completion of the Introductory Period.

During this time Pacific Wall Systems evaluates your performance in your position as you become acquainted with your new responsibilities, as you evaluate the company and your “fit” with us.

If at any time during this period, either party is not satisfied with the employment relationship, they may terminate the relationship at will. Completion of the Introductory Period does not change the company's at-will employment status.



## PAYROLL & ATTENDANCE

### **Workweek, Hours and Breaks**

The workweek extends from 12:01 am Sunday through 12:00 midnight Saturday. Work schedules for employees are set according to department and company needs. You will be advised by your department or the Office Administrator of the regular work schedule for your position. In order to provide continuity of quality service to our customers, as well as to better meet other operational and seasonal requirements, your hours may be changed, or you may be asked to work additional hours or shifts as determined necessary by your supervisor.

Normal business hours are generally 7:00 am through 4:00 pm Monday through Friday. Flexible work schedules and hours may vary by department. Your Supervisor will determine your individual work schedule based on operational needs.

### ***Breaks & Meal Periods***

Non-exempt employees who work more than six hours in a workday must take a 30-minute unpaid lunch period after around four hours of work. A paid rest break of 10 minutes is provided after two hours of work for every four consecutive hours worked. All employees are encouraged to take their lunch and rest breaks on time as regularly scheduled, and to work together to provide cross-cover so that everyone receives their breaks.

Lunch periods and breaks may not be accumulated or “saved” to shorten your workday.

### **Overtime**

Occasionally employees may be asked to work overtime. Overtime pay is limited to non-exempt employees. Compensation for overtime work by non-exempt employees is paid at a rate of 1 1/2 times the employee's straight time regular rate of pay for any actual hours worked in excess of 40 hours per week in the payroll period. Comp time or time off in trade for overtime hours worked is not allowed. Your Department Manager must authorize all overtime in advance.

### **Timekeeping**

All non-exempt employees are required to record actual time worked using the time clock. Employees are responsible for their own daily timekeeping records, including job number(s) worked. Lunch breaks and other absences during the workday must be correctly entered using the time clock. Any time keeping errors must be reported to the Office Administrator, who will make the corrections. Immediate and accurate records of hours worked will help you to be paid correctly and receive full credit for the work you do. Failure to accurately record or report actual hours worked may result in disciplinary action, including termination of employment.

Making time clock entries for any other employees or allowing co-workers to make time clock entries with your time clock login is not permitted. Recording time worked with another person's time clock login, altering, falsifying or otherwise tampering with a time clock record (your own or someone else's) will lead to disciplinary action, including termination, for the employee(s) involved.

Exempt employees may track hours worked for project and job costing, customer and client billing

purposes only. Exempt employees are paid on a salary basis, and as such, tracking hours worked does not impact their weekly salary.

## **Payday**

Paydays normally occur on Fridays for work performed during the previous two weeks. Paychecks may be direct deposited for employees. Paper paychecks and pay stubs will be distributed by the Office Administrator. If the payday falls on a holiday, paychecks will normally be deposited or distributed the prior weekday.

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell the Office Administrator immediately. The matter will be researched, and any necessary corrections made promptly.

If you have any questions, please talk with the Office Administrator.

## **Payroll Deductions**

Law requires the following deductions:

- Federal Income Tax
- Social Security Tax (FICA)
- Federal Unemployment Tax (FUTA)
- Medicare Tax
- State Income Tax (where applicable)
- Workers' Compensation Tax (where applicable)
- State Disability Insurance (where applicable)
- Other federal, state, & local taxes as required by law

Any other mandatory deductions to be made from your paycheck, such as court-order attachments or garnishments, will be made in accordance with the documentation ordering such action. To comply with federal filing status laws, a copy of your Form W-4 will be kept in your personnel file.

Employees may choose to have voluntary deductions made from their paycheck to cover expenses such as for participating in the Retirement Plan, Alliance Benefits, or other benefits premiums, as appropriate.

## **Payroll Advances/Draws**

Employees are allowed one draw/advance on earned but unpaid wages every 30 days. Requests for draw payments must be submitted at least 24 hours in advance to the Office Administrator for approval. Employees must have earned enough wages to cover the amount of the draw being requested. A loan against unearned wages is not allowed.

## **Attendance**

Employees are expected to report to work on time and be prepared to start work as scheduled. If you are unable to come to work on time for any reason, you should notify your immediate supervisor as soon as possible in advance of any anticipated tardiness or absence, and for unanticipated absences at least one hour prior to your normal starting time.

If you must be absent, be sure to call your supervisor at the beginning of the first day of the absence and every day thereafter with an update on your condition unless instructed otherwise. If your supervisor is not available, leave a message stating the reason for your absence including where/how you can be reached. If you must leave work before the end of your normal workday, authorization from your supervisor is required beforehand.

Absences and tardiness place a burden on your co-workers, so we request that you keep them to a minimum. Unreported or excessive absences, tardiness, and abuse of sick leave/TIME OFF impact your performance and impose a burden on co-workers. These may lead to disciplinary action, including termination.

Pacific Wall Systems may require supporting documentation, such as a Doctor's note, be furnished in connection with any absence(s).

If you have questions, please talk with your supervisor or the Office Administrator.

## **GENERAL EMPLOYMENT**

### **Performance Reviews**

We encourage working relationships that include informal feedback from co-workers and supervisors on individual and team performance. Additionally, supervisors and employees should meet at least annually to formally discuss job performance. This is an excellent time for you and your supervisor to discuss your contributions, areas of opportunities, and to develop mutually agreed upon goals.

### **Salary & Wage Reviews**

Salaries and wages are usually reviewed once a year and adjustments, if any may be based on several factors, including change in employee's responsibilities, employee's performance, company performance, the general economic environment and other business factors. Spot raises may be given to individual employees as warranted.

### **Personnel Records**

Personnel records are confidential, and therefore use and access to them is limited to a need-to-know basis. If we receive requests for information by federal, state, or local law, we respond to such requests to the extent that we are required to do so. Any other information is released only with a written authorization from the employee. For any medical-related records (Workers' Comp, etc.), information will be released only in accordance with ADA and HIPAA regulations.

You may review your personnel records at a mutually convenient time by contacting your supervisor. If you do not feel that information is accurate or relevant, you may place a written statement of your own in the file. Inspections must occur in the presence of your supervisor during normal business hours. If you request a copy of a document, it should be provided within a reasonable period of time.

### **Photo Release**

Pacific Wall Systems takes great pride in showing photos of our products and employees to our customers as part of our marketing. Pacific Wall Systems has the right to take photographs of employees and property in connection with the business and its operations. This policy authorizes Pacific Wall Systems to assign, copyright, use and publish the same in print and/or electronically without prior permission. If you have any questions, please see the Office Administrator.

### **Change in Status**

If there is a change in your residence, mailing address, home and/or cell telephone number, or any other personal information, please notify your supervisor to update your records. If there is a change in your marital status, or dependents, you must notify your supervisor and the Office Administrator within 30 days and complete a new W-4 if necessary.

## **Outside Employment**

While you are employed at Pacific Wall Systems, we expect that you consider your position here your primary employment. Any outside activities, including other employment (moonlighting), must not interfere with your ability to properly perform your job duties, directly relate to our industry or create a conflict of interest with those duties or with Pacific Wall Systems. Notify your supervisor to coordinate your work schedules to ensure any scheduling conflicts are avoided.

Any use of Pacific Wall Systems resources, equipment or material on moonlighting or personal jobs without prior authorization from your supervisor is grounds for immediate termination.

If you have any questions or concerns, please discuss them with your supervisor.

## **Time Lost Due to Circumstances Beyond Pacific Wall Systems Control**

From time to time, circumstances beyond Pacific Wall Systems' control require us to close or curtail operations. These may include weather-related problems or natural disasters, failure in the public utility services, or threats to employees or company property. Ordinarily, time lost due to such circumstances is without pay. You may choose to use accrued time to cover lost time.

## **Separation from Pacific Wall Systems**

We hope that your employment here will be mutually satisfactory and enjoyable. However, we also recognize that there are many circumstances under which either an employee or Pacific Wall Systems may choose to terminate the relationship. For this reason, either you or Pacific Wall Systems may terminate the employment relationship at will, at any time and for any reason. Separations from employment generally fall into one of three categories: voluntary termination, involuntary termination, and layoff.

### ***Voluntary Termination***

You may voluntarily terminate your employment at any time and for any reason. If you do, we ask that you notify your supervisor and put your resignation in writing. You are also asked, when possible, to give at least two weeks' notice of your intended termination date. We recognize that this is not always possible and ask, in those situations, that you give as much notice as you can. Employees receive their final paychecks in accordance with state wage and hour laws.

In addition to resignation, unless there are extenuating circumstances warranting further consideration, employees may be considered to have voluntarily terminated when they:

- Are absent without notification to their supervisor for two consecutive workdays,
- Are absent without notification to their supervisor three times within a 12-month period,
- Do not return from a leave of absence without notifying the supervisor of an intent to return at a later date or asking for an extension; or
- Leave work before the end of the scheduled workday without the approval of their supervisor.

### ***Involuntary Termination***

Pacific Wall Systems may terminate any employee's employment at any time and for any reason. Employees who are involuntarily terminated normally receive their final paycheck by close of business the day following separation of employment. Pacific Wall Systems reserves the right to be

the sole judge of whether termination is appropriate. However, any employee who is involuntarily terminated may ask the President to review the termination. An employee who has not yet been separated may be placed on unpaid administrative leave pending the decision. The decision of the President is final and binding.

### ***Separation Process***

Keys, all computers, passwords, documents, and all other company property are to be turned in on or before your last day of work.

### ***Layoff and Recall***

Should it become necessary, employees may be selected for layoff or recalled from layoff based on the following factors, as considered applicable and appropriate by Pacific Wall Systems:

- Needs of Pacific Wall Systems or a particular department;
- Qualifications of the employee(s) for the remaining position(s) or work;
- Relative performance of the employee(s);
- Length of service in a position or with Pacific Wall Systems; or
- Other factors considered relevant by Pacific Wall Systems to the particular circumstances of the layoff.

### **Employment Verification/Letters of Recommendation**

Employment verifications and/or references are provided only through the Office Administrator. We provide only your job title and employment dates unless you specifically authorize us in writing to release additional information. All letters of recommendation are to be reviewed by the Office Administrator prior to sending it to the employee.

### **Unemployment Insurance Claims**

If your employment terminates or your hours are reduced, you may be eligible to receive unemployment insurance. Contact your local State Employment Department for more information.

### **Rehire Policy**

Employees who were classified as *Eligible for Rehire* when separated from Pacific Wall Systems may be considered for rehire with other applicants if they apply. Their prior employment record is considered. If rehired, they are considered a new employee and new introductory periods are required. Employees discharged for misconduct will not be considered for rehire.

### **Drug and Alcohol Policy**

Pacific Wall Systems believes that prohibiting the use or influence of alcohol, illegal drugs, and controlled substances in the workplace will help to ensure the safety, health and productivity of Pacific Wall Systems and our employees.

While medical and recreational cannabis/marijuana is legal under Oregon and Washington law, it remains illegal under federal law. Accordingly, the improper use, abuse, possession, purchase,

distribution, manufacture, dispensation, transfer or sale of controlled substances or illegal drugs by employees when on duty or on Company premises is prohibited. Employees must not report for duty, be on Company premises, operate a Company vehicle or equipment (which includes a personal or rented vehicle being used for Company-related travel), or represent the Company while under the influence of alcohol, illegal drugs, controlled substances, and medical or recreational cannabis in any form.

An employee's use of certain prescription or over-the counter medicine can pose a significant risk to the safety of the employee and of others. Employees must report the use of medically authorized drugs or other substances that may impair job performance to their immediate supervisor and may be required to provide properly written medical authorization from a physician to work while using such authorized drug. It is the employee's responsibility to determine from the physician whether or not the prescribed drug would impair their performance.

Pacific Wall Systems reserves the right to conduct applicant drug testing and employee drug and alcohol testing, which may include pre-employment drug testing and reasonable suspicion drug and/or alcohol testing.

#### ***Pre-Employment Drug Testing***

All final applicants receiving job offers for positions, including full-time, part-time and temporary employment, may have the job offer conditioned on satisfactorily passing a drug test. All DOT drivers will be subject to drug and alcohol testing in accordance with federal and state laws. Individuals with positive drug testing results will not be hired.

#### ***Reasonable Suspicion/Grounds/Basis Testing***

Employee drug and/or alcohol testing may be conducted whenever Pacific Wall Systems has reasonable suspicion, grounds or basis for believing that an employee or a group of employees is under the influence of alcohol, illegal drugs or controlled substances. This can include post-accident testing and for involvement in a motor vehicle accident while on Company travel. Individuals taking a drug and/or alcohol test must sign a consent form for the test that allows release of the test results to the Company. Any employee who refuses to consent to drug and/or alcohol testing, tampers with a sample, tests positive or otherwise violates this policy may be placed on leave with or without pay until an appropriate disciplinary action is determined, which may be up to and including termination.

#### ***Inspections, Searches and Investigations***

Pacific Wall Systems reserves the right to inspect and/or search all Company property, as well as any employee's personal property on Company premises, for alcohol, controlled substances, illegal drugs or related paraphernalia.

#### ***Rehabilitation***

Pacific Wall Systems attempts to provide employees the opportunity to deal with drug and alcohol related problems. Any employee who voluntarily requests assistance in dealing with a drug and/or alcohol problem is urged to seek professional counseling for an assessment and, if appropriate, to enter a treatment program. Generally, employees who self-refer to such programs before work performance problems arise will not be disciplined. Professional counseling and treatment programs for drug and/or alcohol problems may be available through community programs. Any associated costs are the employee's responsibility. Generally, discontinuation of any involvement with drugs and/or alcohol is an essential requisite for participating in any treatment program.

As a result of disciplinary action arising from a drug and/or alcohol problem or as a condition of continued employment, an employee with over 12 months of otherwise satisfactory employment

history may be required to participate in a drug and/or alcohol treatment program. An employee who is so required would first be evaluated for drug and/or alcohol use by an accredited professional. An employee may be required to participate in follow-up care as part of a comprehensive drug and/or alcohol treatment program. Depending upon the nature of the conduct that led to the employee's mandated participation in a drug and/or alcohol treatment program, the employee may be required to submit to random blood and urine screenings for drugs and/or alcohol for a specified period of time and to meet various performance standards that are imposed as a condition of continuing employment. All associated costs are the employee's responsibility.

Pacific Wall Systems reserves the right to determine whether reasonable suspicion, grounds or basis exists, the level of discipline to be applied and whether an employee should be given the opportunity to participate in a drug and/or alcohol treatment program.

### ***Definitions***

For the purposes of this policy, the following definition of terms is provided:

Alcohol: Means ethyl alcohol (ethanol). References to use or possession of alcohol include use or possession of any beverage, mixture or preparation containing alcohol.

Controlled substances: Means any substance (other than alcohol but including prescription medicine) that has known mind- or function-altering effects that may impair or affect the ability to perform work, the access to which is controlled by law.

Illegal drugs: Any form of drug, narcotic, hallucinogen, depressant, stimulant, cannabis or other substance capable of creating or maintaining impairment or otherwise affecting one's physical, emotional or mental state; the sale, purchase, transfer, use or possession of which is prohibited by law.

Company premises: This includes all Company property, facilities, parking lots, garages, workplaces, field, customer and client locations, storage structures and Company-owned/leased vehicles and equipment.

Under the influence: level of alcohol, illegal drugs or controlled substances in an employee's blood or urine reported by the laboratory, or use of alcohol, illegal drugs or controlled substances that results in any noticeable or perceptible impairment of the employee's mental or physical faculties or job performance.

Reasonable suspicion/grounds/basis: An observation or observations of an employee's condition or performance that indicates controlled substance, illegal drug or excessive alcohol use that may impair an employee's faculties. Examples include altered work performance, appearance (including, for example, noticeable odor of an alcoholic beverage or marijuana), possession of paraphernalia suspected of containing drug residue, behavior or speech or involvement in or relation to an accident or incident or a "near miss" while in the course and scope of employment, including operation of a motor vehicle, that results in or has the potential to result in physical injury or property damage.

Any questions about this policy should be referred to the Office Administrator.



## **Discrimination and Harassment**

At Pacific Wall Systems, one of our core business objectives is to maintain a workplace in which each employee can achieve their full potential without being impeded by discrimination, harassment or retaliation based on race, color, religion, ancestry, national origin, place of birth, gender, sex, sexual orientation, familial status, age, pregnancy, military or veteran status, disability, or any other protected status. Our practices and policies are intended to impress upon every employee the seriousness of this commitment and to strongly encourage employees to report any conduct that they perceive to be discriminatory, harassing, or retaliatory in nature.

It is critical for all employees to remember that our workplace is fundamentally a place for work; any conduct that interferes with an employee's ability to do their job, including harassment, retaliation, or other discriminatory conduct, is detrimental to every one of us and to our business as a whole. Consequently, Pacific Wall Systems' policy of non-discrimination requires more than Pacific Wall Systems obeying the law; it requires that all employees at all levels of our business conduct themselves with maturity and professionalism in all that they do at Pacific Wall Systems. Any employee who engages in harassing, discriminatory, retaliatory or other objectionable behavior is subject to discipline, which may include immediate termination of employment.

While not all forms of harassment are sexual, like other forms of discrimination, sexual harassment is a violation of state and federal law and is strictly prohibited. While sexual harassment sometimes is difficult to define, in general, all employees should be aware that sexual conduct or conversation is inappropriate in the workplace. In addition, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that may be offensive or intimidating to others are strictly forbidden. Sexually harassing conduct may be verbal, visual, or physical in nature. It may include use of sexually oriented comments, posters, e-mails and jokes when they contribute to a hostile or offensive working environment.

Conduct meets the legal definition of sexual and other forms of harassment where:

- Submission to any conduct that is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of any conduct which influences employment decisions affecting the individual; or
- Any conduct or language that interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

All employees should be aware that no employee, manager or officer of Pacific Wall Systems, no matter what position he or she holds, has the authority to engage in sexually harassing conduct or to condition any term or condition of employment on submission to any sexual conduct. Likewise, harassment of any Pacific Wall Systems employee by a vendor, client, guest or customer of Pacific Wall Systems also is unacceptable and will not be tolerated. Employees are advised to document incidents of harassment and discrimination.

### **What to Do If You Feel That Discrimination or Harassment Has Occurred**

If you believe that you or any other employee has been subjected to discrimination, including sexual or other forms of harassment, you should immediately notify your supervisor, your manager, or any other member of Pacific Wall Systems' management, or your supervisor. You may also report your complaint to our outside HR Consultant (541-941-1821). Pacific Wall Systems takes such complaints extremely seriously and investigates promptly so that appropriate corrective action can be taken to eliminate any unacceptable conduct.

It is critically important to our continued success that all employees feel free to come forward with any complaints or concerns regarding inappropriate conduct. Retaliation against any employee for making a complaint or for providing information concerning a complaint is forbidden.

If you believe that your complaint or concern has not been handled properly, or that you have been subjected to retaliation for making a complaint or concern, you should notify a higher-level manager than the manager or supervisor to whom you originally brought your complaint or concern. Upper management will review the initial resolution of the complaint and any concerns regarding retaliation to ensure that the concerns are being appropriately addressed. Should you have any questions about this policy, please address them to a Manager.

## **Workplace Etiquette**

Pacific Wall Systems strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Pacific Wall Systems encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior or conduct that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact your manager if you have comments, concerns, or suggestions regarding these or other workplace etiquette guidelines.

- Avoid public (in front of others) accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Be conscious of how your voice travels and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Refrain from using inappropriate language (swearing, etc.) that others may overhear.
- Avoid discussions of sensitive or discrete matters, such as your or others personal life/issues in public conversations that can be easily overheard.
- When you wear clothing with a Company-logo you are representing Pacific Wall Systems and setting the tone for the way members of the community perceive the company, the work you perform, and the people we serve. Be mindful of this, and your behavior and conduct, while wearing Company-logo clothing both at work and off the job.
- Clean up after yourself and do not leave behind waste or discarded materials. This includes restroom hygiene and cleanliness.
- Keeping tools, workspaces, and break areas clean is very important. Please wash your dishes, pick-up your coffee cups and clothes, be sure to clean and put away any tools and equipment after you're done with them and pick up labels and trash when you see it.

## **Employee Relations**

Misunderstandings between employees or employees and supervisors often can be resolved through frank and prompt discussion with your supervisor. If such an informal problem-solving

procedure is unsuccessful or not feasible, you may put the complaint in writing and/or discuss it with the manager at the next higher level. If your problem is not resolved at that level, you should forward the complaint to a manager, stating the facts on which it is based, when the action(s) occurred, your objections to the action(s), and the remedy sought. All complaints submitted in good faith will be treated objectively and without prejudice or retaliation toward the complainant.

## **Disciplinary Actions**

Pacific Wall Systems employees are expected to maintain high standards in their performance, to follow all policies and procedures and to conduct themselves in a professional manner at all times. If disciplinary action or performance counseling becomes necessary, disciplinary action may occur depending on the determination of the seriousness of the infraction. Among other things, disciplinary action may take the form of counseling, verbal or written warnings, forfeiting merit, performance or other increases, suspension, demotion, or termination.

**Some infractions may be of such a serious nature that warnings may not be appropriate and immediate termination may occur.**

Examples of misconduct include, but are not limited to, the following:

- Intentional violation of company policy, federal or state laws, rules or regulations.
- Falsification or misrepresentation of work history and/or qualifications on a job application, resume for employment, or during the job interview and screening process, regardless of when or how it is discovered.
- Falsification, misrepresentation, or alterations of any company document such as, but not limited to, reports, time and attendance records, expense reports, etc.
- Theft, destruction, defacement, or misuse of company property or of an employee's or customer's property.
- Working under the influence of alcohol, illegal or mind-altering substances while at work.
- Possession, distribution, sale, transfer or use of alcohol, illegal or mind-altering substances in the workplace, while on duty or while operating company-owned vehicles or equipment, or while operating personal vehicles or equipment on company business.
- Acts of violence against the company or any person.
- Possession of firearms or other weapons on company property.
- Engaging in any form of sexual or other harassment.
- Insubordination or refusal to follow instructions or to perform designated work.
- Knowingly providing false or misleading information to person(s) whose job is to collect accurate information.
- Failure to adhere to or follow any Pacific Wall Systems policies, procedures, safety rules, or instructions.
- For any other reason which Pacific Wall Systems determines to be misconduct or failure to perform.

Pacific Wall Systems reserves the right to discipline and to terminate employees whenever the employee's performance or behavior fails to meet management expectations. The company alone has the right to determine whether discipline or termination is appropriate.

## BENEFITS

### **Medical Insurance**

Health insurance benefits are available for regular employees who work an average of 32 hours or more per week over a 12 month period. Pacific Wall Systems pays a portion of the premium for eligible employees, and employees pay a portion of the premium each month. Any premiums for dependent medical coverage are paid by the employee. Coverage for eligible employees normally begins the 1<sup>st</sup> of the month following 60 days of employment.

Separate booklets and Summary Plan Documents are available that describe the benefit plans in detail. The Plan documents are the final determination on benefits details.

Changes in insurance coverage may only be made as a result of a qualifying event. Contact the Office Administrator for details. If there is a change in your family status, you must contact the Office Administrator within 30 days as it may affect benefits.

### **Continuation of Benefits**

Upon termination of employment you may elect to continue your health insurance coverage under COBRA, at your own expense. Contact the Office Administrator for more information.

### **Retirement Plan**

OregonSaves is a simple way for Oregonians to save for retirement. Employees contribute part of their paycheck into their own personal IRAs that stay with them throughout their careers.

Oregon employees are automatically enrolled into OregonSaves and will receive information from the Plan Provider within 30 days. For more information, including answers to frequently asked questions, visit [www.oregonsaves.com](http://www.oregonsaves.com) or call (844) 661-1256.

### **Education/Training**

We believe in continuous learning and may arrange both informal and formal training programs for employees through the year. This may include in-house training classes and on-the-job training as well as outside seminars, courses, or self-paced instruction. If you are selected to attend a training program, you are paid your regular wage for training time that coincides with your regular workday. If you are aware of a training program that is directly related to your job or that may help prepare you for another Pacific Wall Systems position, please talk to the Office Administrator.

## **Holidays**

Pacific Wall Systems provides paid holidays each year after an employee completes their introductory period. Paid holidays may include the following:

- New Year's Day
- Memorial Day
- Independence Day (July 4<sup>th</sup>)
- One Company-designated Floating Holiday
- Labor Day
- Thanksgiving Day
- Christmas Day

When a holiday falls on a Saturday, it is observed on the preceding Friday. When a holiday falls on a Sunday, it is observed on the following Monday.

Holiday pay is limited to eight hours pay for full time employees and will be prorated for part-time employees, regardless of the normal shift length. To receive holiday pay you must have worked or requested and received paid time (such as vacation or sick leave) the scheduled workday before and after the holiday. If the holiday occurs during your scheduled time off it will be paid as a holiday rather than a vacation or sick leave day. Holiday pay does not count toward overtime time off non-exempt employees. If it is necessary for a non-exempt employee to work on a holiday, you will be paid at your regular rate for actual hours worked, in addition to holiday pay. Overtime will be paid for actual hours worked over 40 hours in the workweek.

Occasionally, the office will operate with a minimal staff and the majority of employees will not be scheduled, such as during the week of Christmas. These are not paid holidays, and unscheduled, non-exempt employees may use accrued time off rather than take the day(s) off without pay.

## **Veterans Day Holiday**

An eligible Oregon employee who is a veteran and is scheduled to work on Veterans Day is entitled to take the day off upon request. Employees are eligible if they served on active duty in the Armed Forces for at least 6 months and received a discharge under honorable conditions. Military service in a reserve or National Guard unit does not qualify an employee as a veteran, unless the employee was deployed or served on active duty for at least 6 months.

Employees seeking Veterans Day off must make the request with at least 21 days' advance notice using a Request for Time Off form, and the company will respond to the request at least 14 days prior to Veterans Day. Documents establishing status as an eligible veteran may be required prior to approval.

The request will be approved unless it is determined that it would create a significant operational disruption and/or an undue hardship. If the request cannot be accommodated, the employee may request another day off within the year as a replacement for Veterans Day to honor the employee's service. Veterans Day off is unpaid; however, employees may use accrued time off rather than take the day off without pay.

## **Paid Time Off (PTO) and Oregon/Washington Sick Leave**

Pacific Wall Systems provides a combined Paid Time Off (PTO) and Sick Leave plan that promotes a flexible approach to time off for regular employees by allowing you to manage your own PTO hours for vacations, emergencies, and other needs for time off. PTO may also be used as Oregon and Washington Sick Leave whenever an employee is not able to work due to illness or a scheduled medical appointment, or for the employee to use or care for an immediate family member due to illness or a scheduled medical appointment.

Regular, hourly employees will accrue PTO/sick leave up to the annual amounts as described below:

- From date of hire non-employees will accrue up to 80 hours of PTO per year at a rate of 0.0385 hours per hour worked.
- Exempt employees will accrue up to 80 hours of PTO per pay period.

### ***Oregon & Washington Sick Leave***

Oregon and Washington Sick Leave is available when an employee is not able to work due to illness or a scheduled medical appointment, or for the employee to use or care for an immediate family member due to illness or a scheduled medical appointment.

New and regular employees will begin accruing paid sick leave on their first day of employment and become eligible to request and use accrued PTO after 90 calendar days of employment, as described below.

Employees may carry over up to 40 hours of sick leave from one year to the next. In Oregon, your accrual balance may not, at any time exceed 80 hours. In Washington, there is no cap on the sick leave accrual balance.

#### **• Eligible reasons for using Oregon/Washington Sick Leave**

- Your health condition: For your own mental or physical illness, injury, or health condition, including the need for medical diagnosis, care, or treatment of your illness, injury, or health condition. Also includes preventative medical care.
- Family member's health condition: For care of a covered family member's mental or physical illness, injury, or health condition, including the need for medical diagnosis, care, or treatment of an illness, injury, or health condition. Also includes preventative medical care. *Covered family members* include: your spouse, registered same-sex domestic partner, child, child of your registered same-sex domestic partner, parent, parent-in-law, parent of your registered same-sex domestic partner, grandparent, grandchild, a de facto parent, or a person who stood in loco parentis when the employee was a minor child.
- OFLA reasons: In Oregon: for any reason covered by the Oregon Family Leave Act (OFLA).
- Domestic violence, harassment, sexual assault, or stalking: Time off to address a situation in which you, your child (under 18 or adult disabled dependent), or someone for whom you are a guardian is the victim of domestic violence, harassment that is criminal under Oregon or Washington state law, sexual assault, or stalking.

- Public health emergency: Closure of our business, or of your child's school or care provider due to a public health emergency; decision by a public health official.

### **Notice Requirements for Oregon/Washington Sick Leave**

If you need to take sick leave, you must notify your Supervisor as soon as possible. Please provide at least 10 days' notice before leave begins, or as soon as possible if you don't know of the need for leave that far in advance. For unforeseeable leave, you must comply with our call-in policy. During your leave, you must report periodically to your supervisor regarding your status and intent to return to work. Please follow the regular call-in policy unless we mutually agree to a different schedule.

Sick leave must be taken in at least one-hour increments, and all time off must be requested and approved by your supervisor in advance of the time off being requested, or as soon as possible after an absence related to an unplanned event. For planned leaves, please provide at least 10 days' notice before leave begins, or as soon as possible if you don't know of the need for leave that far in advance. For unforeseeable leave, employees must comply with our call-in policy. Vacation and sick leave hours taken are not counted toward overtime hours.

An employee will be paid 50 percent of their accrued but unused PTO balance at the time of termination of employment. If an employee is rehired by the company within 12 months of separation in Washington; within 6 months of separation in Oregon, the employee's unused and unpaid pre-separation sick leave balance will be reinstated.

Once the PTO balance is exhausted no additional requests for planned time off will be granted. Exceptions for emergencies or extraordinary events will be considered on a case-by-case basis. Time Off requests that have been previously approved are subject to cancellation if your accrued time off balance is exhausted prior to the scheduled time off.

Pacific Wall Systems may request medical certification or other appropriate documentation if the need for sick time is foreseeable and is projected to last more than three consecutively scheduled workdays; an employee commences sick time without providing at least 10 days' notice for foreseeable use of sick time; not following the Pacific Wall Systems call-in procedures in the event of an unforeseeable use of sick time; or if Pacific Wall Systems has sufficient evidence to suspect that an employee is abusing sick time, including engaging in a pattern of absenteeism, regardless of whether the employee has used sick time for more than three consecutive days. We will not require you to explain the nature of the illness or details related to domestic violence, sexual assault, harassment, or stalking.

Sick leave must be taken in at least one-hour increments, and all time off must be discussed and approved by your supervisor or Manager in advance of the time off being requested, or as soon as possible after an absence related to an unplanned event. Sick leave hours taken are not counted toward overtime hours.

### **General Guidance for Vacation and Sick Leave**

Managing your PTO accounts is like managing other accounts you may have. It is important to monitor the account balances. Once the PTO account balance is exhausted, normally no additional requests for time off will be granted. Exceptions for emergencies or extraordinary events will be considered on a case-by-case basis and if approved, the time off will be unpaid. Requests for time off that have been previously approved are subject to cancellation if your time off balance is exhausted prior to the scheduled time off.

Requests for non sick leave-related PTO are approved on a first-come first-served basis, and vacation requests during high demand times will be rotated to ensure that all employees have the opportunity to take time off. Pacific Wall Systems will try to honor requests for vacation time off, however there may be times when coverage is not available, and therefore a request may be denied.

You are required to use sick leave or vacation when you are absent from work unless you have received advance approval for unpaid time off.

If you have questions, please talk with your supervisor or the Office Administrator.

### **Nursing Mothers / Expressing Breast Milk**

Pacific Wall Systems supports nursing mothers who request a place to express milk for their newborns 18 months of age and younger. Pacific Wall Systems will make a reasonable effort to provide a private location other than a toilet stall, restroom or cubicle where the employee may express milk concealed from view and without intrusion by other employees or the public. An employee must provide reasonable written or verbal notice that she intends to express breast milk at work.

Female employees may take a reasonable unpaid rest periods to express milk until their child(ren) is 18 months old. Regular paid rest breaks and unpaid meal periods may also be used (flexibility regarding timing of these scheduled breaks, any additional time required or making up unpaid time must be discussed with your supervisor.

Employees are responsible for the storage of expressed milk. You may bring a cooler or other insulated container to store the expressed milk. If storing expressed milk in a community refrigerator, it is recommended that the container used to store the milk be well sealed to prevent possible contamination.

If you perceive harassment with respect to expressing breast milk or breastfeeding, report it to the Office Administrator immediately.



## **Leaves of Absence**

Circumstances may arise in which an employee needs to be away from work for an extended period of time. In some cases, either at the discretion of Pacific Wall Systems or as required by applicable state or federal law, an employee may be granted an authorized leave of absence. If you are considering such a request, you must give written notice to your supervisor at least 30 days before you wish to take such leave. If conditions preclude being able to give 30 days' notice, it must be given as soon as you know it is needed.

When an employee qualifies for more than one form of leave at a time, the leave periods generally will run concurrently. Because leave requirements can be complicated, please contact your supervisor for more detailed information.

### **Oregon Family Leave Act (OFLA)**

Pacific Wall Systems provides Oregon employees unpaid Oregon family medical leave (OFLA) for up to twelve (12) weeks within a 12-month rolling year subject to the following terms and conditions. For purposes of this policy, a "year" is determined by looking back twelve months from the date the leave is requested to determine how much leave has been taken in that period.

#### **Eligibility**

Employees are eligible for an OFLA unpaid leave of absence after 180 calendar days of employment averaging 25 hours per week during the 180 days prior to taking leave.

- For OFLA parental leave, employees are eligible after 180 calendar days, without regard to the number of hours worked.

**OFMLA:** For Oregon Military Family Leave, employees are eligible after being employed for 180 calendar days and must have worked at least an average of 20 hours per week during the 180-day period.

The protections afforded by USERRA extend to all military members (active duty and reserve), and all periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

#### **Reasons for Leave**

Unpaid OFLA leaves of absence will be granted to eligible employees for the following reasons:

- For the birth, adoption or foster care placement of a child (parental leave).
- To care for a family member with a serious health condition or the employee's own serious health condition (serious health condition leave).
- For pregnancy disability or prenatal care (pregnancy disability leave).
- To care for a sick child who does not have a serious health condition, but requires home care, known as sick child leave.
- Because of a spouse or same-sex domestic partner being called to or on leave from active military duty.
- Bereavement leave to make funeral arrangements, attend the funeral or to grieve a family member who has passed away. This leave is limited to two weeks and must be completed within 60 days of the date when the employee learned of the death. Bereavement leave will count toward the total amount of OFLA eligible leave.

## **Family Members**

OFLA provides protected time off for the serious health condition of the employee and the following family members: his or her spouse, child or parent (or one standing in the place of a parent or child of the employee), grandparents and grandchildren, parents-in-law, same-sex domestic partners and children and parents of same-sex domestic partners.

## **Serious Health Condition**

A serious health condition or illness under OFLA generally means an illness, injury, impairment, or physical or mental condition which requires inpatient care in a hospital or other overnight facility, or that is terminal in prognosis or requires constant care, or any period of disability due to pregnancy, in childbirth or period of absence for prenatal care, or incapacity due to a chronic condition. Other conditions may meet definition of continuing treatment as well as a serious health condition.

## **Applying for Leave**

- If the need for leave is foreseeable, the employee must contact your Manager to apply for the leave at least 30 days in advance of when the leave will begin. In the case of a medical emergency or an unforeseeable event, the request for leave must be given as soon as practicable.
- Upon verification that a leave qualifies under OFLA, Pacific Wall Systems will notify the employee that the leave will be counted toward the employee's OFLA entitlement. All employees on leave under this policy will be required to communicate their return-to-work status on a weekly basis, unless instructed otherwise.
- An employee seeking OMFLA must provide notice of the intent to take leave within five (5) business days of receiving official notice of an impending call or order to active duty or a leave from deployment, or as soon as practicable when official notice is provided less than five days from the commencement of leave.

## **OFLA Leave Amount**

- Unless specifically described elsewhere in this policy, generally, the leave period under OFLA is a maximum of 12 weeks (480 hours based on a 40-hour work week) in a 12-month period. Leave is pro-rated for eligible employees working less than 40 hours per week.
- An additional 12 weeks of leave may be granted in very specific and qualifying situations:
  - An employee who takes a pregnancy-related leave under OFLA may take up to an additional 12 weeks of leave for employee's own serious health condition, to care for a family member with a serious health condition, for sick child leave, or to care for a newborn, newly adopted or newly foster-placed child.
  - Either parent who has taken all 12 weeks of parental leave (leave for the birth, adoption, or foster placement of a child) under OFLA may take up to an additional 12 weeks leave to care for a child with a non-serious health condition requiring home care.
- Leave for a compensable injury does not count as leave under OFLA (unless the employee refuses a bona fide offer of light duty).

## **Oregon Military Family Leave Act (OFMLA)**

- Provides leave for a spouse or domestic partner of a member of the Armed Forces, the National Guard, or military reserve who has been called to active duty or notified of impending call to active duty, or who is on leave from active duty. An eligible employee may take a total of 14 calendar days' leave per call or order to active duty or notification of a leave from deployment.

### **Bereavement Leave (OFLA)**

Eligible employees may take up to two weeks of leave for the death of a family member (as defined by OFLA), up to a maximum of 12 weeks of OFLA leave in a 12-month period, to make arrangements necessitated by the death, to attend the funeral or memorial service, or to grieve. To be eligible for OFLA bereavement leave, employees must be otherwise eligible for an OFLA leave of absence as explained elsewhere in this policy. An employee who wishes to take bereavement leave must do so within 60 days of receiving notification of a family member's death. Prior notice is not required, but oral notice must be provided within 24 hours of beginning leave. Written notice must be provided to your manager within three days of returning to work. Unlike other types of leave under OFLA, an employer may not reduce the leave time if the employee fails to give notice. If more than one family member dies during a one-year period, the leave periods will not run concurrently. If an employee's spouse or domestic partner works for Pacific Wall Systems, the employees may take bereavement leave at the same time.

While OFLA bereavement leave is unpaid, you may use paid time off as provided for elsewhere in this handbook.

### **Written Notice & Medical Verification**

For any leave other than parental leave, the employee must provide medical certification of the need for the leave as follows:

- At least 30 days prior to the leave, if the leave is foreseeable; within 15 days after the leave starts for a serious health condition which is not foreseeable.
- Medical verification may be requested of an employee requesting parental leave under the following circumstance:
  - Within 15 days after the leave starts for sick child leave where the employee has already taken more than three days leave for a sick child.
- Pacific Wall Systems reserves the right to require a second or third medical opinion, at the company's expense, as permitted by law.

### **Paid / Unpaid Leave**

Leaves of absence under OFLA are unpaid leaves. Employees with any accrued time off will be required to use all accrued leave benefits while on leave under OFLA. Therefore, some portion of a leave of absence under this policy may be paid.

### **Scheduling Leave**

Under circumstances described in the applicable laws, a leave of absence may be taken:

- As a continuous block of time;
- On a "reduced leave schedule"; or
- Intermittently
- A reduced leave is defined as a leave schedule that reduces the number of hours per work week or hours per workday. Intermittent leave allows a few hours off, or a day or a week off at intervals as required.
- If a leave request is for a serious health condition of an employee, including as a result of birth, or a member of the employee's family as defined by law, or for a sick child, the leave may be taken on a reduced or intermittent basis if it is medically necessary.
- A leave of absence for birth, adoption, or foster placement of a child must be taken in one continuous block of time and must be taken within 12 months of the date of birth, adoption, or placement of a foster child.

## **Returning from OFLA Leave**

Pacific Wall Systems will comply with all federal and state laws when returning an employee to work at the end of an approved leave.

When returning from a leave of absence longer than five days due to the employee's own medical illness or condition, the employee must present a statement from the treating physician verifying the employee's ability to return to work, the date of return, and detailing any work limitations or job restrictions.

If returning from OFLA leave, the employee will be restored to the position held prior to the leave. If the position was eliminated through the layoff process, the employee will be treated the same as similarly situated employees.

If an employee fails to return to work at the end of the approved leave period, the employee will be considered to have voluntarily quit and this will be documented as effective on the last day of the approved leave period.

Should an employee be unable to return to work at the end of the applicable maximum leave period, reasonable accommodations under the Americans with Disabilities Act (ADAAA) will be considered. If no reasonable accommodations are available, the employee will be terminated.

If the employee's condition does not qualify for leave under OFLA, the employee may nevertheless be eligible for accrued time off or other unpaid leave. Any questions about absences should be directed to the Office Administrator.

The information related to OFLA leaves described here are provided as a summary. For any questions or more details relating to leaves of absences and leave of absence forms, please contact the Office Administrator.

## **Non-OFLA Leaves of Absence**

### **Pregnancy Accommodations**

In addition to OFLA leave, pregnant employees may request, if reasonably necessary, a temporary transfer to a less strenuous or hazardous position for the duration of the pregnancy. A notice of employee rights and responsibilities will be posted in break areas, and a copy will be given to employees who provide notice of pregnancy. Pacific Wall Systems may require a medical opinion regarding the need for transfer.

Pregnant employees who do not qualify for OFLA leave may also take a leave of absence due to pregnancy for a reasonable period of time if the leave is reasonably necessary, the employee requests the leave in writing, and Pacific Wall Systems can reasonably accommodate the request. Pregnant employees may also use any accrued time off during the leave period.

No employee benefits, such as vacation or sick leave, will accrue during the leave. Upon return, Pacific Wall Systems will endeavor to return the employee to her former job or its equivalent.

If Pacific Wall Systems' circumstances have so changed that the employee cannot be reinstated to the former or an equivalent job, the employee shall be reinstated to any position which is available and suitable. However, Pacific Wall Systems is not required to discharge or move another employee in order to reinstate the employee to any other job other than her former job. If any issue arises as

to the employee's physical capacity to return to work, Pacific Wall Systems may request a medical opinion.

### ***Personal Leave***

Under certain conditions, Pacific Wall Systems may grant regular employees an unpaid personal leave of absence for a specified period of time. All regular full and part-time employees who have been employed at least 12 months are eligible. In addition, the requesting employee must have a satisfactory work record, approval of their supervisor and a valid reason for requesting the leave.

Requests should be made through your supervisor using a Leave Request form. The circumstances determine the length of the leave, but the leave generally may not exceed 30 days. Depending on the nature of or reason for the leave, additional documentation may be required to support the leave request. An employee returning from a personal leave normally is returned to their former job, but there is no guarantee that the position will be available. If the employee's former position is not available, but a different position is available for which the employee is qualified, they may be considered for that opening. If no suitable position exists, the employment will be considered terminated. If an employee fails to report to work at the expiration of the approved personal leave, Pacific Wall Systems will assume that the employee has voluntarily resigned.

### ***Bereavement Leave (Non-OFLA)***

Regular full-time and part-time employees in Washington, and Oregon employees who may not be eligible for OFLA Bereavement Leave are eligible for Pacific Wall Systems bereavement leave of up to three workdays (one paid day and two unpaid days = 24 hours total, prorated for part time employees), in the event of a death in the employee's immediate family. An employee should request leave from their supervisor as soon as possible before the anticipated leave date, using a Time Off Report. Employees may use any accrued time off during the leave period.

For purposes of bereavement leave, "immediate family" includes spouse, domestic partner, child, parent, parent-in-law, stepparent, sister, brother, sister-in-law, brother-in-law, grandchild, and grandparent. Special circumstances will be considered on a case-by-case basis.

### ***Military Leave***

Military leave is granted to employees who enlist in the U.S. military, are members of a Reserve or National Guard Unit who are called to active duty or are otherwise legally entitled to leaves to perform military duties. Employees are required to provide advance notice to Pacific Wall Systems of this leave, unless giving notice is precluded by military necessity or is otherwise impossible or unreasonable. Military leave is unpaid.

An employee returning from leave will be reinstated to employment in accordance with the requirements of applicable federal and state law.

In accordance with applicable federal and state laws, leave also is available for regular annual reserve duty for reservists and National Guard members during the employee's regular workdays. Annual reserve duty leave is unpaid. In all cases, a copy of the military orders and a completed Request for Time Off form must be submitted to your supervisor prior to the start of leave.

Contact your supervisor for more detailed information about military leave and reinstatement rights.

### ***Bone Marrow Donor Leave***

Eligible employees are entitled to use accrued time off to undergo a medical procedure to donate bone marrow. Accrued time off may be used to the extent it is available.

The total length of the paid leave shall be determined by the employee but shall not exceed the amount of already accrued paid leave or 40 work hours, whichever is less, unless prior arrangements with Pacific Wall Systems are made before the leave begins.

Pacific Wall Systems may require verification by a physician of the purpose and length of the leave requested by the employee to donate bone marrow. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not affected. If you have any questions regarding this policy, contact the Office Administrator.

### ***Crime Victim Leave***

An employee who has been the victim of a crime, or whose immediate family member has been the victim of a crime, may be entitled to a leave of absence to attend criminal proceedings related to that crime, under the terms of this policy and applicable law.

The law considers an employee to be a "crime victim" when he or she "has suffered financial, social, psychological or physical harm as a result of a personal felony." The law treats immediate family members of the employee as crime victims as well and defines "immediate family" to include a spouse, domestic partner, father, mother, guardian, sibling, child, stepchild or grandparent.

To be eligible, an employee must have worked for Pacific Wall Systems at least 180 days and have worked an average of 25 hours or more per week in the 180 days prior to the request for leave. Employees must provide reasonable notice of their intention to take leave under this policy, complete a Request for Time Off form, discuss the approximate length of the leave with your Department Manager, and provide copies of scheduling notices upon request.

Crime victim leave is unpaid; however, employees may use any accrued time off during the leave period.

If the employee's leave would create an undue hardship on Pacific Wall Systems, the leave may be limited. The employee may request that the prosecutor and/or court consider the employee's work schedule when scheduling the proceedings. Pacific Wall Systems will not discharge, discriminate or retaliate against any employee who is entitled to take time off for a permitted reason under this policy. If you have any questions regarding this policy, contact your supervisor.

### ***Workplace Protections for Victims of Domestic Violence, Sexual Assault or Stalking***

An employee who is a victim of or at risk of domestic violence, sexual assault, or stalking is protected from any job discrimination or termination based on their status as a victim and may request a reasonable safety accommodation to allow the employee to more safely continue to work. For instance, a safety accommodation might be a transfer, reassignment, modified schedule, unpaid leave from work, changed work telephone number, changed work station, installed lock, change in office policy, or any other adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, or stalking.

Leave may be taken by the victim, by a parent or guardian of a minor victim, or by any other person who has suffered related harm. Advance notice of the leave should be provided when possible, or as soon thereafter as is practicable.

Pacific Wall Systems will grant a request for a reasonable safety accommodation unless it would impose an "undue hardship" on Pacific Wall Systems.

Pacific Wall Systems may require certification of the need for a safety accommodation. Certification can be a document from law enforcement or the courts, such as a police report or restraining order, a letter or other document from an attorney, counselor, domestic violence or sexual assault victim service provider, health care professional, or clergy member. Any of these forms of documentation is sufficient. Unless otherwise required by law, any documents provided as certification of the victim's status will be kept confidential and may not be released without the express permission of the employee.

Because the victim knows the circumstances of his or her situation, he or she is usually best able to determine both what threats to safety exist as well as what steps can be taken to increase safety. Thus, when a victim employee makes a request for a reasonable safety accommodation, Pacific Wall Systems will rely considerably on the victim's judgment as part of the interactive process to ensure the safety of the victim and all Pacific Wall Systems employees.

While this leave is unpaid, employees may use any accrued time off during the leave period. If you have any questions regarding this policy, contact the Office Administrator.

### **Jury, Court Proceedings & Witness Duty**

We encourage you to carry out your civic responsibility as a juror or witness when summoned. You may be excused from work for required jury, court proceedings or witness duty when they present the jury or witness summons to your supervisor. Your supervisor should be notified at least two weeks prior to the start of jury or witness duty or as soon as the employee receives the summons, and with a note from the court upon completion showing that the employee participated in jury duty or the court proceeding.

An employee is expected to continue to work during the term of jury duty to the extent possible. While jury, court proceedings and witness duty time for non-exempt employees is unpaid, you may use any accrued time off during the period. Both exempt and non-exempt employees serving as a witness during court-ordered proceedings will be paid up to eight straight time hours per day.

### **Voting Leave**

Voting leave does not apply in Oregon and Washington, as residents vote by mail.

### **Leaves for Washington Employees**

The following leaves apply to employees working in the state of Washington. Unless specifically stated, leaves listed in other sections of this handbook also apply to Washington employees,

### **Washington Paid Family Leave Act**

Effective January 1, 2020, Paid Family and Medical Leave is a mandatory statewide insurance program that will provide almost every Washington employee with paid time off to give or receive care.

If you qualify, this program will allow you to take up to 12 weeks, as needed, if you:

- Welcome a child into your family (through birth, adoption or foster placement)
- Experience a serious illness or injury
- Need to care for a seriously ill or injured relative
- Need time to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment. For specifics on military-connected paid leave, visit [www.dol.gov/whd/regs/compliance/whdfs28mc.pdf](http://www.dol.gov/whd/regs/compliance/whdfs28mc.pdf)

If you face multiple events in a year, you might be eligible to receive up to 16 weeks, and up to 18 weeks if you experience a serious health condition during pregnancy that results in incapacity.

### ***Payment of premiums***

The program is funded by premiums paid by both employees and employers. It will be administered by the Employment Security Department (ESD). Premium collection starts on Jan. 1, 2019. In 2019, the premium is 0.4% of wages, or \$3.85 per week for someone making \$50,000 a year. Employers can either pay the full premium or opt to withhold a portion of the premium from their employees. Employers who choose to withhold premiums from their employees may withhold up to about 63 percent of the total premium, or \$2.44 per week for an employee making \$50,000 annually. The employer is responsible for paying the other 37 percent. Businesses with fewer than 50 employees are exempt from the employer portion of the premium but must still collect or opt to pay the employee portion of the premium.

Premium collection will begin Jan. 1, 2019. Pacific Wall Systems will calculate and withhold premiums from your paycheck and send both your share and theirs to ESD on a quarterly basis.

### ***Eligibility & Taking leave***

Starting Jan. 1, 2020, employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) will be able to apply to take paid medical leave or paid family leave. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal and temporary work.

While on leave, you are entitled to partial wage replacement. That means you will receive a portion of your average weekly pay. The benefit is generally up to 90 percent of your weekly wage, with a minimum of \$100 per week and a maximum of \$1,000 per week. You will be paid by the State of Washington rather than your employer.

Unlike the federal Family and Medical Leave Act (FMLA), employees of small businesses may take Paid Family and Medical Leave if they meet the standard eligibility requirements. More information on applying for benefits will come in 2019. Please go to [www.paidleave.wa.gov](http://www.paidleave.wa.gov) for more information.

### ***What protections are there for me?***

Employees who return from leave under this law will be restored to a same or equivalent job if they work for an employer with 50 or more employees, have worked for this employer for at least 12 months, and have worked 1,250 hours in the 12 months before taking leave (about 24 hours per week, on average).

You can keep your health insurance while on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.

Your employer is prohibited from discriminating or retaliating against you for requesting or taking paid leave.



### ***Family Care/Use of Accrued Leave to Care for Sick Family Member***

Consistent with the Washington Family Care Act, employees may use any earned or accrued leave they have available for their own use in order to care for their child, spouse, parent, parent-in-law, domestic partner, or grandparent.

An employee may use available paid time off to care for his/her child where the child has a health condition requiring treatment or supervision, or where the child needs preventative care (such as medical, dental, optical or immunization services).

An employee may use available paid time off when a spouse, domestic partner, parent, parent-in-law or grandparent has a “serious or emergency health condition”, which are conditions:

- Requiring an overnight stay in a hospital or other medical-care facility;
- Resulting in a period of incapacity or treatment or recovery following inpatient care;
- Involving continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular daily activities; or
- Involving an emergency (i.e., demanding immediate action).

Where the need for family care is unexpected, advance approval of the use of leave may not be possible. In such cases, employees are required to notify the Office Administrator of the need to take time off to care for a family member as soon as the need for leave becomes known. The Company may require verification or documentation confirming that a family member has or has had a serious or emergency health condition when available leave is used to care for that family member.

### ***Pregnancy Disability Leave***

A female employee will be granted a leave of absence for the period of time that she is sick or temporarily disabled due to pregnancy or childbirth. Employees eligible for this leave are entitled to the same benefits offered to other employees on a temporary disability leave.

If the leave for the birth of a child is foreseeable based on an expected date of birth, the employee shall provide not less than thirty days' notice before the date the leave is to begin.

The amount of disability leave for pregnancy is that which is medically necessary to address any disability due to pregnancy or childbirth, based on the woman's individual condition as determined by the employee's health care provider, who will determine the start and end dates of the pregnancy disability leave period.

Although the amount of pregnancy disability leave is not set by State law, six to eight weeks is commonly recommended by health care providers for childbirth without complications. However, the amount of disability leave can vary depending on the individual's situation. Complications due to pregnancy, childbirth or related conditions may result in extended pregnancy disability leave. Contact the Office Administrator if you encounter extended disability leave issues.

Upon completion of the leave, the employee is entitled to return to work when released by her health care provider to the same or a similar job. An employee returning from leave normally is returned to her former job. If the employee's former position is no longer available, but a different position is available for which the employee is qualified, she may be considered for that opening. Efforts will

be made to reinstate the employee into a suitable position. If, as a result of business necessity unrelated to the pregnancy leave (restructuring, etc) which would have affected the employment situation, no suitable position exists, the employment will be considered terminated. If an employee fails to report to work at the expiration of the approved leave, the Company will assume that the employee has voluntarily resigned.

### ***Leave for Spouses of Deployed Military Personnel***

During times of military conflict declared by the President or Congress, spouses of military personnel who work 20 or more hours per week may take up to 15 days of unpaid leave to spend time with their spouse before their spouse leaves for deployment or while their spouse is on leave from deployment.

An employee must provide a notice of the intention to take leave within five business days of the employee receiving official notice that the employee's spouse will be on leave or of an impending call to active duty.

### ***Leave for Certain Volunteer Emergency Services Personnel***

Employees who serve as volunteer firefighters, reserve officers or civil air patrol members are provided unpaid job protected leave while responding to, working at, or returning from a fire alarm or emergency call.

Volunteer firefighters must be on the alarm or emergency call and ordered to remain at the scene by the commanding authority to be covered. The leave does not cover employees while participating in training or other nonemergency activities. Complaints regarding this leave must be filed within 90 days.

### ***Crime Victim Leave***

An employee who has been the victim of a crime, or whose immediate family member has been the victim of a crime, as defined by the Crime Victim Leave law, may be entitled to a leave of absence to attend criminal proceedings related to that crime, under the terms of this policy and applicable law.

Employees must provide reasonable notice of their intention to take leave under this policy, complete a Time Off Request form, discuss the approximate length of the leave with the Office Administrator, and provide copies of scheduling notices upon request.

Crime Victim Leave is unpaid; however, employees may use any unused vacation pay or personal days during the leave period.

If the employee's leave would create an undue hardship on the Company, the leave may be limited. The employee may request that the prosecutor and/or court consider the employee's work schedule when scheduling the proceedings. If you have any questions regarding this policy, contact the Office Administrator.

### ***Domestic Violence/Sexual Assault Leave***

An employee may be entitled to a leave of absence to address matters related to domestic violence, sexual assault, or stalking of the employee or his or her family members. The employee may take

leave to seek legal or law enforcement assistance or remedies, to seek medical treatment for or to recover from injuries, to seek counseling from a licensed mental health professional, to obtain services from a victim services provider and/or crisis center, seek shelter, or to relocate or secure an existing home. Under this policy, an employee's family members include a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

When possible, employees must provide reasonable notice of their intention to take leave under this policy, complete a Time Off Request form, discuss the approximate and reasonable length of the leave with the Office Administrator, and provide copies of scheduling notices upon request. If advance notice is not possible, employees (or their designees) must give notice of the need for this leave no later than the end of the first day the employee takes leave. The leave may be taken in blocks, intermittently, or on a reduced leave schedule.

Domestic Violence leave is unpaid; however, employees may use any unused vacation pay or personal days during the leave period.

The Company may require certification of the need for leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, health care professional, member of the clergy or victim services provider.

Except where disclosure is required by law, any information obtained about an employee's circumstances relating to these types of leaves will be kept confidential. If you have any questions regarding this policy, contact the Office Administrator.

## ETHICS AND CONDUCT

### **Conflicts of Interest**

A conflict of interest arises when your personal dealings or interests conflict or appear to conflict with Pacific Wall Systems' interests. Such conflicts can influence the normal exercise of sound, ethical business judgment in doing your job. Simply put, you can take away the ability to be objective or the appearance of objectivity in making decisions on behalf of Pacific Wall Systems.

None of us should, directly or indirectly, benefit improperly because of our status as employees. It is impossible to list all possible conflicts, but some examples of how conflicts might arise, include, but are not limited to:

- Having a personal interest in a transaction with a Pacific Wall Systems entity. (For example, your spouse will receive a commission on a sale of property to a Pacific Wall Systems Company.)
- Giving a loan to, borrowing from or having a material interest in a competitor, supplier, or customer of a Pacific Wall Systems entity. (For example, you, your child, your sibling or your parent, owns a material interest [i.e., more than 5 percent] in a Pacific Wall Systems supplier.)
- Having a material interest in a company that has, or seeks to have, business dealings with a Pacific Wall Systems entity. (For example, you are a partner in a Company that is trying to sell a new vehicle or service to a Pacific Wall Systems entity.)
- Serving as an officer, director, employee, or consultant or in any management capacity in a company that has, or seeks to have, business dealings with a Pacific Wall Systems entity or is in competition with a Pacific Wall Systems entity.

- Participating in a venture where Pacific Wall Systems has expressed an interest. (For example, you or family members buy stock in a Company that a Pacific Wall Systems entity has identified as a potential acquisition.)
- Acquiring an interest in property (such as real estate, patent rights, securities or other properties) where a Pacific Wall Systems entity has, or might have, an interest. (For example, after a tip from you, your brother buys land adjoining a Pacific Wall Systems facility that you believe the Company intends to buy.)

We expect you to use common sense and good judgment in deciding whether a conflict could arise. You must promptly disclose any potential conflict or appearance of conflict to a manager.

## **Dealing With Our Contractors, Suppliers and Customers**

Our long-term success depends on building good relationships with our contractors, suppliers, guests and customers. These relationships are based on integrity, ethical behavior and mutual trust. As employees, none of us may benefit personally from any purchase of goods or services for any Pacific Wall Systems Company.

These guidelines can help you make the right decision in certain difficult situations:

### ***Buying Goods and Services***

We base our purchasing decision on merit, consistent with our standards of quality, delivery and cost. We deal with existing or potential contractors and suppliers solely on the basis of our needs and the value of materials or services our contractors and suppliers offer.

### ***Gifts and Favors***

We cannot act or appear to act improperly in our relations with our contractors, suppliers, customers or guests. We should never solicit gifts or favors of any kind from our contractors and suppliers, potential contractors, customers or guests. You may accept unsolicited gifts or favors only if the gift is not money and only if it is of nominal value (generally less than \$50), or if the gift is advertising or promotional material. Many experienced employees use this rule of thumb: don't accept any gift that would embarrass Pacific Wall Systems or you if it were publicly disclosed.

We may only offer gifts that are of nominal value (generally less than \$50) (for consistency, keep the two amounts the same) to our contractors, suppliers, potential contractors, guests or customers. Beyond this rule, you may only accept or give special gifts of more than nominal value if protocol, courtesy or other extraordinary circumstances require you to do so. However, you must report all such gifts to a manager. Under no circumstances should you offer a gift of any value to a government official without prior authorization from a manager.

### ***"Kickbacks," Rebates or Other Compensation***

All Pacific Wall Systems companies deal with its contractors, suppliers, guests or customers fairly and equitably. Pacific Wall Systems does not tolerate receiving or providing kickbacks, rebates (not to be confused with "contracted" rebates), gifts or other improper compensation in return for buying or selling goods on behalf of Pacific Wall Systems. If you ever have knowledge of any such activities, report the facts to your manager for review.

## **Confidential/Proprietary Information & Non-Solicitation**

Confidential or proprietary information about products, markets, guests, customers, contractors, suppliers, consumers and technologies is the lifeblood of most companies. We all have a role in protecting that information - within as well as outside Pacific Wall Systems - during and after our employment. Everyone who deals with confidential or proprietary information, including trade secrets protected under the Oregon and other State-specific Trade Secrets Acts, the Uniform Trade Secrets Act, and the Federal Defend Trade Secrets Act, must limit disclosure to fellow employees who have a clear need to know, both during your employment and for a period of one year following the end of your employment with Pacific Wall Systems. In fact, we are all responsible to ensure that we proactively secure and protect the confidentiality of such information. This includes, but is not limited to, information about products, financial data, business strategies, operating plans, processes, technologies, systems, procedures, guest and customer lists, pricing plans, training materials, forecasts, formulae, personnel information, passwords, etc.

Nothing in this policy or handbook is intended to impede or restrain an employee's rights to engage in any type of concerted activity regarding wages, hours or working conditions provided for under the National Labor Relations Act. The purpose and intent of this policy is to protect Pacific Wall Systems' confidential and proprietary intellectual property rights. Any specific questions or concerns you may have regarding your NLRA rights should be discussed with your manager or our outside HR Consultant at 541-941-1821.

People outside Pacific Wall Systems, including spouses, friends and family members, should never learn about or have access to Pacific Wall Systems' confidential information. If you perceive a business need to disclose such information outside Pacific Wall Systems, ask your supervisor or your manager for direction. You should also consult one of these parties before entering into any agreements to get confidential information about other businesses. Do not disclose confidential or proprietary information to anyone unless you are specifically authorized by your manager to do so. If you previously worked for another company, you must not disclose to Pacific Wall Systems, including its officers and employees confidential and proprietary information you gained during your course of employment at the other company.

Any applicant, vendor, consultant, guest or customer that has access to any confidential or proprietary information may be required to sign a non-disclosure agreement. The Office Administrator will maintain these agreements.

### **Non- Solicitation**

An employee will not, without the express written consent of the President, either during employment with Pacific Wall Systems or at any time during a one (1) year period after termination of your employment, by yourself or in conjunction with or through any other person or Company, directly or indirectly solicit, entice or divert any employee, guest, customer or vendor of Pacific Wall Systems or any of its affiliates, joint ventures or other related entities from working for or doing business with Pacific Wall Systems.

## ASSETS AND PROPERTY

### **Company Assets and Property**

Company assets and property, including equipment, supplies and facilities should be used in a reasonable and prudent way for Pacific Wall Systems business purposes. Excessive, unnecessary, or unauthorized use of equipment, supplies, or facilities is inappropriate. Disposal or sale of company assets is subject to the approval of the President. Injury to others or damage to company property because of deliberate misuse, recklessness, or negligence on the part of an employee may subject the employee to personal liability. Company equipment, supplies, and facilities normally are not available to employees for personal use. Personal phone calls and faxes should be kept to a minimum and, whenever possible, should be taken care of on breaks or lunch periods.

Unfortunately, Pacific Wall Systems cannot ensure the safety of any personal equipment brought onto company premises and is not responsible for any damage or loss. Please take care to safeguard your own property.

### **Cell Phones**

Personal cell phone use should be minimized during working hours and their usage limited to breaks and meal periods. Exceptions will be made for emergencies with prior approval.

Pacific Wall Systems also appreciates that employees may use their cell phones for business purposes while driving. Due to recent research and laws regarding the safety of cell phone use while driving, however, employee use of personal or company cell phones for business purposes while driving is prohibited. Personal or business use of any cell phone or electronic communication device while driving in a company vehicle or on company time is strictly prohibited.

If you must make a business call you are required to stop the vehicle so that you can safely use your cell phone. Exceptions for using a hands-free device may be made by your supervisor on a case-by-case basis. Oregon law requires the use of a hands-free device when using a cell phone while driving, regardless of the purpose of the call.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

## INFORMATION TECHNOLOGY (IT)

### **E-Mail/Phone/Voice Mail**

E-mail, phone and voice mail systems are not private and confidential and are provided for employees to conduct Pacific Wall Systems related business. Pacific Wall Systems reserves the right to monitor all e-mail, phone, cell phone, voice mail and text messages and transmissions as needed, to determine if they are being used other than for legitimate business reasons and to protect Pacific Wall Systems against fraud, copyright infringement, loss of trade secrets, sabotage, legal violations or other business policy violations. Pacific Wall Systems may also record and disclose to others all electronic communications at any time, with or without notice. The employee has no

personal privacy right in anything created, received or sent on or from the e-mail/phone/voice mail systems.

All electronic communications, whether sent within Pacific Wall Systems or to persons outside Pacific Wall Systems should be courteous and professional in all respects and should not contain any statements that would embarrass Pacific Wall Systems, any of its employees, guests, customers, or may violate Pacific Wall Systems' harassment policies.

Our harassment policy is fully applicable to electronic communication and we expressly prohibit the transmittal of messages which may constitute intimidating, hostile or offensive material on the basis of race, color, sex, sexual orientation, marital status, religious creed, age, national origin, citizenship status, workers' compensation status, physical or mental disability, veteran status or any other status protected under applicable local, state or federal nondiscrimination law.

Employees should exercise extreme caution before sending anything through the e-mail or voice mail system because messages are not private and can be intercepted by other parties. Furthermore, merely deleting an e-mail message does not mean that the message disappears. E-mail messages can be monitored and recorded at all times, as well as resurrected from the system even if the message has been deleted. To conserve system space and maintain performance, e-mails should be deleted frequently, including from the "Deleted e-mail" folder.

## **Internet Policy**

The use of the Internet and its components by employees shall be limited to business-related activities. At no time should Pacific Wall Systems-provided access to the Internet be used for personal gain or profit.

- Confidential information should not be transmitted via the Internet due to the lack of security on the Internet and the unreliable nature of the Internet traffic. If the transfer of information via the Internet is required, the information must first be encrypted by an approved method.
- Be cautious in responding to requests for information. Remember that your response is a response from Pacific Wall Systems and not just your email address.
- It is the responsibility of each employee who utilizes electronic communications to safeguard company information by understanding and complying with this policy and the related guidelines, as well as other related policies.

## ***Other Guidelines***

- Employees may not disclose, via the Internet, confidential or inappropriate information regarding Pacific Wall Systems, services, products or employees. Employees must comply with all policies focused on employee behavior while on the Internet.
- Periodically, Internet activity may be audited for policy compliance, unauthorized access, and growth trends for capacity planning.
- The display of any kind of sexually explicit image or document on any Pacific Wall Systems system is a violation of our sexual harassment policy. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.

Examples of inappropriate employee Internet use include, but are not limited to, the following:

- Conducting illegal activities
- Accessing, transmitting, or downloading pornographic material
- Gambling
- Soliciting for personal gain or profit
- Revealing or publicizing proprietary or confidential information
- Representing personal opinions as those of Pacific Wall Systems
- Making or posting indecent remarks and proposals
- Knowingly uploading or downloading commercial software in violation of its copyright
- Downloading any software or electronic files without reasonable virus protection measures in place
- Intentionally interfering with the normal operation of any company Internet gateway
- Playing interactive games on the Internet.

Only those employees who have been previously authorized and whose normal business activities include talking to the public, analysts, or media regarding Pacific Wall Systems may participate in newsgroups, blogs, social sites, forums or chat rooms as representatives of Pacific Wall Systems. Any exceptions must be approved by the President.

Employees with Internet access may not upload any company data without the explicit authorization from the Office Administrator.

User IDs and passwords help in maintaining individual accountability for Internet resource usage. Any employee who obtains a password or ID for an Internet resource must keep that password confidential. Company policy prohibits the sharing of user ID's or passwords obtained for access to the Internet or e-mail.

#### ***Other Information***

- The Office Administrator or their designee will control and monitor access to the Internet. Notify the Office Administrator before installing software and passwords. Virus protection software must be installed on all network connected PC's.
- It is the responsibility of the Office Administrator to communicate the change of status (voluntary or involuntary termination) of an employee so passwords can be changed or deleted.
- A violation of this policy or of the standards, procedures, or guidelines established in support of this policy is considered grounds for disciplinary action (loss of Internet privileges) up to and including termination.

### **Social Media**

Pacific Wall Systems has established the following guidelines regarding social media in order to protect employee privacy and employees' reputations, Company assets, intellectual property, Pacific Wall Systems' reputation, guests' or customers' reputations, and to avoid real or perceived incidents of workplace harassment and/or inappropriate conduct. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Additional, related information can be found elsewhere in the Pacific Wall Systems Employee Handbook, including the IT policy. Consult with your supervisor if you are uncertain about any part of this policy or any other Pacific Wall Systems policy or procedure.



“**Social media**” includes but is not limited to, blogs, forums and social networking sites such as Twitter, Facebook, LinkedIn, Instagram, YouTube and Pinterest. The absence or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

**Use of social media:** In general, Pacific Wall Systems considers social media activity to be personal endeavors that employees may choose to use to express their thoughts or promote their ideas, as long as they do not conflict with Pacific Wall Systems’ policies or business. Employees may maintain personal websites or blogs on their own time, using their own facilities. Employees must ensure that social media activity does not interfere with their work and does not identify, reference or disclose information considered to be confidential or proprietary.

**Monitoring:** Pacific Wall Systems may monitor use of company computers and the Internet, including employee blogging and social networking activity.

**Respect:** It is important to demonstrate respect for Pacific Wall Systems and our employees. Pacific Wall Systems employees should avoid embarrassing readers, Pacific Wall Systems employees, guests or customers. Do not use ethnic slurs, personal insults, sexually offensive material, obscenity or language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

**Confidentiality:** Disclosure of confidential and proprietary information is prohibited. Use of company or vendor logos or trademarks is also strictly prohibited. All information posted on forums, blogs or social networking sites should be in compliance with both Pacific Wall Systems’ Confidentiality and Non-Disclosure Agreements and policies outlined in this Handbook. Employees may write about their jobs in generalities but may not disclose any confidential or proprietary information. Refer to the Confidential, Proprietary Information & Non-Solicitation section of this handbook for more guidance.

**Use of disclaimers:** If an employee identifies him or herself as a Pacific Wall Systems employee or discusses matters at all related to Pacific Wall Systems and/or a guest, customer or vendor on a social media site, the site must include a personal disclaimer on the front page stating that he/she does not express the views of Pacific Wall Systems and that the employee is expressing his or her personal views only.

- For example, “The views expressed on this website/blog/forum are mine alone and do not reflect the views of my employer”. Place the disclaimer in a prominent place and repeat it for each posting expressing an opinion related to Pacific Wall Systems or the company’s business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state or local law, the disclaimer will not shield them from disciplinary or legal action.

**Competition:** Employees should not use a social media channel to criticize Pacific Wall Systems’ competition nor use it to compete with Pacific Wall Systems.

**Account Ownership:** All social media postings on Pacific Wall Systems social media accounts and websites is the property of Pacific Wall Systems, as are the accounts, names, passwords, lists and all materials, blogs, texts, emails, chats, followers, photos, graphics, technology and any other materials and language associated with the accounts, and not the individual(s) who created, posted on, used or managed the account(s). When an employee leaves employment with Pacific Wall Systems, all account information and communications, including all details relating to followers,

subscribers, lists, data and related information, must be transferred to Pacific Wall Systems before the last day of work.

Nothing in this policy is intended to impede or restrain an employee's rights to engage in any type of protected concerted activity regarding wages, hours or working conditions provided for under the National Labor Relations Act. The purpose and intent of this policy is to protect Pacific Wall Systems' confidential and proprietary intellectual property rights. Any specific questions or concerns you may have regarding your NLRA rights should be discussed with the Office Administrator.

Pacific Wall Systems has the right to mandate what it deems to be inappropriate content to be immediately removed from a website. Pacific Wall Systems also has the right to discipline employees who violate this policy. If you have any questions related to social media, contact the Office Administrator.

### **Security: Electronic Communications**

An employee shall not use a code, access a file, or retrieve any stored communications other than those to which the employee has specifically authorized access.

### **Software Licenses**

#### ***General Policy Statement***

Pacific Wall Systems respects computer software copyrights and shall adhere to the terms of software licenses to which Pacific Wall Systems is a party. Unauthorized duplication of software is not permitted and may subject users and/or Pacific Wall Systems to both civil and criminal penalties. Unauthorized copies of software in our company are not permitted.

#### ***Transfer of Software***

No user shall give software to anyone, including guests, customers, and others, without pre-authorization from the Office Administrator.

#### ***Acquisition of Software***

All software acquired for Pacific Wall Systems must have the Office Administrator's approval before purchase. Software acquisition channels are restricted to ensure that Pacific Wall Systems has a complete record of all software purchased for Pacific Wall Systems use and can register, support, and upgrade such software accordingly. This includes software that may be downloaded and/or purchased from the Internet. Any exceptions must have the Office Administrator's approval.

#### ***Software on Home and Company Computers***

Pacific Wall Systems' computers are company-owned assets and must be kept both software-legal and virus-free. Only software purchased through the procedures outlined above may be used on Pacific Wall Systems' machines. Users are not permitted to bring software from home and load it onto Company-owned computers.

Generally, company-owned software cannot be taken home and loaded on a user's home computer if it also resides on a company-owned computer. If a user is to use software at home, Pacific Wall Systems will purchase a separate package and record it as a company-owned asset in the software inventory register. However, some software companies provide in their license agreements that

home use is permitted under certain circumstances. To request home use of software, contact the Office Administrator.

### **Shareware**

Shareware software is copyrighted software that is distributed via the Internet. It is the policy of Pacific Wall Systems to pay shareware authors the fee specified for use of their products. Acquisition and registration of shareware will be handled the same way as for commercial software products.

## **Penalties and Reprimands: Electronic Communications**

Violation(s) of any electronic communications / software policy may subject employees to discipline, up to and including termination.

## **SAFETY & HEALTH**

### **Safety Program**

Pacific Wall Systems is committed to providing a safe and healthy workplace and to complying with all applicable federal and state occupational health and safety laws. All employees will receive a safety orientation and a copy of the Safety Manual on their first day of employment. The Safety Officer holds regular meetings to discuss and improve any unsafe working conditions.

### **Accident Prevention**

All employees are responsible for conducting themselves in a safe manner. This includes following appropriate safety precautions, using proper body mechanics when lifting, and operating instruments, equipment or machinery according to guidelines. Any hazardous unsafe conditions should be reported to the Safety Officer immediately. Where applicable, employees are required to wear protective eyewear, headgear and/or any other personal protective equipment.

It is the employee's responsibility to inform their supervisor if they are taking any medication that may cause drowsiness or other side effects that could impair their performance or cause a safety or health risk to themselves or to others.

### **Safety Rules**

The following safety rules apply company wide. They are for your protection, for those who work around you and all Pacific Wall Systems employees. We consider these rules so important that violations can result in immediate discipline, up to and including termination.

- Work in compliance with all Federal, State, and Pacific Wall Systems safety rules and regulations.
- Follow instructions. Never use or operate any instruments, machinery, equipment or tools until you have been authorized or properly trained to do so.
- Report any injury or accident to the Safety Officer or your Supervisor immediately.

- Report all unsafe conditions, hazards, missing safety devices or equipment, or an employee working in an unsafe manner, immediately to the Safety Officer.
- Properly use all safety devices for your job. Never operate machines unless all guards and safety features provided are in place.
- Use proper lifting techniques at all times; bend your knees, keep your body erect, then push up with your legs. Get help when lifting heavy or bulky items/boxes.
- Always wear appropriate and proper personal protection, i.e., safety glasses, gloves, earplugs, etc. in an area requiring such protection. All personal protective equipment shall be maintained in a sanitary and reliable condition and worn as instructed by the Safety Officer.
- Maintain good housekeeping in all work areas at all times, including keeping the area you work clean and putting trash in an appropriate container.
- Acquaint yourself with the location of fire extinguishers in your area. Report any used or missing extinguisher to the Safety Officer and have them replaced immediately. In addition, be familiar with the fire exit routes for your location.
- Acquaint yourself with the placement of first aid kits and spill kits.
- Know the chemicals you work with. Read the label or refer to the applicable Safety Data Sheet(s)/SDS/MSDS.
- Store chemicals in designated areas and in accordance with manufacturer's instructions.
- Be familiar with the first aid procedures for chemicals you are using.
- All electrical panels will be properly labeled, covered, supported and closed. Three feet of clearance must be maintained in front of all electrical panels.
- Employees shall not remove, deface, or destroy any warning, danger sign or barricade, or interfere with any other form of accident prevention device or practice provided which they are using, or which any other employee is using.
- Do not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, or none should be abused by straining beyond its safe working load.
- Engaging in any unsafe acts or horseplay of any nature will not be tolerated. Report any observations of these acts/activities to the Office Administrator or Safety Officer.

### **On-The-Job Injuries**

If you are injured on the job, even if you consider it a minor injury, you must notify your supervisor immediately. You will be required to complete an incident report within 24 hours of the injury. Forms are available from the Safety Officer, or if unavailable, the Office Administrator.

If the injury requires medical attention, contact the Safety Officer to complete the required Form 801 or First Report of Injury. This form must be completed and returned to the Safety Officer no later than 24 hours following a work-related incident/accident.

### **Workers' Compensation**

In the event that you become injured on the job, the cost for medical treatment of an injury or illness that occurs in the course and scope of your employment usually is covered by workers' compensation insurance. If medical treatment is required, you will be sent to a designated doctor or hospital, depending on the nature of the injury. Contact the Safety Officer to complete the required Form 801 or First Report of Injury. This form must be completed and returned to the Safety Officer

no later than 24 hours following a work-related incident/accident (except in cases of emergency).

Pacific Wall Systems has an Early-Return-To-Work Program for returning employees with workers' compensation claims to employment at the earliest date following injury or illness. Employees may be offered light duty or modified work temporarily to accommodate restrictions while recovering from an on-the-job injury or illness. Each case will be assessed individually based on need.

Neither Pacific Wall Systems nor its insurance carrier will be liable for payment of workers' compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social activity which is not part of the employee's work-related duties.

### **Hazard Communication Program**

Employees will receive training so they may work safely with hazardous chemicals found in their workplace.

### **Bloodborne Pathogens Exposure Control Program**

Employees will receive training so they may work safely in environments where a potential exposure to bloodborne pathogens exists.

### **Smoking and Smokeless Tobacco Products**

As part of our safety and health efforts, we have a policy limiting the use of tobacco and similar, related products, including smokeless tobacco, to scheduled breaks and meal periods. If you must use tobacco products, including E-cigarettes and related appliances, please do so at least 25 feet away from building entrances, downwind of others and preferably at the rear of the buildings, in designated smoking areas only. Managers in some work areas have the authority to request employees to smoke only in their vehicles or not to smoke at all on company premises. Discharge tobacco product refuse, including smokeless tobacco refuse, in the appropriate trash receptacles to keep all areas free of tobacco refuse and to limit any fire hazard.

### **Workplace Violence**

Pacific Wall Systems strives to maintain a work environment free from intimidation, threats or violent acts. This includes but is not limited to intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons or other dangerous devices onto company property, or any other act which is similarly inappropriate to the workplace. Please report any such incidents to the Office Administrator immediately. In the unlikely event an active violent incident does occur, remove yourself from any danger and call 911 immediately.

### **Weapons Policy**

As an employee, you are not permitted to carry, possess or use any guns or other dangerous weapons or devices for any purpose at any time on Pacific Wall Systems property, or at any time you are considered in a "working" status. Weapons and other dangerous devices also are prohibited off company property while an employee is on company business or at company sponsored events.

Weapons include but are not limited to handguns, rifles, automatic weapons, knives, mace, tear gas, stun guns, and any similar devices not specifically being used or approved for use as a work tool, including hunting firearms. Violation of this policy may lead to immediate termination of employment. For safety and security purposes, the Owners may designate and approve specific employees who are authorized to carry weapons on company property.

## **Workplace Searches**

Out of concern for the safety of all who are on our premises, the security of Pacific Wall Systems property, and the maintenance of a drug-free workplace, we reserve the right to conduct workplace searches and investigations at our discretion and in the manner considered appropriate to the circumstances.

You should be aware that searches and investigations could include but are not limited to the following: searches of company premises, vehicles, and equipment, including employee's desks, offices, files, computer and computer files or other company property; questioning of employees of and other personnel on Pacific Wall Systems premises; and inspection or search of packages, vehicles or other personal property or articles brought onto company premises.

## **ADDITIONAL INFORMATION TO KNOW**

### **Communication**

Open, consistent communication is essential to our business. Clearly, our ability to communicate with each other to do our jobs and stay abreast of company changes is critical to our success. We are committed to open, honest and fact-based communication at all levels. Communications within Pacific Wall Systems take many forms including:

Staff Meetings: Supervisors may conduct departmental meetings to keep staff informed, provide information and maintain open communication and good working relations. The Office Administrator should notify you of scheduled meetings.

Bulletin Boards: Bulletin boards are used for posting company information only such as required notices, job postings, company activities, policy changes or other company communications.

As appropriate, announcements, letters, and updated policies and procedures are distributed to keep employees fully informed about important developments.

In the event that issues arise, informal communication between you and a co-worker is sometimes the best way to work toward a solution. If issues cannot be resolved, the Office Administrator is available to assist you if needed. Their role is not to take "sides", but rather to help work toward "win-win" solutions.

### **Dress Guidelines**

As a representative of Pacific Wall Systems, proper attire is important in promoting a positive company image. You are representing the company and setting the tone for the way members of

the community perceive the company, the work you perform, and the people we serve. It is important that you always maintain a neat and well-groomed professional appearance, including while traveling on Company business.

When on the job, dress and groom appropriately to your duties and schedule.

General appearance:

- Appropriate attire is required while working.
- Close-toed shoes are required in production areas.
- Clothing with provocative, purely political, profane, or containing sexual images or language is unacceptable.
- When you wear clothing with a Company-logo you are representing the company and setting the tone for the way members of the community perceive the company, the work you perform, and the people we serve. Be mindful of this, and your behavior and conduct, while wearing Company-logo clothing, at work and off the job.
- Beards, moustaches and hair must be trimmed and neat. For safety, long hair and long beards may need to be pulled back while performing certain jobs.
- Good personal hygiene, including oral hygiene is to be maintained at all times. This includes the odor of cigarette smoke in work areas.
- When in doubt about your appearance, check with your supervisor.

To ensure the comfort and safety of our employees and customers we encourage an environment free from fragrances, scents or unpleasant smells, which can be distracting and may trigger allergic reactions or create health problems for sensitive individuals. This can include noticeable odors from any source, including foods, fragrant personal items, lotions, and grooming products.

As a general rule, if you have to ask if your appearance or clothing, including shoes and scents, is appropriate, it probably is not.

Pacific Wall Systems reserves the right to determine whether your appearance is appropriate for the workplace. Nothing in this dress code is intended to violate any civil rights or discrimination laws, including but not limited to protections relating to religion, ADA, medical accommodations, or any other protected classes. Please discuss any related accommodation issues with your supervisor.

It is the employee's responsibility to dress responsibly. It is the supervisor's responsibility to respond to employees who dress inappropriately, which may include sending the individual home to change.

## **Contracts, Leases and Agreements**

The President only can sign contracts. No one else in the company has that authority, unless the President has specifically delegated that authority. All contracts and lease agreements should be forwarded to the President to be reviewed for insurance, payment terms, and other fiscal or legal implications.

## **Company-Owned Equipment**

All tools, equipment, office supplies, medical supplies, and office equipment is to be used for company business only. Personal use of company resources is not authorized without prior

approval. Office and medical supplies are not to be removed for personal home use.

### **Intellectual Property and Inventions**

During your employment it must be understood that any work produced while employed for Pacific Wall Systems is the property of Pacific Wall Systems, and that you will assign all rights to such work to Pacific Wall Systems. For your protection, be sure to identify any personal work in progress when first employed by Pacific Wall Systems that will not be subject to this policy.

### **Contributions and Donations**

The President or a designee make all decisions regarding contributions and donations. Please do not make any commitments about contributions but refer all such requests in writing and with specifics to the President.

### **Solicitations and Distributions**

To reduce interference with work and imposition on others, employees may not solicit or distribute literature or products on behalf of commercial (“for-profit”) enterprises (their own or others) at any time or anywhere on company premises. People who are not employees are not permitted to solicit or distribute literature or products for any purpose anywhere on Pacific Wall Systems property, without prior authorization. In addition, employees may solicit other employees for non-commercial causes only during the lunch or break time of any employees involved. Employees may not distribute advertising, political or other solicitation material of any kind in work areas at any time. Bulletin boards are only for official government notices and Pacific Wall Systems communications. Employees may not post anything on these bulletin boards without prior approval from the Office Administrator.

### **Welcome Aboard!**

All of us at Pacific Wall Systems welcome you to the team. We hope that your experience here will provide you with the professional challenge and opportunity you are seeking, as together we continue our journey toward excellence.

After carefully reading this Handbook, keep it for easy reference. The Office Administrator and the President will be happy to give you any additional details on questions which may arise.

Pacific Wall Systems is committed to providing exceptional service to our guests. We take pride in our products, services and our staff. We hope you will share in that pride and commitment to quality as you become a part of the Pacific Wall Systems team.