



# Employee Handbook

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## **1. WELCOME**

Welcome to Cord Construction Co. We are pleased that you have joined us as an employee and look forward to a mutually beneficial working relationship.

As we begin our relationship, we believe it is important for you to understand our mission and goals.

### **1.1 Our Philosophy**

Client satisfaction is Cord Construction's primary objective. As one of the Midwest's premier construction firms, our philosophy is one of quality, professionalism, and client satisfaction. Our experienced management, highly skilled staff and leading-edge project-management processes enable Cord Construction to consistently provide quality construction solutions for our customers. From pre-construction through post-construction, our focus remains on one thing – exceeding our customers' expectations.

### **1.2 Our Mission Statement**

To be the "Contractor of Choice" who works to meet our customer's varied needs by delivering value-based solutions through maintaining a professional goal-oriented team that constantly strives to utilize state-of-the-art techniques.

### **1.3 Our Vision**

- To be successful both as a Company and as an individual;
- To be respected and trusted both professionally and personally;
- To conduct all dealings in a fair and trustworthy manner;
- To continue to improve both professionally and personally;
- To improve performance by utilizing state-of-the-art methods;
- To see things through the eyes of our customers, subcontractors, and employees and give consideration for their point of view;
- To instil customer trust and confidence in Cord through our knowledge and actions;
- To remember that our customer is our ultimate "Boss", and our job is to serve and satisfy them; and
- To remember our overall success will be measured by how well we execute our mission statement.

## **2. THIS HANDBOOK**

We recognize that the policies in our employee handbook cannot anticipate every situation that may arise in the work place. For that reason, we address in this handbook the basic and important information you need to know, and the common, day-to-day issues and questions we experience.

We are also a growing organization. We must be ready to adapt when presented with new challenges and opportunities. We need to retain flexibility when addressing new, unique or unforeseen situations. This handbook, therefore, is not an employment contract or an employment agreement. It is merely a guideline to our current employment practices. From time to time, we may need to change or depart from these guidelines as we believe the challenges or circumstances warrant. This version of the employee handbook replaces all prior versions and employment policies.

In addition, the employment relationships with our employees are employment at-will. This means that either you or we can discontinue the employment relationship at any time for any reason. Nothing in this handbook should be considered a promise for permanent employment and no one has the authority to enter into a contract changing the at-will nature of your employment, except an owner. Any such contract must be in writing.

Further, where this Handbook addresses our statutory obligations as an employer (for example, wage payment issues, or leave obligations) it is our intent merely to recite those statutory obligations, if any, as they may apply to us. In such cases, it is not our intent to create new or additional obligations where none may exist by statute.

Finally, employees hired under the working rules covered by the terms and conditions of a collective bargaining agreement are eligible only for benefits provided in that agreement. Any inconsistencies between this handbook's terms and the union contract's terms are governed by the provisions of the applicable union contract.

### **3. EQUAL EMPLOYMENT OPPORTUNITY**

We are an equal opportunity employer. We afford equal employment opportunity to all individuals regardless of actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles), color, religion, national origin, ancestry, age, sex, pregnancy, marital status, disability, military status, sexual orientation, transgender status, unfavorable discharge from military service, order of protection status, genetic information status, work authorization status, or other protected group as provided by law. This policy applies to all phases of employment including, hiring, training, promotion, compensation, benefits and termination.

As an equal employment opportunity employer, we are committed to a positive work environment for all employees, free of inappropriate and hostile conduct. We will not tolerate any harassment or other action that interferes with this equal employment objective. Please review the Sexual Harassment and Harassment Policy for reporting procedures. In addition, if you feel there have been other actions in violation of this equal employment opportunity policy, you are strongly encouraged to contact your supervisor or Craig Erdmier.

If you have issues, we hope you address them with us first; however, you may also contact the following:

- Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns; and
- Contact the Illinois Department of Human Rights (IDHR) to file a charge.
  - Website: <https://dhr.illinois.gov/>
  - Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov)
  - Chicago: (312) 814-6200  
(866) 740-3953 (TTY)  
(312) 814-6251 (Fax)
  - Springfield: (217) 785-5100  
(866) 740-3953 (TTY)  
(217) 785-5106 (Fax)

### **3.1 Anti-Retaliation**

**Our Policy.** We prohibit any form of retaliation against you or any employee who in good faith makes a complaint, raises a concern, or assists in an investigation or proceeding regarding any conduct you or others reasonably believe to be a violation of our Equal Employment Opportunity Policy, Sexual Harassment and Harassment Policy, other laws, or our Standards of Conduct. We want you to feel comfortable and to speak up when you see, hear, or suspect illegal or unethical conduct without fear of retaliation.

**Retaliation Prohibition.** You will not be terminated threatened, intimidated, coerced, or otherwise retaliated against because you make a good faith complaint regarding any issue outlined above or assist in any investigation of such matters. We prohibit retaliation even if complaints are later determined to be unfounded.

**Reporting Violations.** If you believe you have been retaliated against or that any other violation of this policy has occurred, or if you have questions concerning this policy, we encourage you to speak with your supervisor or Craig Erdmier. We will treat all complaints of retaliation very seriously. All such complaints will be reviewed promptly and investigated as appropriate.

**Discipline.** Any employee who violates this policy is subject to discipline.

### **3.2 Genetic Information**

We understand that certain employee information is confidential. For that reason, and in compliance with the Genetic Information Nondiscrimination Act, we will not discriminate against employees and applicants for employment in hiring, firing, and other terms and conditions of employment on the basis of genetic information.

We also will not request or require you to provide genetic information, except: (1) inadvertently requesting or requiring family medical history; (2) requesting or requiring family medical history for purposes of complying with certification requirements of any family and medical leave laws; or (3) genetic monitoring of the biological effects of toxic substances in the workplace, when required to do so by law.

### **3.3 Pregnancy**

The Illinois Human Rights Act, the Pregnancy Discrimination Act and other laws make it illegal for an employer to fire you, refuse to hire you or refuse to provide you with a reasonable accommodation because of your pregnancy. In addition, we will not discriminate against you because of your pregnancy or retaliate against you because you requested a reasonable accommodation. You may continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job. For more information on a pregnancy related accommodation, please see our Reasonable Accommodation policy.

Specifically, the Illinois Human Rights Act makes it illegal to refuse to hire, to segregate, or to act with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges or conditions of employment on the basis of pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. Women affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth shall be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs, as other persons not so affected but similar in

their ability or inability to work, regardless of the source of the inability to work or employment classification or status.

We support the rights provided under the Illinois Human Rights Act, including the right to be free from unlawful discrimination and the right to certain reasonable accommodations as listed in our Reasonable Accommodation Policy. Should you have an issue or concern that falls under this policy, please speak with your supervisor or Craig Erdmier. Note that this law is also enforced by the Illinois Department of Human Rights.

### **3.4 Reasonable Accommodation Policy**

**Disability-Related Accommodation.** Consistent with the requirements of the Americans with Disabilities Act, we provide a reasonable accommodation to qualified individuals with disabilities who can otherwise perform the involved job's essential functions.

When a qualified individual with a disability believes that he or she may be able to perform the job's essential functions, but cannot do so without a reasonable accommodation, the individual should address such request to his or her supervisor. Once a request for a reasonable accommodation has been made, we will work with the employee to consider the appropriateness of the requested accommodation and whether such an accommodation can be granted without creating an undue hardship. It is our goal that we work together in a cooperative process to find an acceptable solution that will enable an employee to perform the job's essential functions. If such a reasonable accommodation is not possible, the request for reasonable accommodation may be denied.

**Pregnancy Related Accommodation.** For any medical or common condition related to pregnancy or childbirth, we will honor employee requests for a reasonable accommodation, unless such accommodation imposes an undue hardship on the ordinary operation of the business. Examples of accommodations include:

- More frequent or longer bathroom breaks;
- Breaks for increased water intake;
- Breaks for periodic rest;
- Private non-bathroom space for expressing breast milk and breastfeeding;
- Seating;
- Assistance with manual labor;
- Light duty;
- Temporary transfer to a less strenuous or hazardous position;
- The provision of an accessible worksite;
- Acquisition or modification of equipment;
- Job restructuring;
- A part-time or modified work schedule;
- Appropriate adjustment or modifications of examinations, training materials, or policies;
- Reassignment to a vacant position;
- Time off to recover from conditions related to childbirth; and
- Leave necessitated by pregnancy, childbirth, or medical or common conditions resulting from pregnancy or childbirth.

Note that you may reject an accommodation offered to you that you do not desire, and you may continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.



**Religious Accommodation.** We prohibit discrimination based on religious beliefs, observances and practices. When employees' religious beliefs interfere with their work schedule, task assignment, dress code or other work-related matters, they should immediately contact their supervisor to discuss the possibility of a reasonable accommodation. We will make reasonable accommodations for sincerely held religious beliefs, observances and practices that do not create an undue hardship for our business.

### **3.5 Sexual Harassment and Harassment**

We strongly disapprove of and will not tolerate sexual harassment or harassment of any kind. Employees must avoid offensive or inappropriate behavior at work. Our goal is a workplace free of harassment and sexual harassment.

Discussed below are the types of conduct prohibited by this policy, as well as the complaint procedure to investigate and remedy allegations.

**Definitions.** Sexual harassment is verbal or physical conduct that denigrates, threatens, or shows hostility toward another employee because of that employee's actual or perceived gender. Males and females may commit sexual harassment. Victims may be of the same or opposite sex.

Sexual harassment may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual nature, without regard to whether submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation, wages, advancement, assigned duties, shifts, or other condition of employment.

Likewise, harassment is any verbal or physical conduct that denigrates or shows hostility toward an employee because of the employee's actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles), color, pregnancy, religion, national origin, ancestry, age, sex, marital status, handicap, military status, sexual orientation, transgender status, unfavorable discharge from military service, order of protection status, genetic information status, work authorization status, or other basis which may be protected by law. Harassment occurs when such conduct has the purpose or effect of interfering with an employee's work performance, creating a hostile or offensive work environment, or otherwise adversely affecting an employee's employment opportunities.

**Examples of Sexual Harassment.** Sexual harassment can come from superiors, co-employees, clients, or others on work premises. Examples of sexual harassment include:

- Making unwelcome sexual advances, requests for sexual favors, requests for dates, and other verbal or physical conduct of a sexual nature;
- Making submission to or rejection of unwelcome conduct the basis for employment decisions, including, but not limited to, hiring, firing, failing to promote, reassigning with different responsibilities or a decision causing a significant change in benefits;
- Engaging in preferential treatment or a promise of preferential treatment to an individual in exchange for sexual conduct or dates;
- Denying or threatening to deny employment, advancement, privileges, benefits, or entitlement because of an individual's refusal to consent to sexual advances, or because of hostility toward the presence of that individual's gender in the workplace;
- Displaying cartoons, photographs, jokes, or other material of a sexual nature;

- Groping, grabbing touching or other unwelcome physical contact;
- Engaging in sexually explicit or obscene language and gestures;
- Engaging in flirtations, propositions or other unwanted requests;
- Using sexually patronizing terms like "honey," "doll," "chick," "hunk," "stud," or "babe";
- Spreading rumors about another's sexual activity;
- Touching oneself in a sexual fashion in front of others;
- Talking about one's own sexual activities in front of others;
- Making sexual comments about another person's body; and
- Accessing inappropriate web sites or using computers to convey sexual materials.

**Examples of Harassment.** Examples of harassment can vary widely depending on the circumstances; however, common examples include:

- Racial or ethnic epithets;
- Racial or ethnic slurs;
- Racial or ethnic jokes;
- Inappropriate slang terms;
- Derogatory terms; and
- Threats of violence.

**Third-Parties.** If a non-employee harasses you on work premises or during a work-related function (e.g., vendors, clients, contractors and consultants), you should report the incident just as if the behavior came from a fellow employee.

Similarly, we must treat all those we encounter at work with respect. It is a violation of this policy for an employee to harass non-employees on our premises or during work related functions. Non-employees include individuals performing services for Cord Construction, such as contractors and consultants.

**Complaint Procedure.** If you believe you have been harassed or sexually harassed, you should promptly report the incident to your supervisor or a member of management with whom you feel comfortable discussing the situation. If you witness conduct you believe is harassment or sexual harassment, that conduct should be reported as well. All complaints will be investigated and treated seriously.

We will investigate complaints of harassment and sexual harassment. Investigations will be conducted expeditiously, with due regard for the sensitive and serious nature of the allegations. We will conduct a thorough investigation, which may include interviewing the alleged victim, potential witnesses, and the alleged harasser. To the greatest extent possible, the investigation and its results will remain confidential; however, disclosure of some details to certain employees may be necessary in the investigation process.

Upon completion of the investigation, a determination as to the merits of the allegations will be made. The employees involved will be informed of the results of the investigation.

**Discipline and Penalties for Sexual Harassment and Harassment.** Sexual harassment and harassment are serious violations of state and federal law and the rules of conduct expected of all employees. If it is determined that an employee participated in sexual harassment or harassment, the employee will be subject to discipline, up to and including immediate discharge.

**Alternate Reporting.** If you have a harassment or sexual harassment complaint against your supervisor, or if you are uncomfortable reporting a complaint to your supervisor, then you should contact a member of management.

**Protection against Retaliation.** Retaliation against those who believe they have been victims of harassment or sexual harassment, or have otherwise opposed harassment and sexual harassment in the workplace, is prohibited.

## **4. EMPLOYMENT POLICIES**

### **4.1 Attendance**

(\*See the Illinois Paid Leave policy for notice and other requirements for paid time-off you elect under the Illinois Paid Leave for All Workers Act. Requirements for notice, reasons for absences, and certification of an absence are different under Illinois Paid Leave and we will follow those requirements when you elect Illinois Paid Leave.)

**Attendance Expectations.** Regular and reliable attendance is an essential function for all positions. We expect you to be at work on a regular basis and to be at your assigned workplace, ready to work at your scheduled times.

**Call-in Procedure.** If you are going to have an unscheduled absence, or will arrive late, you must make every effort to contact the office no later than 7:15 a.m.

**Extended Absence.** If you are absent for more than three consecutive days due to illness or injury, you may be required to present a physician's statement covering the period of the absence, and stating your return to work restrictions or full release to return to work. Upon suspicion of abuse, you may be required to present a doctor's note after only one day of absence. Extended absences for other reasons may also require documentation.

**No-Call / No-Show.** If you fail to arrive for work when scheduled and fail to notify us, you will be considered a "no call/no show" for that day. This is a particularly onerous form of poor attendance and will not be tolerated. If you do not call in or report to work for three consecutive workdays, such actions will be deemed a voluntary resignation.

### **4.2 Cellular Phone Usage**

Exercise discretion when using your cell phone for personal reasons during work time. Excessive personal calls, texting, or use of smart phone functions (such as social media or internet usage) during work hours, interferes with productivity and distracts others from their work. Whenever possible, employees should make personal phone calls, text, or use smart phone features during non-work time.

**Safety Issues for Cellular Phone Use.** You may not operate a cell phone while driving on Cord business, except under the following circumstances authorized by Illinois law:

- Using a cell phone in hands free or voice-operated mode;
- Using a cell phone while parked on the shoulder of a roadway; or
- Using a cell phone when the vehicle is stopped due to normal traffic being obstructed and you have the motor vehicle transmission in neutral or park.

Note that in other states or municipalities, the use of a cell phone while driving may be prohibited. **Texting while driving is always prohibited by this policy and state law.** Employees charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

### **4.3 Computer and Communication Systems**

**Computer and Communication Systems Usage.** Cord email, computer, computer network, telephone, voice mail and/or related electronic and communication equipment and systems (including but not limited to items like computer hard drives, software, computer networks, computer storage devices or services, email systems, telephone systems, voice mail systems, video conferencing software, telephone and other data transmission lines, cellular phones, etc.) (Referred to as “Computer and Communication Systems”) are to be used for work purposes only. Computer and Communication Systems are owned and/or provided by Cord.

The use of Computer and Communications Systems must be in accordance with the following.

- Using passwords, accessing files or retrieving stored information without proper authorization;
- Displaying or transmitting any communication that may be construed as harassment on the basis of race, sex, national origin, age, disability, religion, ancestry or other group protected by law; Such prohibited communications include, but are not limited to, sexually explicit images, messages, cartoons, ethnic slurs, racial epithets, inappropriate web sites and similar communications;
- Deleting, examining, copying or modifying data, files, email and/or voice mail belonging to Cord, or its employees or agents, without prior consent or authorization;
- Knowingly introducing computer viruses or other disruptive or destructive programs into the Cord network or its other equipment and programs;
- Accessing any inappropriate web site, including but not limited to all sex-related, dating, hate crime, pornographic and other such inappropriate web sites;
- Using Computer and Communication Systems in other non-business and non-work-related manner that Cord views as inappropriate;
- Copying software or any data files for use on their personal computer;
- Providing copies of software or any data files to any unauthorized person;
- Installing software on any Cord workstation or server, unless authorized to do so;
- Downloading any software from the Internet or other online service to any Cord computer workstation or server, unless authorized to do so;
- Copying or using material in violation of copyright laws or making that material available to others for copying; Users are responsible for complying with copyright law and applicable licenses that apply to software, files, documents, messages, and other material they wish to download or copy; and
- Connecting personal computing devices such as phones, tablets or laptop computers to the Company network without authorization.

The Computer and Communication Systems belong to Cord and unless prior permission is given, may only be used for business purposes. A violation of this policy may result in discipline, up to and including immediate termination of employment.

**Monitoring of Computer and Communications Systems. *Employees have no expectation of privacy in anything they create, store, send, or receive using the Computer and***

**Communications Systems, or in their usage of the Computer and Communications Systems.** This includes, but is not limited to, items such as:

- Computer files and software, such as documents, spreadsheets, reports, databases;
- Emails and email attachments;
- Instant messages;
- Voice mails;
- Video conferencing software;
- Telephone calls; and
- Cellular phone text messages.

All information produced, received, stored on, or sent from Cord Computer and Communication Systems is considered a record of the Company and is the property of Cord. This includes all emails sent using Cord Computer and Communication Systems, including emails that are stored on Cord hard drives or other computer equipment as temporary or other files even if you are using a personal account, such as Gmail, Hotmail, Yahoo mail, or other such email or instant message account or service. To ensure the proper use of Computer and Communication Systems (including email, voice mail, text messages, instant messages and the like) **Cord Reserves The Right To Monitor And Access Any Computer And Communication System At Any Time, With Or Without Any Notice Other Than This Policy.** Such access or monitoring may include the use of computer monitoring software.

**Consent to Access and Monitoring.** By accepting or continuing employment with Cord, **employees consent to Cord access to and monitoring of: (1) Computer and Communications Systems; and (2) all information produced, received, stored on, or sent from Cord Computer and Communication Systems, including email accounts accessed using the organization's equipment and any emails transmitted through personal, web-based accounts that are stored on Cord hard drives or other computer equipment as temporary or other files.**

**Email Usage.** In addition to the above, we expect professionalism, civility, and discretion in your use of e-mail. Abide by the following email usage rules:

- Email messages are to include a signature with senders contact information and the Cord confidentiality statement;
- Turn off Auto Archive; Do not use Auto Archive;
- File incoming and sent emails in folders organized by job number or subject; Delete deleted messages in Deleted Folder regularly;
- Create an Archive Folder; As email you have filed in folders in your Outlook Inbox are finished, move these folders and messages to the Archive Folder; This will help maintain less cluttered Inbox and still allow quick look up of old emails; and
- To move a folder, Right click on the folder, select "Move Folder", highlight the Archive Folder and click OK.

#### **4.4 Confidential Information**

You may have access to highly sensitive financial, business, trade secret, project, client or other proprietary information ("Confidential Information"). This Confidential Information may include: internal business policies and business methods; technical or non-technical data, a formula, pattern, compilation, program, device, method, technique, drawing, process, financial data, business strategies, or list of actual or potential clients or suppliers, and other confidential or

non-public information of regarding business operations or processes. The disclosure of Confidential Information could create a serious breach of confidence. In order to protect the interests of Cord Construction, it is necessary for you to understand fully your obligations and responsibilities as they relate to this type of information. It is our policy to maintain Confidential Information as confidential. This means that any such Confidential Information you see or hear during your employment must remain confidential even after your employment ceases.

#### **4.5 Dress and Appearance**

You represent Cord, and the image you present reflects on the Company. A neat appearance on the job site or in the office reflects a good image of both you and the Company. To continue the image of quality and professionalism we have worked hard to attain, we have the following expectations.

The following general guidelines will be applied. Note, however, that business reasons may require you to wear more formal business attire from time to time, for example, special meetings with clients or outside organizations and individuals.

**Office Personnel.** The following business casual office attire is acceptable:

- Men
  - Dress or casual slacks preferred;
  - Clean proper fitting undamaged jeans;
  - Shirts with collars (A shirt and tie MUST be available for designated occasions);
  - Polo shirts; and
  - Dress shoes.
  
- Women
  - Blouses/fashionable tops;
  - Slacks;
  - Clean proper fitting undamaged jeans;
  - Dresses, skirts, and business capris; and
  - Dress/casual shoes.

The following office attire is unacceptable:

- Tee shirts;
- Sweat shirts;
- Shorts; and
- Flip-flop style sandals.

Because of standing, lifting, and walking, comfortable, safe, and appropriate attire is required.

**Field Personnel.** Field Superintendents should be clean and well-groomed as much as possible. Cord shirts are encouraged. No clothing that displays Subcontractor/Material Supplier names or logos is allowed. No vulgar pictures, words, or expressions are allowed.

Acceptable dress for field personnel includes:

- Long pants for safety (no shorts);
- Tee shirts with sleeves;
- Sturdy shoes/boots are required (refer to the Cord Safety Manual for specifics).

We appreciate you keeping all of the above guidelines in mind throughout your workday.

#### **4.6 Drug Abuse and Testing Policy**

We will not tolerate any drug or alcohol use that impairs the health and well-being of our employees or consumers, or threatens the operation of the Cord. For that reason, we maintain a policy prohibiting the unlawful manufacture, distribution, possession, dispensation, being under the influence of, or use of illegal drugs, or controlled substances on our premises and/or while on working time.

##### **Definitions.**

- **“Legal Drug”** includes over-the-counter drugs, and prescribed drugs that have been legally obtained and are being used by the person for whom the prescription was written.
- **“Illegal Drug”** includes any drug (a) which is not legally obtainable; (b) which may be legally obtained but has not been legally obtained; (c) or which is being used in a manner or for a purpose other than as prescribed. Examples include cocaine, opiates, amphetamines, methamphetamines and PCP and other drugs made illegal under federal or state law. Illegal drugs also include Controlled Substances as defined in Schedules I through V of §202 of the federal Controlled Substances Act (21 U.S.C. §812), and further defined by regulation at 21 C.F.R. §1308.11 – 1308.15.

**Testing.** Consistent with the above, we may require alcohol and drug testing (blood, urine, saliva, hair or other test) of employees under certain circumstances. The testing that may be required of employees includes the following:

- **Suspicion of Use.** If we have a reasonable basis, in our sole discretion, to believe that an employee’s job performance or conduct is being affected by alcohol or illegal drugs, or that the employee may be impaired due to the use of alcohol, legal, or illegal drugs while at work, we reserve the right to require drug and/or alcohol testing. When evaluating suspicion of use or impairment we will consider employee behaviors or issues including but not limited to: speech; physical dexterity, agility or coordination; demeanor; appearance; speech; body odors; irrational or unusual behavior; negligence or carelessness when operating equipment or machinery; disregard for the safety of others; and involvement in an accident resulting in serious damage to equipment or injury to the employee or others. Note that if we discipline an employee on the basis that the employee is under the influence of or impaired by cannabis, we will afford the employee a reasonable opportunity to contest our determination.
- **Contract.** We may require testing of employees if required by the terms of a specific contract with an owner.

**Prohibitions.** Our policy prohibits the following:

- Manufacturing, distributing, possessing, using, or dispensing illegal drugs or alcohol while on work premises, and/or while on working time;
- Being impaired on work premises and/or while on working time (as determined by testing or observations) due to the use of alcohol, legal, or illegal drugs;
- Reporting to work with traces of illegal drugs in your system as may be confirmed by a drug test;
- Switching, altering or adulterating any urine, blood, saliva, hair or other specimen sample submitted for testing in accordance with this policy;

- Refusing to consent to testing or to submit a specimen for testing; and
- The unlawful use of a lawful drug, e.g., using prescription drugs that have not been prescribed for you.

**Enforcement.** Violations of any of the prohibitions contained in this policy may result in termination of employment. Furthermore, if an employee does not submit to required drug or alcohol testing, the refusal will be considered cause for termination of employment.

In addition, any employee found in the possession of unlawful drugs on working time or on work premises will be subject to discipline, including termination of employment. Similarly, any employee involved in the sale, transfer, dispensation, manufacture, or purchase of drugs or alcohol on our premises and/or while on working time shall be subject to discipline, up to and including termination of employment.

**Medical Cannabis Laws.** We will not penalize employees solely for their status as a registered qualifying patient under Illinois's or other states' medical marijuana laws, unless failing to do so would put us in violation of federal law or unless failing to do so would cause us to lose a monetary or licensing-related benefit under federal law or rules. No employee, however, may possess or use medical marijuana on work time or on our premises, including all vehicles, unless allowed by law. In all other respects, we expect employees to abide by this policy, including the requirements not to be under the influence and not to report to work with traces of illegal drugs in your system.

**Recreational Cannabis.** Certain use and possession of marijuana may be legal under Illinois law. *Marijuana use, however, remains subject to prohibitions in this policy.* Marijuana is an illegal drug under federal law and we will continue to enforce a zero tolerance position as we maintain a drug free workplace. We will continue to prohibit the possession, use, manufacture, or distribution of marijuana on our premises, and/or while on work time, or while on-call. Our policy will also continue to prohibit employees from being impaired while on our premises, and/or while on work time, or while on-call. Further, we will not allow marijuana usage where failing to do so would put us in violation of federal law, or if failing to do so would: impact our ability to comply with federal or State law; cause us to lose a federal or State contract or funding; or lose other monetary or licensing-related benefit under federal law or rules. We will continue to test for marijuana usage as otherwise required by law or as may be allowed by law.

**Alcohol Use at Social Functions.** We recognize that in connection with social functions at which alcoholic beverages are served, the consumption of alcohol by our employees may be appropriate. Employees are reminded, however, of the following obligations in connection work-related alcohol usage.

- You are not to consume alcohol while on our premises unless in connection with a sanctioned activity at which alcohol is being served; and
- You are reminded that at all times you represent Cord and, therefore, your consumption of alcohol at such events should not conflict with generally accepted norms and/or standards of conduct.

#### **4.7 Mileage Reimbursement and Personal Commute Policy**

We will reimburse employees for mileage, and address the use of Cord vehicles as follows:



- Reimbursement for a personal vehicle used to conduct Cord business will be made at the then current IRS published rate. Reimbursement cannot include daily “Personal Commute” miles to and from the Cord business office or a job site.
- Employees who drive Cord provided vehicles will have “Personal Commute” mileage of \$3.00 per day worked added to their W2 income each pay period. The payroll department will determine the weekly amount based on time sheets. Drivers are not permitted any personal use of Cord vehicles.
- Employees who are paid a weekly car allowance are not charged any “Personal Commute” and will not be further reimbursed for any Cord business use of a personal vehicle.
- Control Employees (Owners and Manages) will have “Personal Commute” mileage calculated at IRS rate added to W2 income one time per year in December.

#### **4.8 Personal Information**

It is important that you inform us of your current address, marital status, number of dependents, direct deposit information, etc. Please make every effort to provide correct information to us before a change takes place.

#### **4.9 Severe Weather**

To serve those who need and depend on us, we always attempt to remain open regardless of weather conditions. You must use your own judgment whether driving conditions will permit you to travel safely to work. If weather conditions do not allow you to report for work, you must call in your absence. If weather conditions deteriorate during the day, you may receive permission to leave work early for safe travel home.

**If You Decide Not to Travel to Work.** If you decide not to travel to work due to the weather you will not be paid for the absence; however, available PTO may be used to cover the absence. You must report your absence under the Attendance Policy.

**If We Close the Office.** In rare cases, we may decide to close our facility before the work day starts, or close the office during the day. Employees scheduled to work will be paid for any partial or full day closures,

#### **4.10 Smoking**

In accordance with the Smoke Free Illinois Act, smoking is prohibited in any building, or on our property including offices and work areas, restrooms, and other common areas. Smoking is also prohibited within 15 feet of entrances and exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited.

Note that “e-cigarettes,” “vapor cigarettes,” or similar products are treated as a tobacco product under this policy and are subject to the same restrictions and prohibitions.

#### **4.11 Social Media**

The use of social media websites for work purposes, such as Facebook®, LinkedIn®, or YouTube®, is restricted. Only an authorized spokesperson may create an official Cord social media or web site, or be an authorized Cord representative on social media sites.

**General Rules.** When an authorized spokesperson represents us on social media sites, the following rules will apply:

- First and foremost, follow the social media “golden rule” - be professional at all times;

- Obey the law when using social media;
- Do not post confidential information; and
- Avoid defamatory or scandalous statements.

We reserve the right to review, edit or remove comments on our social media sites that do not conform to these guidelines.

**Endorsements.** Federal Trade Commission regulations restrict how an employee can use social media to endorse an employer's products or services. Any time employees endorse Cord (including on a blog, tweet, a Facebook® page or other social media site), employees **must disclose** their employment relationship.

**Other Use of Social Media at Work.** You may not use social media while on work time or on work equipment, unless it is work-related and authorized by a manager. Do not use Cord email addresses to register on social networks, blogs or other online tools utilized for personal use.

#### **4.12 Solicitation and Distribution**

Non-employees are not permitted to solicit or distribute on Cord property at any time.

#### **4.13 Telephone Use**

We recognize you may occasionally need to make and receive personal calls during work hours. Because we depend on our phones for doing business, we request that you limit these calls, and when possible, make personal phone calls during your lunch break.

#### **4.14 Workplace Inspections**

We reserve the right to search and inspect Cord owned or controlled property, equipment, and premises including, but not limited to, all work areas, desks, offices, file cabinets, vehicles, and storage areas. We reserve the right to inspect and search electronic resources such as computers, networks, servers, Internet services, e-mail, voicemail, text messages, instant messages, office and cell phones, scanners, copy machines, and fax machines in accordance with the Computer and Communications Systems Policy. We also reserve the right to inspect employee-owned property that is brought onto Company premises or job sites and that is used in connection with work on behalf of the Company. A refusal to cooperate in an inspection may result in disciplinary action up to and including termination of employment.

#### **4.15 Gift Policy**

The purpose of this policy is to establish a procedure for maintaining professional boundaries between Cord Construction and its subcontractors and vendors so as not to contaminate the bidding environment while acknowledging that building and maintaining positive vendor relations involves some participation on Cord's part.

At no time should any employee of Cord Construction Company solicit any form of gift from any vendor/subcontractor. Any time a subcontractor or vendor approaches a Cord employee with any type of gift or event participation, acceptance would require approval in advance by the Department Head.

Examples of items that typically would be approved:

- Lunches;
- Golf outings;

- Baseball games;
- Holiday gifts such as hams, turkeys, food, etc.; and
- Items that have a value of less than \$100.

Examples of items that typically would NOT be approved:

- Overnight events such as trips, vacations, etc.;
- Use of subcontractor or vendor equipment;
- Excessive or repetitive events; and
- Items that have a value of \$100 or greater.

Notify your supervisor before scheduling any work to be done by a Cord subcontractor at your house.

Please keep in mind that many Cord customers select Cord for their building projects because we are able to maintain an objective position regarding subcontractors and vendors. If at any time a customer or potential customer might perceive that this process is contaminated due to a questionable relationship with a subcontractor or vendor, then we have damaged the relationship with our customer.

#### **4.16 Project Security**

Due to the nature of the projects we work on, it is necessary to keep information classified on a "need to know" basis. Cord cannot afford to have potential customer leads known outside of this office. Please do not allow ANY outside visitors into the Estimating or CAD area. Meet with all visitors in takeoff room or a conference room. The information that is lying around in the Estimating area and CAD station is too important to let get out.

## **5. WORKPLACE SAFETY**

### **5.1 Workplace Injuries and Safety**

**Safety.** You are responsible to perform work in a safe and responsible manner. You must maintain your work area in a safe and workable condition. You must report to the Business Manager any tools, equipment, or machines that are unsafe or not in workable condition. If the Business Manager does not take immediate corrective action, you should refuse to use the tool or work under this unsafe condition and report same to the Cord Safety Officer, Jim Kutz.

**Reporting Workplace Injuries.** Any workplace injury or illness, no matter how slight, should be reported to your supervisor as soon you realize you have suffered a work-related injury/illness, typically no later than the end of your scheduled work day in which the injury/illness occurs or you realize you have suffered a work-related injury/illness. Failing or refusing to report a workplace injury or illness of which you are aware is a violation of this policy.

If medical treatment is required, you will be sent to an immediate care facility, or taken to an emergency room by ambulance as appropriate.

## **Rights and Protections.**

- You have the right to report work-related injuries and illnesses (please follow the reporting procedure listed above); and
- Employers are prohibited from discharging or in any manner discriminating against employees for reporting work-related injuries or illnesses.

### **5.2 Violence in the Workplace**

**Expected Employee Conduct.** We expect you to display common courtesy and engage in safe and appropriate behavior on the job at all times. Any involvement in physical violence or threats of violence is considered unacceptable behavior.

**Respect.** Interpersonal conduct or violent acts that injure, frighten, threaten, or exploit an individual show a lack of respect for your fellow employee. Such bullying and similar conduct are prohibited. Depending on the circumstances, such behavior may also violate the Sexual Harassment and Harassment Policy. Incidents of such behavior should be reported to your supervisor immediately

**Bullying.** Specifically, bullying is any unwanted offensive and malicious behavior which undermines an individual or group through persistently negative attacks. There is typically an element of vindictiveness and the behavior is calculated to undermine, patronize, humiliate, intimidate, or demean the other person. Examples of conduct or comments which may be bullying include:

- Engaging in verbal, written or physical threats and intimidation;
- Targeting an individual through persistent attacks and threats;
- Vandalizing personal belongings; and
- Spreading defamatory, malicious and untrue rumors, gossip or negative innuendo.

**Off-duty and Off-site Conduct.** You are responsible for your conduct on our premises, whether you are on or off duty. Our general rules of conduct and behavior expectations also apply any time you are working for or are representing Cord away from the office.

**Discipline.** We will promptly investigate any physical or verbal altercation, threats of violence, or other conduct that threatens the health or safety of other employees or the public. All physical altercations are treated as gross misconduct and can result in disciplinary action, up to and including immediate termination of employment.

## **6. WAGE AND HOUR POLICIES**

### **6.1 Employment Status**

We recognize the following categories of employment.

**Exempt Employees.** Exempt employees are ineligible for overtime pay. They are expected to work whatever hours are needed to ensure their work is completed in accordance with our requirements. As appropriate we observe the Department of Labor's "salary basis" regulations that provide (*with limited exceptions*) that exempt employees must receive their full weekly salary not subject to reduction because of variations in the quality or quantity of the work performed. Improper deductions from an exempt employee's salary are prohibited. If an

exempt employee believes he or she has been subject to an improper deduction, the employee is encouraged to contact his or her supervisor. If you are dissatisfied with the supervisor's response, you should address the issue with Craig Erdmier. Exempt employees will be reimbursed for any improper deductions. If there is a conflict or question between the policies in this Handbook and the Department of Labor regulations, the regulations will be controlling.

**Non-Exempt Employees.** Non-exempt employees are typically paid on an hourly basis. They are eligible for time-and-one-half their regular rate of pay for all hours worked in excess of 40 in a workweek. On occasion, we may require employees to work overtime. Additionally, when employees anticipate a need to work overtime they are required to obtain their supervisor's advance approval. Failure to obtain proper approval of overtime hours may result in disciplinary action. Non-exempt employees are required to maintain an accurate record of hours worked for payroll and record-keeping purposes.

**Regular Full-Time Employees.** Employees who are expected to work on a regular basis, but typically for an indefinite period of time. Employees who are regularly scheduled to work 40 or more hours a week are considered full-time. Regular full-time employees are eligible for benefits.

**Regular Part-Time Employees.** Employees who are expected to work on a regular basis, but typically for an indefinite period of time. Employees who are regularly scheduled to work fewer than 40 hours a week are considered part-time. Regular part-time employees may be ineligible for benefits.

**Pay Grades.** Pay grades include:

- Grade A – Part-time Employees;
- Grade B – Full-time Hourly Employees (non-exempt); and
- Grade C – Salaried Employees (exempt).

## **6.2 Evaluation Period**

All newly hired employees are on a ninety-day evaluation period. After ninety-days an evaluation will be made regarding the employee's performance and future status as a Cord employee. The successful completion of this period does not alter the employee's at-will status.

## **6.3 Overtime**

**Scheduling Overtime.** At times we may require non-exempt employees to work overtime. Non-exempt employees must have their supervisor's approval prior to working any overtime. The working of unauthorized overtime is prohibited. It is also improper for a non-exempt employee to work overtime, but not to record those hours worked.

**Overtime Pay Rate.** Overtime for non-exempt employees will be paid on all hours worked greater than 40 in a work week at a rate of one and one-half times your regular rate of pay. Holiday pay, PTO and similar pay is pay for time not worked and is not included in the 40 hours worked for overtime purposes.

**Exempt Employees.** Exempt employees may also work more than 40 hours in a work week; however, they are ineligible for overtime pay or compensatory time off.

#### **6.4 Pay Day**

Our work week for payroll purposes is Wednesday through Tuesday. We pay on a weekly basis, and payday is on Friday. If the pay day falls on a holiday, we typically pay on the preceding work day.

#### **6.5 Wage and Performance Reviews**

Wage and performance reviews are conducted annually in December.

#### **6.6 Time Recording Policy**

All employees are required to maintain an accurate daily record of hours worked. The inaccurate, late or false reporting of hours worked is a serious matter that will lead to discipline. You must record all hours worked. "Off clock" hours worked by non-exempt employees are prohibited.

Time records must be completed daily. If corrections or modifications must be made to your time record, a supervisor or a member of management must verify the accuracy of the changes by initialing the time record.

When turning in time please use the following labor codes:

Estimating: Labor Code 01-3116 All time up until the project is bid  
Project Management: Labor Code 01-3113 All time after the project has been bid  
Project Supervision: Labor Code 01-3114 Any field supervision work

Refer to current Labor Code List for all other Labor Codes.

#### **6.7 Work Schedules**

**Office Hours.** The normal Cord office hours are between 7:00 a.m. and 5:00 p.m. Monday through Friday with lunch between 12:00 and 1:00 p.m., unless otherwise arranged by management to meet workloads.

Cord employees who are assigned to work at the corporate office are to report there at the agreed time.

**Breaks.** Breaks and lunch are to be taken at assigned times.

**Changes to Work Hours.** Due to the nature of the construction business it will be necessary for any or all employees sometimes to work unusual hours, overtime, weekends and/or holidays. Management establishes a work schedule most efficiently to meet the workload and project schedule. In any event, all employees will be entitled to at least one full day's rest per week. The starting and/or finishing time may also vary from day to day and from job to job. This is the industry and the jobs we have chosen, so be advised, you will from time to time be required to work long hours and/or on weekends.

### **7. PAID TIME OFF AND LEAVES OF ABSENCE**

#### **7.1 Bereavement Pay**

**Eligibility.** Regular full-time employees and regular part-time employees are eligible for bereavement pay after successful completion of the Evaluation Period.

**Benefit.** Eligible employees receive three days off with pay upon the death of a spouse, child, parent, sibling, or grandparent.

If you are ineligible for bereavement leave, or if you wish to attend the funeral or services for someone other than an immediate family member, you should request approval from your supervisor. Under these circumstances you may use PTO to cover the absence; otherwise the leave will be without pay.

## **7.2 Domestic, Sexual, Gender, and Other Crime of Violence Leave**

Pursuant to the Illinois Victims' Economic Security and Safety Act ("VESSA"), we grant leave to our employees who are victims of domestic, sexual, gender, or other crime of violence or to those who have family or household members who are victims of domestic, sexual, gender, or other crime of violence and whose interests are not adverse to the employee as it relates to the domestic, sexual, gender, or other crime of violence based upon the following requirements, terms and conditions. "Family or household member" means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee and persons jointly residing in the same household a spouse, parent, son, daughter, and persons jointly residing in the same household.

**Eligibility.** All employees are eligible for leave under this policy.

### **Amount of Leave.**

- For leave due to domestic, sexual, gender, or other crime of violence, employees are entitled to a maximum of 8 weeks of leave during a 12-month period;
- For leave due to death of a family or household member who is killed in a crime of violence as described below, employees are entitled to no more than 10 workdays of leave, and such leave must be completed within 60 days after the date on which the employee receives notice of the death of the victim.

**Reasons for Leave.** An employee who is a victim of domestic, sexual, gender, or other violence or who has a family or household member who is a victim of domestic, sexual, gender, or other violence and whose interests are not adverse to the employee as it relates to the domestic, sexual, gender, or other violence may be entitled to leave for the following reasons. ("Family or household member" means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household.)

- Seeking medical attention for or recovering from physical or psychological injuries caused by domestic, sexual, gender, or other violence to the employee or the employee's family or household member;
- Obtaining services from a victim services organization for the employee or the employee's family or household member;
- Obtaining psychological or other counseling for the employee or the employee's family or household member;

- Participating in safety planning, temporarily or permanently relocating, or taking actions to increase the safety of the employee or the employee's family or household member from future domestic, sexual, gender, or other violence or ensure economic security;
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, sexual, gender, or other violence;
- Attending the funeral or similar service of a family or household member who is killed in a crime of violence;
- Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
- Grieving the death of a family or household member who is killed in a crime of violence.

**Notice.** You should give at least 48 hours' notice prior to the commencement of your leave, unless such notice is not practicable. If you cannot give 48 hours' notice, you must provide certification of your need for leave as described below.

**Certification.** We may require you to certify your right to VESSA leave by submitting a sworn statement and, if you have possession of such documents, you should provide:

- Documentation from an employee or volunteer of a victim services organization, an attorney, clergy member, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance; or
- A police or court record; or
- Other corroborating evidence.

You may choose which document to submit, and we will not request or require more than one document to be submitted.

**Confidentiality.** All information pertaining to the use, notice and certification of domestic and sexual violence leave provided to Cord shall be retained in the strictest confidence, except to the extent that disclosure is requested or consented to in writing by you or otherwise required by applicable law.

**Intermittent Leave.** Intermittent leave or reduced leave (i.e., taking leave in separate blocks of time, rather than leave for a continuous period of time) may be available.

**Unpaid Leave.** Domestic, sexual, gender, or other violence leave is without pay. You may decide, however, to substitute for VESSA leave an equivalent amount of PTO that you have available until such paid leave has been exhausted. In no situation may you duplicate benefits or attempt to use benefits simultaneously that would result in you receiving benefits greater than 100% of your base hourly or salary rate. The remaining weeks of leave will be without pay.

**Health and Medical Benefits.** During leave, your health benefits will be continued under the same conditions as if you had remained actively employed.

**Other Benefits.** During leave, other benefits do not continue to accrue.

**Reporting.** We may require you to report periodically, in writing, of your status and intention of returning to work upon completion of leave.



**Return to Work.** Upon completion of leave, we will restore you to the position you held prior to the leave, or to a substantially equivalent position, subject to exceptions as provided by law.

### **7.3 Holidays**

**Eligibility.** Grade B employees are eligible for holiday pay after successful completion of the Evaluation Period. Grade C employees are eligible for holiday pay upon hire. Eligible employee must work or use a PTO day the last workday preceding and the first workday following the holiday.

**Recognized Holidays.** We typically recognize 7 1/2 paid holidays a year. Each year we will publish a schedule listing the holidays we will be observing that year and the dates those holidays will be recognized.

- **After 10 Years of Service.** Eligible employees receive three additional paid holidays (Day after Thanksgiving, Christmas Eve and New Year's Eve);
- **After 15 Years of Service.** Eligible employees receive one and one-half additional paid holidays (1/2 day for Good Friday and the day before or day after Independence Day); and
- **Note.** Observance of holidays is subject to change when they fall on a weekend.

**Amount of Holiday Pay.** Eligible employees receive eight hours pay for a full holiday, and four hours pay for a half-day holiday.

Note that overtime is paid only for actual "hours worked" in excess of 40 hours in a workweek. Holiday pay is not payment for "hours worked" and, therefore, does not count toward 40 hours worked for overtime purposes.

**Religious Observance.** If you observe religious holidays other than our recognized holidays, please request that day off in advance with your supervisor. We will attempt to accommodate your request, absent any undue hardship. You may use other paid time off to cover absence, otherwise the time off is without pay.

### **7.4 Leaves of Absence**

**Purpose.** The intent of this policy is to specify when a leave of absence may be granted for reasons that do not qualify under statutory leaves and to identify the typical reasons for which a leave of absence is provided.

**Eligibility.** Generally, regular employees who have completed six months of employment are eligible to apply for a leave of absence. Granting of the leave is at our discretion and is subject to conditions stated in this policy.

**Practice.** Any eligible employee may apply for a leave of absence. The maximum amount of leave granted will depend upon the reason for which the leave is granted; however, leaves of absence typically will not exceed 60 days, subject to our Reasonable Accommodation policy. The usual accepted reasons for leave of absence are:

- **Medical.** An employee may qualify for a leave of absence for medical reasons due to illness, disability (including those related to maternity), or injury (work related or non-work related). The employee may qualify for leave of absence if the employee is unable to perform the essential functions of his/her job because of the employee's serious medical

condition. A medical statement from the treating physician must *accompany* the request to verify the need and estimated length of the leave. An employee will be required to present a fitness-for-duty medical exam upon the return from a personal medical leave.

- **Personal.** Leaves may also be granted for emergency personal or medical reasons. For the medical condition of a spouse, child or other family member, a medical statement from the treating physician must *accompany* the request to verify the need and estimated length of the leave.

**Requests for Leave.** Whenever possible you should request leave in writing at least 30 days in advance. A request due to a sudden accident or illness should be completed as soon as possible. Requests for leave are submitted to your supervisor and approved by both your supervisor and the Business Manager.

During your leave, it is important to keep us informed of any changes in your anticipated return to work date. It is also your responsibility to notify us when you plan to return to work, and provide any required documentation.

**Pay and Benefits.** Leaves of absence are without pay and will not be granted until all forms of paid time off have been exhausted.

**Return to Work.** Whenever possible, upon return from leave we will attempt to place employees in their former positions or positions of a similar nature; however, we cannot guarantee that a position will be available upon expiration of the leave of absence. If a suitable position is not available, an employee may be terminated.

## **7.5 Jury Duty Leave**

**Eligibility.** Grade B employees are eligible for paid Jury Duty Leave after successful completion of the Evaluation Period. Grade C employees are eligible for Jury Duty Leave pay upon hire.

**Benefit.** Eligible employees receive the difference between their regular pay and jury payments (up to a maximum of five days per year) upon receipt of proof of jury duty.

**Notice.** Employees must notify the Business Manager as soon as they receive their jury summons.

## **7.6 Other Leaves of Absence**

**Illinois Family Military Leave.** We recognize the sacrifice of men and women called to active military service. We also recognize the effect active duty service has on family members. This law provides certain leave for an eligible spouse, parent, grandparent or child of an individual called to military service lasting longer than 30 days with the State of Illinois or United States pursuant to the orders of the Governor of the State of Illinois or the President of the United States.

**Military Leave.** We support and respect those individuals who serve our country in the military. As a sign of that support, we will comply with the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Illinois Service Member Employment and Reemployment Rights Act.

## 7.7 Paid Time Off

Eligible employees receive Paid Time Off (PTO) based on the following.

**Eligibility.** Pay Grade B and C employees are eligible for PTO.

**Benefit Schedule.** Eligible employees earn PTO pro rata as follows. Eligible employees earn no PTO during the first 12 months of employment, but may have Illinois Paid Leave available

Months of service	PTO Days
12	5
15	6
18	7
21	8
24	10

**Use of PTO for Vacation Reasons.** Eligible employees may use PTO for vacation, rest and relaxation purposes.

**Use of PTO for Personal Reasons.** Eligible employees may use PTO for personal business, meaning business that cannot be conducted during the employee's regular non-working times (for example personal emergencies, dental appointments).

**Use of PTO for Illness or Injury Reasons.** Eligible employees may use PTO for illness or injury reasons, including:

- For their own illness, injury or medical appointment;
- For absences due to an illness, injury, or medical appointment of the employee's child, stepchild, spouse, domestic partner, sibling, parent, parent-in-law, grandchild, grandparent, or stepparent (a "covered family member"); or
- For personal care of a covered family member.

**Scheduling PTO.** Except in cases of emergency, PTO of more than one day must be requested and scheduled at least two weeks in advance with your supervisor. A vacation calendar will be kept to prevent too many people from the same department or with similar responsibilities from being absent on the same day(s).

Please note that a request submitted two weeks or more prior to the date requested does not guarantee that it will be approved. Requests will be evaluated based on current workloads and/or previous requests from other employees. Requests that are not made with the required advance notice will be reviewed on a case-by-case basis.

**Payment.** PTO is paid at your regular rate of pay. Note that overtime pay is paid only for actual "hours worked" in excess of 40 hours in a workweek. PTO is not payment for "hours worked" and, therefore, does not count toward 40 hours worked for overtime purposes for non-exempt employees.

## **Additional PTO Rules.**

- PTO must be taken during the calendar year in which it is awarded. Unused PTO days not used by the end of the year will be forfeited; provided however, that an employee may carry over up to five days (40 hours) of PTO from one year to the next;
- Employees do not receive cash payment in lieu of taking PTO; and
- Employees receive payment for all earned but unused PTO upon termination of employment.

## **7.8 Illinois Paid Leave**

*Except for leaves or time off that qualify and are elected under this Illinois Paid Leave Policy, we require employees to provide advance notice of leave, and/or compliance with call in procedures under the Attendance Policy and other leaves of absence policies as set forth in those policies. For such other leaves, we may also require a reason and documentation of the need for an absence, or leave of absence. For notice and other requirements under the Illinois Paid Leave Policy, please see the policy below.*

**Eligibility.** All employees are eligible for Illinois Paid Leave.

**12-Month Period.** The Illinois Paid Leave benefit will be based on the “12-Month Period” which is the calendar year, January 1 – December 31.

**Leave Benefit.** Employees with regular work schedules of at least 1,600 hours worked in the 12-Month Period receive 40 hours of Illinois Paid Leave. Employees with regular work schedules of fewer than 1,600 hours worked in the 12-Month Period receive fewer paid leave hours pro rata based on one hour of paid leave per 40 hours worked, up to a total 40 hour paid leave benefit per 12-Month Period.

We will frontload paid leave hours on an employee’s first day of employment, and on the first day of each 12-Month Period thereafter. If an employee’s schedule changes with an increase in hours, or if an employee works more hours than anticipated we will load additional leave at a rate of one hour of paid leave for every 40 hours worked, up to a total 40 paid leave hours for the 12-Month Period. For employees working less than 12 months in their initial calendar year, we will frontload a lesser pro rata share for the balance of the calendar year.

**Scheduling Leave.** Requests for Illinois Paid Leave, if foreseeable, must be provided with seven calendar days’ notice. If the need for leave is unforeseeable, requests for Illinois Paid Leave must be made as soon as practicable.

Notice of the need for leave must be provided to the immediate supervisor either orally or in writing (including electronic means).

Illinois Paid Leave cannot be used during the first 90-days of employment. Employees may use no more than 40 hours of Illinois Paid Leave in the calendar year.

**Reason for Leave.** Illinois Paid Leave may be taken for any reason of the employee’s choosing. We will not require you to provide a reason for such leave, or documentation or certification as proof of, or in support of the need for Illinois Paid Leave. So we can properly track Illinois Paid Leave use, however, we may ask you if you are using Illinois Paid Leave to cover an absence. You may request to use other types of leave provided by us or under State

law before using Illinois Paid Leave. For absences or leaves of absence other than Illinois Paid Leave, we may require a reason or documentation, compliance with our Attendance Policy, or compliance with the other leave policies.

### **Other Requirements.**

- Frontloaded unused Illinois Paid Leave days do not carryover from calendar year to calendar year;
- Illinois Paid Leave balances are not paid out upon termination of employment;
- Illinois Paid Leave is paid at an employee's hourly rate of pay, or the hourly equivalent for salaried employees; and
- Illinois Paid Leave must be used in a minimum increment of two hours.

## **8. BENEFITS**

**Please note:** If there is any conflict between the terms of any benefit plan described in this handbook and the terms of any benefit plan as described in the plan's summary plan description or plan document, the terms of the summary plan description or plan document shall be controlling. For more detailed information about your benefits, you are encouraged to consult those documents.

Cord Construction has the discretionary authority to determine eligibility for benefits under its benefit plans and/or to construe the terms of those plans, including any paid time off.

Although Cord Construction intends to continue its benefit plans, it realizes that unforeseen issues may prevent that from happening. For that reason, Cord Construction reserves the right to amend, restate or terminate its benefit plans.

### **8.1 Insurance Plans**

We currently provide a variety of insurance plans for the benefit of eligible employees, including:

- Health Insurance;
- Dental Insurance;
- Disability Insurance;
- Life Insurance; and
- Vision Plan.

Eligibility for participation and benefits paid under the insurance plans are described in the plans' Summary Plan Descriptions. Please refer to the Summary Plan Description for additional information, or contact the Business Manager.

### **8.2 Profit Sharing Plan**

We have adopted a Profit Sharing Plan to provide eligible employees with additional tax-deferred retirement savings.

### **8.3 Retirement Plan**

We maintain a 401(k) retirement plan for eligible employees. The Plan helps employees prepare financially for their retirement. Eligibility for participation and benefits paid under the plan are described in the plan's Summary Plan Description.

#### **8.4 Seminar Participation**

We will pay the seminar cost and travel expenses for employee participation in any pre-approved job-related seminar. Job-related seminars must benefit both the employee and Cord. Employees must receive written pre-approval from their immediate supervisor.

Participating employees must present a summary of the material covered to their supervisors and make any seminar books, tapes or other materials available to other employees.

#### **8.5 Tuition Reimbursement Program**

**Who Is Eligible for the Tuition Reimbursement Program?** Regular full-time employees are eligible for the Program after one year of continuous service.

**What Costs Are Covered?** Courses taken at any accredited college or university are generally acceptable. Course credits must be eligible to apply toward an associate's, bachelor's, master's, or doctoral degree. Courses may be completed through traditional classes or through non-traditional programs such as on-line or other distance-learning programs. In order to qualify for reimbursement, courses must be related to our operations, and approved by us.

All requests require advanced written approval from the employee's immediate supervisor.

In addition to tuition, expenses eligible for reimbursement include fees, books, supplies, and equipment. The following expenses are ineligible for reimbursement: tools or supplies which may be retained by the employee after completion of a course; meals; lodging; or transportation.

**When Will I Be Reimbursed?** Reimbursement checks will be provided to employees after successful completion of the course and after all necessary documentation has been submitted. Documentation must be submitted no later than 60 days after course completion.

We will require an employee to provide proper documentation for verification purposes before paying reimbursement benefits. Providing false information may result in loss of eligibility for Tuition Reimbursement Program benefits and/or disciplinary action.

**§127 Plan.** It is our intent that this Program qualify as an Educational Assistance Program under §127 of the Internal Revenue Code. Benefits under this Program are tax-free. Adhering to Program requirements is critical to our ability to offer this tuition reimbursement benefit.

**Requirements for Standard Reimbursement.** Reimbursement will be awarded if the employee receives at least a "C" grade in the course, or a "pass" for a pass/fail graded course.

**Annual Maximum Tuition Reimbursement.** The maximum annual benefits under the Program are:

- \$3,000 for associate's and bachelor's degree courses and programs; and
- \$5,000 for master's or doctoral degree courses and programs.

Expenses such as text- or on-line books, class registration, and lab fees are eligible for reimbursement and included in the annual maximum.

**Commitment/Repayment.** Employees who receive tuition reimbursement are required to fulfill a three year work commitment after completion of the class. If the employee voluntarily terminates employment and does not fulfill this three-year commitment, then benefits received under the Tuition Reimbursement Program must be repaid to Cord Construction based on the termination date and the following repayment schedule:

- Within 12 months 100% reimbursement;
- More than 12 months 66.33% reimbursement;
- More than 24 months 33.33% reimbursement; and
- After 36 months 00.00% reimbursement.

**Plan Termination and Interpretation.** Although we intend to continue this Program, we realize that unforeseen issues may prevent that from happening. For that reason, Cord reserves the right at any time to amend, restate or terminate this benefit plan. We also have the full and absolute discretionary authority to determine eligibility for benefits under this plan and/or to construe the terms of this plan.

## **9. PERFORMANCE MANAGEMENT AND TERMINATION**

### **9.1 Discipline**

Our employees are responsible individuals who can be expected to observe basic rules of good conduct and behavior. There are times, however, when problems arise. For that reason, it is necessary to have guidelines to address those situations. The following rules are designed to protect the welfare of employees and to promote a safe and efficient work place. Of course, no list of rules can address every possible situation. Common sense and reasonable behavior should be your guide. The “Standards of Conduct” section below contains a partial list of work rules, the violation of which may lead to discipline or discharge. We reserve the right to discipline or discharge employees for reasons not listed below. Whenever an employee's conduct or actions are contrary to these work rules or other policies or procedures, it may be necessary to implement disciplinary measures. We evaluate each case of misconduct and take those steps we deem necessary and appropriate. Performance management may include counseling or coaching. If we determine discipline is necessary or appropriate, actions may include verbal or written warnings, suspension, or termination. We, in our sole discretion, will determine what level of performance management or discipline is appropriate. At all times our relationship is employment-at-will.

### **9.2 Standards of Conduct**

Workplace rules are necessary to promote a safe, efficient, and well run organization. Many of these rules are common sense and may not even need to be stated; however, we want our expectations of employee behavior to be clear. The following Standards of Conduct are not all-inclusive, but rather are intended to serve as an illustration of unacceptable conduct that will not be tolerated in the workplace. We reserve the right to discipline or discharge for reasons not listed below.

- Falsifying any work record;
- Provoking or instigating a fight during work hours or on Company premises;
- Engaging in the theft of any Company or employee property;
- Engaging in insubordination;

- Engaging in the illegal possession or sale of drugs or controlled substances, or other violation of the Drug Abuse and Testing Policy;
- Being under the influence of drugs or alcohol on the job in violation of the Drug Abuse and Testing Policy;
- Smoking in violation of the Smoking Policy;
- Engaging in excessive tardiness or absenteeism;
- Violating the Computer and Communication Systems Policy;
- Performing a job inadequately;
- Violating the Sexual Harassment and Harassment Policy;
- Possessing any Cord tools, vehicles and/or equipment for personal use, without prior authorization;
- Removing any materials from a job site regardless of whether or not those items are considered "scrap". Under no circumstances are any materials to be taken by any employee for personal use without first receiving permission from the Business Manager or the Superintendent
- Violating any of the other "Employment Policies" listed in this Handbook; and
- Taking any other action not listed above which Cord Construction believes warrants discipline or discharge.

### **9.3 Resignation**

We ask manager level employees to provide at least 30 days' notice of resignation. We ask all other employees to give at least two weeks' notice prior to resignation of employment. All voluntary resignations should be submitted in writing to your supervisor. You are to return all Cord Construction property in good condition no later than your last day of work.

### **9.4 Six Month Absence**

An employee who has been absent from work for whatever reason or reasons for a period exceeding six consecutive months will typically be terminated from employment, subject to our Reasonable Accommodation Policy and any undue hardship.