Employee Handbook

(GA)

**Effective Date:** January 1, 2017

# ABOUT THIS HANDBOOK / DISCLAIMER

We prepared this handbook to assist you in finding the answers to many questions that you may have regarding your employment with Sentry Installations, LLC. Please take the necessary time to read it.

We do not expect this handbook to answer all of your questions. Your Supervisor and the HR Manager also will be a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative, is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. Sentry Installations, LLC adheres to the policy of employment at will, which permits the Company or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice.

Employment at-will may only be altered IN AN INDIVIDUAL CASE OR GENERALLY in writing signed by the President of the Company.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Company documents. These Company documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will.

This handbook supersedes all prior handbooks.

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# Section 1 - Governing Principles of Employment

## 1-1. Welcome Statement

For those of you who are commencing employment with Sentry Installations, LLC ("Sentry Installations, LLC" or the "Company"), on behalf of Sentry Installations, LLC, let me extend a warm and sincere welcome. We hope you will enjoy your work here. We are glad to have you with us.

For those of you who have been with us, thank you for your past and continued service.

I extend to you my personal best wishes for your success and happiness here at Sentry Installations, LLC. We understand that it is our employees who provide the services that our customers rely upon, and who will grow and enable us to create new opportunities in the years to come.

Work Safely,

***Laura Terry***

*President*

## 1-2. Equal Employment Opportunity

Sentry Installations, LLC is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Company will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let your Supervisor know.

The Company will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Company's operations. If you wish to request such an accommodation, please speak to the Operations Manager, Jeff Terry.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their Supervisor. Note: If your Supervisor is the person toward whom the concern is directed, you should contact the President. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

## 1-3. Non-Harassment

It is Sentry Installations, LLC's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Operations Manager. Note: If your Supervisor or the Operations Manager is the person toward whom the complaint is directed, you should contact the President. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

## 1-4. Sexual Harassment

It is Sentry Installations, LLC's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Note that there is a wide range of what could be considered inappropriate behavior under this policy even though such behavior may not be considered illegal. For this reason, a violation of this policy may lead to disciplinary action whether or not it violates the law.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Operations Manager. Note: If your Supervisor or the Operations Manager is the person toward whom the complaint is directed, you should contact the President. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

## 1-5. Workplace Violence

Sentry Installations, LLC is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

We do not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally

### Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company premises.

### Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom you feel comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

## 1-6. Drug and Alcohol Testing Policy

If at any time Sentry Installations, LLC has reasonable suspicion to believe that anyone is in violation of this policy, they will be requested to submit to a medically supervised test. Any individual refusing to submit to any test as required by supervision may be discharged and/or denied access to our property. A positive test result, that an individual was given on company time, while having drugs and/or alcohol in their system will receive immediate disciplinary action up to and including termination,.

It is our policy that Sentry Installations, LLC will administer drug screening:

* As a Condition of Employment- (Pre-employment)
* For Reasonable Suspicion
* Post-Accident on all job related injuries (to include all persons involved)

Sentry Installations, LLC reserves the right to conduct annual/random drug/alcohol testing as we deem it necessary for the safety of our employees and jobsites.

## 1-7. Anti-Drug/Alcohol Program and Policy

### Alcohol

It is the policy of Sentry Installations, LLC that no employee shall be in possession alcoholic beverages while on any work sites or company property to include hotel rooms directly related to the performance of work off site. Furthermore, no employee shall report to work while under the influence of alcohol. Violation of this policy will result in immediate disciplinary action up to and including termination.

Sentry Installations, LLC has a strict NO ALCOHOL policy while working out of town there are NO EXCEPTIONS to this policy.

Drugs

Any medication consumed by an employee that has the potential to endanger the employee or other employees will be brought to the attention of Sentry Installation, LLC. If the medication can pose a hazard to the safety of the employee or their co-workers, the employee's duties will be modified (when possible) until such time as they can resume full and safe work practices. If alternate duties are not available, the employee may be subject to a temporary lay-off. The use of medication prescribed for another person is drug abuse, and the penalty will be the same as that of illegal drugs.

### Search

Individuals, property, equipment and storage areas are subject to search, including individuals entering or leaving the properties owned by, or where Sentry Installations, LLC is performing work. Additionally, all areas, equipment, personal work space and storage facilities including, but not limited to, desks, lunch and tool boxes, lockers, storage bins, etc. are subject to search. Automobiles entering the property, in use on the property and exiting the property will be subject to search. Any individual refusing to permit a search of their person, property, vehicle, or controlled work area may be discharged and/or denied access to our properties.

# Section 2 - Operational Policies

## 2-1. Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

**Full-Time Employees** - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

**Part-Time Employees** - Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.

**Short-Term Employees** - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term Employees generally are not eligible for Company benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. You will be informed of your classifications upon hire and informed of any subsequent changes to your classifications.

## 2-2. Trial Period

The first three months of your employment is an introductory period. This is an opportunity for the Company to evaluate your performance. It also is an opportunity for you to decide whether you are happy being employed by the Company. The Company may extend the introductory period if it desires. Completion of the introductory period does not alter an employee's at-will status.

Sentry Installations, LLC will conduct a formal performance review at the end of the introductory period. On your 91st day you will be eligible for some of the Company’s benefits.

## 2-3. Your Employment Records

In order to obtain your position, you provided us with personal information, such as your address and telephone number. This information is contained in your personnel file. Please keep your personnel file up to date by informing Management of any changes. Also, please inform Management of any specialized training or skills you may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect your withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach you in a crisis could cause a severe health or safety risk or other significant problem.

## 2-4. Employee Service Credit

"Length of service" refers to the length of time that our employees spend as active full-time or part-time employees with Sentry Installations, LLC. Service begins on the day you become a full-time or part-time Employee.

Length of service may be used in determining certain employee benefits, such as time-off benefits. Employees will not lose credit for service with the Company provided their last day of service was within 30 days of again becoming an active employee.

## 2-5. Working Hours and Schedule

Sentry Installations, LLC normally is open for business from 6:00 a.m. to7:00 p.m., Monday through Friday. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule.

To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis. In the event of a rainy day during the week, the following Saturday becomes a regular work day.

Employees will be provided meal and rest periods as required by law. Your Supervisor will provide further details. We will also try to notify you of a final decision for Weekend work the Wednesday prior to the weekend.

## 2-6. Timekeeping Procedures

Supervisors will record the actual time worked for payroll and benefit purposes to the closest ¼ hour. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business. Non-exempt employees may not start work until their scheduled starting time.

It is your responsibility to verify your time record to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.

## 2-7. Overtime

Like most successful companies, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Your Supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide you with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization. Hours in excess of 60 per pay period will be authorized only by a Project Manager or above.

## 2-8. Safe Harbor Policy for Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors.

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the Company. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, unless state law requires otherwise, your salary can be reduced for the following reasons:

* Full-day absences for personal reasons.
* Full-day absences for sickness or disability.
* Full-day disciplinary suspensions for infractions of our written policies and procedures.
* Family and Medical Leave absences (either full- or partial-day absences).
* To offset amounts received as payment from the court for jury and witness fees or from the military as military pay.
* The first or last week of employment in the event you work less than a full week.
* Any full work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

* Partial day absences for personal reasons, sickness or disability.
* Your absence on a day because your employer has decided to close a facility on a scheduled work day.
* Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work (subject to any offsets as set forth above).
* Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to your accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your Supervisor. If the Supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Operations Manager or any other Supervisor in the Company with whom you feel comfortable.

## 2-9. Your Paycheck

You will be paid weekly for all the time you have worked during the past pay period.

Your payroll stub itemizes deductions made from your gross earnings. By law, the Company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received.

If you believe there is an error in your pay, bring the matter to the attention of the Management Team immediately so the Company can resolve the matter quickly and amicably.

Your paycheck will be given only to you, unless you request that it be mailed, or authorize in writing another person to accept your check for you.

Employees can also access pay information on [www.MyADPResource.com](http://www.MyADPResource.com) or by contacting the Employee Service Center at 800-416-6131 or [ESC.Resource@adp.com](mailto:ESC.Resource@adp.com).

## 2-10. Direct Deposit

Sentry Installations, LLC strongly encourages employees to use direct deposit. Authorization forms are available from Management.

## 2-11. Record Retention

The Company acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Company and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the HR Manager to inform them of a potential or actual litigation, external audit, investigation or similar proceeding involving the Company that may have an impact on record retention protocols.

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## Section 3 – Benefits

# 3-1. Holidays

Full-time employees will be paid for the following holidays:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the vacation day, or the eligible employee will receive an additional vacation day at the option of the Company.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the leave day, or the eligible employee will receive an additional day off at the option of the Company.

## 3-2. Vacation Days

After one year of employment, fulltime employees are allotted 40 hours of paid vacation which can be taken at any time with two (2) weeks’ notice and approval from management.

After you have received your initial 40 hours, your vacation will renew at the beginning of each calendar year. If you resign or are terminated prior to April 1st of the calendar year any vacation time will be forfeited. If your employment is terminated after April 1st of the calendar year you will be paid on a prorated basis for the current year based on seniority date and length of service.

After five (5) years of service, fulltime employees are allotted a second 40 hours of paid vacation which can be taken at any time with two (2) weeks’ notice and approval from management. The second period of 40 hours cannot directly precede or follow the first 40 hours of paid vacation, and no employee will be allowed more than a seven ( 7) day period of consecutive vacation unless approval is granted from the Operations Manager.

Vacation time unused at the end of the calendar year will be paid prior to the closing of the year and will not carry forward into the New Year.

## 3-3. Sick Days

Full time employees who have been employed for three (3) years will receive 40 hours of paid sick leave on their employment anniversary. Sick leave can be taken for an absence due to illness, death of a family member or the birth of a child. No other undocumented absences are applicable to paid sick time. An employee’s sick time will renew on their anniversary date each year and can carry over from year to year.

## 3-4. Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your Supervisor. Failure to follow Company procedures may affect your ability to receive Workers’ Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### Injuries

It is the responsibility of each employee to immediately report an injury, regardless of how minor, to their direct supervisor or office staff. Sentry Installations, LLC’s goal is that we all work safe and injury free. We understand that accidents do happen, however it is the best interest to the Company and employee if these matters are reported immediately. Any employee that does not report or works in an unsafe manner will be immediately subject to disciplinary actions up to and including termination.

## 3-5. Jury Duty Leave

Sentry Installations, LLC realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. You are expected, however, to provide the Company with proper notice of your request to perform jury duty and with your verification of service. You also are expected to keep management informed of the expected length of your jury duty service and to report to work for the major portion of the day if you are excused by the court. If the required absence presents a serious conflict for management, you may be asked to try to postpone your jury duty. Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which they perform any work for the Company.

## 3-6. Bereavement Leave

We know the death of a family member is a time when you wish to be with the rest of your family. If you are a full-time employee and you lose a close relative, you will be allowed time off of up to three (3) days unpaid with no repercussions to assist in attending to your obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic partner, child, parent, sibling or any other relation required by applicable law. Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. You must inform your Supervisor prior to commencing bereavement leave. In administering this policy, the Company may require verification of death.

## 3-7. Voting Leave

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, your immediate Supervisor or the HR Manager should be notified at least two days prior to the voting day.

## 3-8. Employee Assistance Program (EAP)

Sentry Installations, LLC provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained by contacting an EAP counselor at (888) 231-7015.

## Section 4 - Leaves of Absence

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## 4-1. Personal Leave

Sentry Installations, LLC, under certain circumstances, may grant you a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and you are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. Your request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as your performance and attendance records. Normally, a leave of absence will be granted for a period of up to four (4) weeks. However, a personal leave may be extended if, prior to the end of your leave, you submit a written request for an extension to management and the request is granted. During your leave, you will not earn vacation, personal days or sick days. We will continue your health insurance coverage during your leave if you submit your share of the monthly premium payments to the Company in a timely manner, subject to the terms of the plan documents.

When you anticipate your return to work, please notify management of your expected return date. This notification should be made at least one week before the end of your leave.

Upon completion of your personal leave of absence, the Company will attempt to return you to your original job, or to a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of your availability to return to work, failure to return to work when notified, or your continued absence from work beyond the time approved by the Company will be considered a voluntary resignation of your employment.

## 4-2. Military Leave

If you are called into active military service, or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity, or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Please ask management for further information about your eligibility for Military Leave.

If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give management as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away.

## 4-3. Employee Insurance

Health insurance is available through your employer after you become a full-time permanent employee. On your 91st day of work, or after, you will be eligible to join our group health plan. Please speak with a Supervisor for more information.

## 4-4. 401K Saving Plan

Upon your first full year, you will be eligible to take advantage of our matching 401K savings plan. The Company will match up to 4% of your gross salary in contributions to your retirement. Please speak with a Supervisor for more information.

## Section 5 - General Standards of Conduct

## 5-1. Workplace Conduct

Sentry Installations, LLC endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.

2. Stealing, removing or defacing Sentry Installations, LLC property or a co-worker's property, and/or disclosure of confidential business information.

3. Falsely reporting your or another employee's time records.

4. Violation of safety rules and policies. (See Safety Manual for further explanation)

5. Fighting, threatening or disrupting the work of others or other violations of Sentry Installations, LLC's Workplace Violence Policy.

6. Failure to follow lawful instructions of a Supervisor.

7. Failure to perform assigned job duties.

8. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.

9. Gambling on Company property.

10. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.

11. Wasting work materials.

12. Performing work of a personal nature during working time.

13. Violation of the Solicitation and Distribution Policy.

14. Violation of Sentry Installations, LLC's Harassment or Equal Employment Opportunity Policies.

15. Violation of the Communication and Computer Systems Policy.

16. Unsatisfactory job performance.

17. The unlawful or unauthorized use, abuse, solicitation, distribution, theft, possession, transfer, purchase, or sale of drugs, drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises), or while representing the Company, reporting to work or remaining on duty after using drugs or alcohol in any amount that adversely affects the employee’s ability to perform the functions of the job. Please refer to your Company’s specific policy (if any) for additional information.

18. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Sentry Installations, LLC reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, Sentry Installations, LLC will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

## 5-2. Attendance Policy

We operate on the assumption that every individual under our employment will be available for work and in good health at the specified time each day. We do, however, understand that from time to time problems will arise preventing you from working on a given day. The key to maintaining our schedule in the wake of manning problems is entirely dependent upon good communication.

Make every effort possible to call and notify the office and your immediate supervisor of any problems you have in reporting for work. Bear in mind at all times that regardless of the reason, absences affect your good standing with the company. Excessive absences or tardiness will not-be tolerated. Also, keep in mind that a text message is an unacceptable way to communicate with management if you are running late or going to be absent from work.

All attendance infractions will be measured by a ninety calendar day period. At the occurrence of the third infraction, i.e. late or absent, within 90 calendar days, a verbal reprimand will be given. On the fourth offense within a 90 day period a written warning or a one day suspension will be given. Upon the fifth offense within the same 90 day period, the employee will be suspended for no less than one day and no more than three days. If a sixth offense occurs within a 90 day period and no formal documentation has been presented in defense of the employee, the employee will be terminated.

Once disciplinary action has been initiated against an employee, the employee will be considered on probationary terms. No raises or other compensation will be made until the employee returns to a good standing with the company. These guidelines are set up for the benefit of both the employee and the employer. We hope this letter will serve to inform you of this policy and if there are any questions please feel free to contact your supervisor for more information.

## 5-3. Use of Communication and Computer Systems

Sentry Installations, LLC's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the Sentry Installations, LLC systems.

Sentry Installations, LLC may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The reasons for which the Company may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during an employee's absence.

Further, Sentry Installations, LLC may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, are appropriate. The reasons for which the Company may review employees' use of the Internet with Company property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during an employee's absence.

The Company may store electronic communications for a period after the communication is created. From time to time, copies of communications may be deleted.

The Company's policies prohibiting harassment, in their entirety, apply to the use of Company's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by federal, state or local law.

Further, since the Company's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

## 5-4. Use of Social Media

Sentry Installations, LLC respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar sites, including but not limited to Facebook and LinkedIn. However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking, Twitter or similar sites during working time or at any time with Company equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar sites.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar sites or on someone else's, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Company's position. This is necessary to preserve the Company's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar sites. For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden. Company policies apply equally to employee social media usage. Employees should review their Employee Handbook for further guidance.

Sentry Installations, LLC encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including termination.

## 5-5. Personal and Company-Provided Portable Communication Devices

Company-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the Operations Manager to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Company-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If an employee who uses a personal PCD for business resigns or is terminated, the employee will be required to submit the device to the Operations Manager for resetting on or before his or her last day of work. At that time, the Operations Manager will reset and remove all information from the device, including but not limited to, Company information and personal data (such as contacts, e-mails and photographs). The Operations Manager will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the Operations Manager on or before their last day of work for resetting and removal of Company information. This is the only way currently possible to ensure that all Company information is removed from the device at the time of termination. The removal of Company information is crucial to ensure compliance with the Company's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Company-issued device, the Company's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

### Portable Communication Device Use While Driving

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

## 5-6. Inspections

Sentry Installations, LLC reserves the right to require employees while on Company property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Company or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Company or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

## 5-7. Smoking

Smoking, including the use of e-cigarettes, is only allowed in designated areas on Company premises or Company vehicles. Company vehicles are to remain smoke free unless the Supervisor assigned to the vehicle allows smoking AND there is not a non-smoker who objects. Please report any violation of this policy immediately. Our upmost concern is the comfort and safety of ALL our employees.

5-8. Personal Visits and Telephone Calls

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas. Unless specifically authorized by management, cell phones and other PCD’s are to remain in the vehicle or otherwise stored during normal work hours.

## 5-9. Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. "Working time" is the time an employee is engaged, or should be engaged, in performing his/her work tasks for Sentry Installations, LLC. Solicitation of any kind by non-employees on Company premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of Companyis prohibited at all times. Distribution of literature by non-employees on Company premises is prohibited at all times.

## 5-10. Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin board. Make it a practice to review it frequently. This will assist you in keeping up with what is current at Sentry Installations, LLC. To avoid confusion, please do not post or remove any material from the bulletin board.

## 5-11. Confidential Company Information

During the course of work, an employee may become aware of confidential information about Sentry Installations, LLC's business, including but not limited to information regarding Company finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers, customers and potential customers. An employee also may become aware of similar confidential information belonging to the Company's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

## 5-12. Conflict of Interest and Business Ethics

It is Sentry Installations, LLC's policy that all employees avoid any conflict between their personal interests and those of the Company. The purpose of this policy is to ensure that the Company's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually, or potentially conflict, with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in, or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any employee who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization.
2. Holding any interest in an organization that competes with the Company.
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Company, or which competes with the Company.
4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Company.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Company.

## 5-13. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment is essential in accomplishing job duties, is often expensive, and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Company is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

## 5-14. Safety/ Personal Protective Equipment (PPE) Policy

Safety is one of the biggest concerns in our company. We believe that a safe work environment is essential to productivity and our bottom line. NEVER participate in an unsafe act, on any jobsite, for any reason. Immediately bring to our attention any unsafe practices/ equipment/scaffolding or working conditions so that we may correct them. Returning you home and the end of each work period safely is our number one goal and priority.

Sentry Installations, LLC believes this is important enough for all of us to share in, and below you will find a few policies for you, the employee, to help us keep a safe workplace.

Please make yourself aware of all safety regulations on each jobsite.

Be aware of your surroundings and others in your work areas.

Always wear your hard hat, vest, and safety glasses at all times, on every site. (Regardless of what everyone else is doing.)

Always wear you ID badge (when issued) at all times.

Safety Data Sheets (SDS) are kept in the 3-ring binder inside the warehouse office for each product we use as well as in the Job Trailer for each project under construction. Know the products you use.

Unsafe work practices may result in disciplinary action up to termination and/or monetary fines.

The following safety equipment will be dispensed to you annually at no cost to the employee. Unless the employee does not work a full 90 days and then the employee will be required to purchase these items at the prices listed.

|  |  |
| --- | --- |
| Hard Hat | $35 |
| Gloves | $12 |
| Safety Glasses | $10 |
| Reflective Vest | $25 |

In addition, all employees are required to have proper footwear, shirts with sleeves and long pants every day for work.

Proper footwear will be considered sturdy leather boots in good repair. Steel toe boots are not required but recommended. Each year employees will be afforded an opportunity to purchase boots through our boot repay program and the boot will be financed at no cost. Each employee will be able to purchase up to two (2) pair of boots each time.

The following Safety equipment will be issued only as needed but will carry the same responsibility of your regular PPE.

* Safety Harness
* Respirator
* Face Shield
* Rain Suit
* Chemical protective
* Gloves, etc.

Any other safety device deemed necessary for the safe completion of a task.

Every individual employee is responsible for their PPE. If you leave it at a job site, home, or in your vehicle you may not be unable to work that day. In addition, you may be required to purchase replacement equipment and/or subject to disciplinary action.

***We take your safety seriously, and we expect you to as well.***

## 5-15. Employee Dress and Personal Appearance

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire.

In an effort to promote professionalism at every level we ask that you wear clean clothes each day with a belt and a shirt of appropriate length to be tucked in.

## 5-16. Publicity/Statements to the Media

All media inquiries regarding the position of the Company as to any issues must be referred to the President. Only the President is authorized to make or approve public statements on behalf of the Company. No employees, unless specifically designated by the President are authorized to make those statements on behalf of Company. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from the President.

5-17. Operation of Vehicles

All employees authorized to drive Company-owned, leased vehicles, or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. If for any reason, an employee loses their driving privileges they will be placed on probation and will be ineligible for benefits, pay increases, promotions, paid holidays, and/or voluntary overtime hours.

A valid driver's license must be in your possession while operating a vehicle off or on Company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Traffic Citations as well as parking violations will not be paid for with Company funds and could lead the offender to further disciplinary action up to and including termination.

Company-owned or leased vehicles may be used only as authorized by management. The senior employee is responsible for driving, maintaining and servicing a company vehicle while in transport. Should the senior employee fail to meet the mentioned requirements, they will be subject to disciplinary action up to and including termination of employment.

If there is any damage to a company vehicle other than unavoidable maintenance issues, the employee will be held accountable for any financial burden that the Company may incur.

## 5-18. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your Supervisor, and may include, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to your Supervisor along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. You should contact your Supervisor in advance if you have any questions about whether an expense will be reimbursed.

## 5-19. References

Sentry Installations, LLC will respond to reference requests through Management . The Company will provide general information concerning the employee such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the HR Manager.

## 5-20. If You Must Leave Us

Should you decide to leave the Company, we ask that you provide your Supervisor with at least two (2) weeks advance notice of your departure. Your thoughtfulness will be appreciated.

All Company property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc. must be returned at separation. Employees also must return all of the Company's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Company (through payroll deduction, if lawful) for any lost or damaged Company property.

As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

## 5-21. Exit Interview

Employees who resign are requested to participate in an exit interview with the Operations Manager, if possible.

## 5-22. A Few Closing Words

This handbook is intended to give you a broad summary of things you should know about Sentry Installations, LLC. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Sentry Installations, LLC, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Please do not hesitate to speak to management if you have any questions about the Company or its personnel policies and practices.

# General Handbook Acknowledgment

This Employee Handbook is an important document intended to help you become acquainted with Sentry Installations, LLC. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

**I have received and read a copy of Sentry Installations, LLC's Employee Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Company at any time.**

**I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.**

**I understand that no contract of employment other than “at will” has been expressed or implied, and that no circumstances arising out of my employment will alter my “at will” status except IN AN INDIVIDUAL CASE OR GENERALLY in a writing signed by the President of the Company.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee Handbook.**

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

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

# General Handbook Acknowledgment

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**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee Handbook.**

Employee's Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

# Receipt of Sexual Harassment Policy

It is Sentry Installations, LLC's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Note that there is a wide range of what could be considered inappropriate behavior under this policy even though such behavior may not be considered illegal. For this reason, a violation of this policy may lead to disciplinary action whether or not it violates the law.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Operations Manager. Note: If your Supervisor or the Operations Manager is the person toward whom the complaint is directed, you should contact the President. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Sentry Installations, LLC's Sexual Harassment Policy.

Employee's Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

# Receipt of Non-Harassment Policy

It is Sentry Installations, LLC's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Operations Manager. Note: If your Supervisor or the Operations Manager is the person toward whom the complaint is directed, you should contact the President. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Sentry Installations, LLC's Non-Harassment Policy.

Employee's Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.