

# Employee Handbook



REALFINE PAINTING LLC

1 BARLOW RD SW LAKEWOOD, WA 98499

253-651-4908

info@realfinepainting.com

## Section I. Acknowledgement

### ACKNOWLEDGEMENT

This handbook is not part of a contract. No employee has any contractual right to the matters in this handbook. Your employment is "at will". You are free to voluntarily end your employment at any time. All employees go through a 30 day probation period before full employment is offered. Realfine Painting LLC ("Realfine Painting" or the "Company") retains the right to end employment with or without cause as it sees necessary. Only the Owner of the Company has the authority to agree to employment for any specified period of time or to make any agreement differences to the handbook.

By signing my name below, I specifically acknowledge, agree and represent that I have received a copy of the employee handbook and all safety documents, benefits plan summary, Timesheet Mobile instructions, and maps associated with the handbook. I understand and acknowledge that I am responsible for reading the personnel policies and practices described within them. I understand that this handbook replaces any and all prior handbooks, policies, and practices of **Realfine Painting**. I will abide by the policies and procedures contained within the handbook. I understand that the policies and benefits contained in this handbook may be changed by **Realfine Painting** at any time. I understand that neither this manual, nor any other written or verbal communication by a management representative is intended to in any way create a contract of employment for any specified period of time, and that this handbook is for informational purposes only. I also understand that **Realfine Painting** employs its employees on an at-will basis, which permits it or the employee to terminate the employment relationship at any time, for any reason, with or without notice. I acknowledge that neither **Realfine Painting** nor I have entered into an employment agreement for a specified period of time, that only the Owner may make any agreement contrary to the at-will policy, and that any such agreement must be in writing, signed by myself and the Owner.

Signed

Date

Print Name



# Employee Handbook

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### IN SUMMARY

# Employee Handbook



## Section II. INTRODUCTION

At **Realfine Painting** we realize that any successful business enterprise requires good working conditions where both management and employees know each other's general expectations.

**Realfine Painting** is a non-organization and prefers to deal with its employees directly, rather than through a third party. We feel that we can deal with issues on a direct contact basis or through our communication process that stresses an open door policy. We encourage you to use your supervisor when you have questions or problems.

Keeping this in mind, it is easy to see why you have an important role to play in this organization. We will sincerely try to help you reach your goals and by becoming a part of this organization, you will be provided with opportunities based on your abilities and efforts.

As we work together, the sincere interest and continued effort **you** put into your job will largely determine your success, like the success of **Realfine Painting**.

It is intended that this handbook will provide a framework within which to conduct the Company's policies. This handbook explains the benefits and obligations of employment with the Company. This handbook has deliberately been written in broad terms to allow for management flexibility, since it is impossible to foresee every situation that could arise. Each employee's needs and problems are unique and require managerial judgment. This handbook does not attempt to anticipate every situation or circumstance that may arise and treatment or action in particular cases may vary from these general guidelines.

This handbook describes the policies, rules, procedures and benefits guiding the actions of **Realfine Painting** with regard to personal matters. The contents of this handbook are general statements of the Company's policies, rules, procedures and benefits. However, this handbook is not intended to be exhaustive and is subject to change. **Realfine Painting** reserves the right to make these changes, to update, to delete, or to add to these policies, rules, procedures and benefits at any time. The Owner of the Company can only make such changes and those changes will only be considered binding on either or both parties if made in writing and signed by the Owner.

This handbook is being provided to you as a reference guide during your employment with the Company. If you have any questions or need clarification on specific policies or procedures, please ask your supervisor for clarification.

None of the language in this handbook will be deemed to grant any broader benefits than those stated in the health insurance or other benefit plans.

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Wherever a health insurance or other benefit plan is referred to herein, the actual terms of that plan are referred to herein; the actual terms of that plan will prevail in the amendment of any ordinance or law incorporated in this document, or upon which these provisions rely, these policies, rules, procedures and benefits will be or should be construed as creating a contract or any vested contractual right in any employee, nor to limit the power of the Owner to repeal or modify any provision of this handbook.

This handbook supersedes all previous policies, rules, procedures and benefits of **Realfine Painting** both oral and written and all past practices. The only exceptions are individual written contracts that have been signed by the employee and the company Owner.

The policies, rules, procedures and benefits contained in this handbook are subject to change, exception, and interpretation by the Company as needs and problems dictate.

Under no circumstances will this document or any statement contained herein constitute or create a contract of employment for a definite term or establish an expressed term. All employment is entirely "At-Will", which means you may voluntarily terminate the employment relationship at any time and for any reason with or without notice and the Company retains the same right.

No one other than the Owner has the authority to advise an employee that he or she will be employed for any specific length of time or otherwise modify or amend the "At-Will" employment relationship. Any such modification or amendment on the part of the Owner in order to be valid must be in writing and signed by the Owner.

As described and acknowledged above, nothing in this handbook, including, but not limited to the itemization of particular acts or omissions that may result in discipline or discharge, is intended or should be understood to alter in any way the "At-Will" employment relationship.



## CUSTOMER RELATIONS POLICY

Customer satisfaction is vital to the success of Real Fine Painting. We strive to produce the highest quality work and be the most professional painting company our clients will ever deal with. **Our goal is 100% Customer Satisfaction 100% of the time.** With these goals in mind, we offer total warranties on all work performed, therefore all work must be done right the first time (no-one gets paid for call-backs). Please always observe the following when working with our clients:

**CUSTOMERS are the most important people in our business.**

**CUSTOMERS are not dependent on us. We are dependent on them.**

**CUSTOMERS are deserving of polite, courteous, and attentive treatment.**

**CUSTOMERS are not someone to argue with or match wits against.**



## SECTION III. EMPLOYMENT POLICIES

### **EQUAL EMPLOYMENT OPPORTUNITY**

Realfine Painting is an equal opportunity employer with a standing policy of nondiscrimination. This means that all qualified persons are accorded an equal opportunity for employment or promotion without regard to race, religion, color, national origin, ancestry, disability, medical condition, pregnancy or pregnancy-related condition, marital status, sex, age, or any other protected status.

Realfine Painting will comply with all fair employment laws and will take affirmative measures to eliminate or prevent illegal discrimination.

This policy applies to all personnel actions in all job classifications, as well as to all privileges and conditions of employment. It includes, but is not limited to, such areas as hiring, training, promotion, discipline compensation, termination, benefits, transfer, layoff, recall, and recreational programs.

Overall responsibility for implementing these policies is that of the Owner of the company. However, all supervisors are responsible for ensuring that these policies are adhered to in their individual work crews.

If you have any questions regarding this policy or if you feel you have been a victim of discrimination, please contact your supervisor or the Owner of the company immediately.

### **PROOF OF WORK ELIGIBILITY**

Prior to or on the first day of your employment you must complete the Federal Form I-9, and within 2 business days of beginning your employment, you must provide documentation proving your identity and your eligibility to work in the United States. Realfine Painting participates in the Department of Homeland Security's E-Verify program.

If you have worked for the Company previously, you need only provide this information if it has been more than three years since you last completed an I-9 Form, any of your documentation has expired or if your current I-9 Form is no longer valid.

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## Safety

It is the policy of the Company to provide safe working conditions for all employees and to establish the safety regulations necessary to ensure that safe working conditions are maintained. It is also our policy to comply with all Federal, State, and local regulations.

Accidents have no place in Company operations. They can unnecessarily destroy tools, equipment, machinery, and, more importantly, the lives and futures of our employees. It is the obligation of every employee to observe the safety rules as well. If you have a safety suggestion, please pass it on to your supervisor. Remember that safety is mainly common sense!

## General Safety Rules

Realfine Painting follows the safety rules required by OSHA. General safety rules included below, but are not limited to:

- Report all injuries to your supervisor immediately - no matter how minor.
- The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work and will be terminated.
- Never remove or bypass safety devices.
- Obey safety signs and tags.
- Do not remove or alter manufactured safety guards on equipment.
- Appropriate clothing and footwear must be worn on the job at all times.
- Horseplay is prohibited at all times.
- Maintain a general condition of good housekeeping in all work areas at all times.
- When riding in a company vehicle, the vehicle's seat belt shall be worn at all times.
- If you do not have current First Aid training, do not move or treat an injured person unless there is an immediate danger, call 911.
- Always perform your assigned task in a safe and proper manner, do not take shortcuts.
- Each employee's safety is their own responsibility.

Realfine Painting may be required by law to report occurrences of occupational illness and injury. When an injury occurs, no matter how minor, employees must inform their supervisors immediately. The employee or supervisor must notify the Owner of the company within 24 hours of the injury or illness.

Supervisors must submit a written report of any injury or work related illness to the Owner of the company within the 24-hour period following the incident. This report shall include:

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  - Physical hazards requiring correction
  - Employee safety violations, if any, which would result in or require retraining,
  - Counseling or disciplinary action.
- Documentation or corrective action will be taken to ensure that you may perform your duties in a safe environment. However, the ultimate responsibility for safety
- is with each employee. Any employee who engages in work behavior that could result in injury to self or others will face disciplinary action up to and including immediate discharge.

No weapons are allowed in our workplace or at our job sites. If your work requires you to use an item that might qualify as a weapon, you must receive authorization from your supervisor to bring that item to work or use it in the workplace. Any employee found with an unauthorized or illegal weapon in the workplace will be subject to discipline, up to and including termination.

If you must make a work-related call while driving, you must wait until you can pull over safely and stop the car before placing your call. If you receive a work-related call while driving, you must ask the caller to wait while you pull over safely and stop the car. If you are unable to pull over safely, you must tell the caller that you will have to call back when it is safe to do so. This includes texting and emails.

Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be your first priority. Employees are expected to keep these calls brief. If, because of weather or traffic conditions or for any other reason, you are unable to concentrate fully on the road, you must either end the conversation or pull over and safely park your vehicle before resuming your call. **If you have an accident in a Company vehicle, the Company has the right to check your phone to see if you were on it.** Those who violate this policy will be subject to discipline, up to and including termination.





## SECTION IV. STANDARDS OF CONDUCT

One of the most costly and disruptive problems in our business is absenteeism and tardiness. Full-time employment is 40 hours per week and is mandatory to maintain "full-time" status and benefits. Although certain absences occur which are beyond the employee's control, the Company and your fellow employees have the right to expect regular attendance. Failure to adhere to the attendance standards outlined may lead to disciplinary action up to and including termination.

Exceptions: Absences, tardiness or leaving early for any one of the following reasons shall not be considered an occurrence:

- Work related injury
- Vacation
- Jury duty
- Military duty
- Authorized leave of absence (other than sick leave)
- Hospital confinement (including pre-admittance and recuperation time, childbirth)
- Death in immediate family

Any employee who is not in attendance for any one of these 7 reasons, and who desires that it not be considered as an occurrence, must advise your supervisor of the reason as soon as possible.

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## HOURS OF OPERATION

### STANDARD BUSINESS HOURS

Our standard hours of operation are 8 hours per day and vary by job requirement from a 6am start time to a 9am start time Monday thru Friday. It is your responsibility to be at the job site and **ready to work** at the assigned time..

**Your time begins when you begin working- not when you arrive at site. It is the same when leaving the job site at the end of the day. Your day ends when you stop working -not when you leave site.** All employees should be aware that overtime and weekend work may, at times, be required as a condition of employment.

If you must leave early, you need to tell the field supervisor or your crew leader the day before the day you need to leave. Failure to give proper notification may result in disciplinary actions or termination. If you are going to be late or absent, call the office / foreman no later than 7:00AM.

Work time tracking begins when you log in to Time Sheet Mobile (TSM) on job site. Shift ends at job site when you log off TSM. Please log in when you are on site and ready to work. Log off when the work is finished for the day. Log off and on for lunch.

If you are asked to come to the shop for meetings or equipment you may log in while at the shop.

If you choose to car pool with someone who has been asked to come to the shop for meetings or equipment, you will not be paid until you are at the jobsite.

We do not pay for gas, tolls, parking or any other expense required for you to travel to or from jobsite

### BREAKS / LUNCH

Two paid ten-minute breaks are allowed each day, one in the morning, and one in the afternoon.

Please do not leave the jobsite for these breaks. It is almost impossible to collect money, drive to the store, buy and drive back in 10 minutes. Please don't abuse these breaks. Try to bring your snacks in the morning with you for the whole day.

A 30-minute lunch will be deducted from the time on any day that is over 6 hours. Please try to use this time to take care of your personal needs.

Unused breaktime MAY NOT be added to lunch break.



## HARASSMENT

Realfine Painting will not tolerate any form of employee harassment, either verbal or physical, based on race, color, religion, sex, national origin, age, disability, medical condition, or marital status, or any other protected class. It is the intent of the Company that all employees will work in an environment that is free from harassment of any employee by another employee, supervisor, contractor, client or customer.

It is a specific policy of **Realfine Painting** to provide a work environment that is free of sexual harassment. Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- Should an employee be found to have exhibited harassing behavior, disciplinary actions up to and including discharge will occur. Examples of such harassing behavior include, but are not limited to:
  - Sexual flirtations, advances, or propositions which are not freely and mutually acceptable to both parties.
  - Verbal abuse of sexual nature sexually related comments and joking, graphic or degrading comments about an employee's appearance.
- Any physical contact or touching, such as patting, pinching, brushing against another's body, impeding or blocking movement, or any physical interference with normal work or movement when directed at any individual.
- Verbal harassment regarding the individual's race, sex, color, national origin, religion, age, or any other characteristics such as, but not limited to, name calling, derogatory comments or slurs, profanity, gestures, racial jokes, or forms of address.
- Visual forms of harassment such as derogatory posters, sexually oriented cartoons, pictures, drawings or the display of sexually suggestive objects or pictures in the work place.

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- Undesirable work assignments based on race, color, sex, national origin, age, religion, etc.
- The use of sexual behavior to implicitly or explicitly threaten, coerce, influence or affect the employment, job status, salary or performance of another employee.

If anyone believes that he/she has been the victim of sexual or other harassment, the matter should immediately be reported to a supervisor, manager, or the Owner of the company. Employees are assured that they will not be retaliated against for bringing any incident of harassment to the attention of the employer. Complaints will be investigated promptly and will be kept as confidential as reasonably possible consistent with the need to investigate and remedy the complaint. Any harassment found would be stopped and appropriate disciplinary action will be taken against any employee found to have engaged in harassment. There will be no retaliation as a result of harassment being brought to the attention of the employer.

Failure on the part of a supervisor to report allegations of harassment to the Owner will lead to disciplinary action if it is determined that a supervisor had knowledge but did not report the harassment to the Owner.



## Social Media and GroupMe Policy

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

### PROCEDURES

The following principles apply to professional use of social media and GroupMe chat on behalf of Realfine Painting as well as personal use of social media when referencing Realfine Painting.

- Employees need to know and adhere to the Standards in Realfine Painting's Employee Handbook, and other company policies when using social media and GroupMe in reference to Realfine Painting.
- Employees should be aware of the effect their actions may have on their images, as well as Realfine Painting's image. The information that employees post or publish may become public indefinitely.
- Employees should be aware that Realfine Painting may observe content and information made available by employees through social media and GroupMe. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Realfine Painting, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized Realfine Painting spokespersons.
- If employees encounter a situation while using social media or GroupMe that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at work, Realfine Painting's GroupMe chat group systems are to be used for business purposes only. When using Realfine Painting's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, Realfine Painting blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after - hours online activity that violates Realfine Painting's Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.
- If employees publish content after - hours that involves work or subjects associated with Realfine Painting a disclaimer should be used, such as this: "The postings on this site are my own and may not represent Realfine Painting's positions, strategies or opinions."
- It is highly recommended that employees keep Realfine Painting related social media accounts separate from personal accounts, if practical.



## CONFIDENTIALITY OF COMPANY INFORMATION

All records, papers, computer data, information and documents to which any employee may have access in the course of his/her employment are considered confidential by the Company and will be treated as such by all employees during and after the term of employment. All such records, papers, computer data, information and documents and records, papers, computer data, information and documents developed and generated by employees are and remain the property of **Realfine Painting** during and after the term of employment of any and all employees. Employees will not be permitted, either directly or indirectly, under any circumstances or at any time, to disclose to any person, firm, association or corporation any confidential or proprietary information acquired in the course of employment with the Company. Any or all information relating to: ideas, concepts, discoveries, improvements, devices, processes, products, computer programs, customer lists, prospect lists, and/or any other information gained by the employee or developed by the employee during the time of employment, or received from third parties by the Company, are included within the scope of this restriction.

The Company reserves the right to access, review, copy, and modify any information on Company property.

## DRESS CODE

The employees' appearance is very important to assist management in selling future work and to maintain a professional image that allows us to compete in higher priced work. Rules regarding certain items of clothing (pants, shoes, hats) are also necessary for maintaining your safety. For this reason, each employee's personal appearance is to be maintained as follows:

The company dress standard will consist of white painter pants (shorts in summer) and a Realfine Painting T-shirt.

Footwear is to be in good repair (no falling off soles, etc). Sneakers or boots are good, with boots being preferred. Sandals or flip-flops are not allowed. All clothing is to be clean (free of dirt spots, smells, etc.) at the start of each working day, with no holes or patches.

Each employee will be responsible for uniform on certain job sites.

Hair: Neatly trimmed, long hair tied back or tucked under a hat. Extremes in dress and appearance should be avoided.



## SUBSTANCE ABUSE POLICY

Any prospective employee may be asked to pass a pre employment drug test before beginning work. It is the policy of the Company to provide a safe and productive work environment for its employees that is free from drug and alcohol use. While we have no desire to interfere with the private lives of our employees, it is expected that all employees will report to work in a condition ready to perform their duties.

This policy applies to all employees, including the probation period of 30 days before full employment, when they are on Company time wherever they are performing Company business or on "Company premises" including but not limited to all property, facilities, land, platforms, buildings, structures, fixtures, installations, automobiles, trucks, and other vehicles, whether owned, leased, or used by the Company.

The policy also prohibits the use or ingestion of "prohibited substances" while off Company premises if such use or ingestion in any way affects or may affect the employee's ability to safely or competently perform his/her job, or if such use or ingestion results in the presence or detectable levels of prohibited substances in the body while on Company time or premises.

No employee shall report to work while under the influence of drugs and/or alcohol and no employee shall operate, use, or drive any equipment, machinery, or vehicle of the Company, or operate, use or drive a personal, rental or other vehicle on Company business under the influence of drugs and/or alcohol. Likewise, the use, sale, transfer or possession of alcohol, illegal drugs, hallucinogens, stimulants, sedatives or controlled substances on Company property, in Company vehicles, or on Company paid time is prohibited. This includes the misuse of prescription drugs or any mood altering substance while on the Company paid time or in circumstances the Company believes will adversely affect the Company's operations or safety. Any violation of this policy will lead to disciplinary action, up to and including immediate discharge.

Employees are under an affirmative duty to notify his/her supervisor immediately that he/she is not in an appropriate mental or physical condition to operate, use, or drive equipment, machinery, or vehicles, whether or not belonging to the Company.

The Company may notify the appropriate law enforcement agency when it believes that an employee may have illegal drugs in his or her possession or is involved in other illegal conduct.

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Employees who are taking any medication, on the advice of a doctor or over the counter, which could impair an individual's work performance, must follow this procedure:

- Advise management to determine whether the employee can work without posing a safety hazard to him / herself or others.
- Prescription must be in the employee's name and be no older than one year from the date issued, unless the employee can establish that it is for an ongoing illness.
- Employee shall only possess enough medication for their scheduled work shift. NOTE: The Company expressly reserves the right to have a physician determine if a prescription drug or medication produces potentially hazardous effects.

If the medication is being taken due to disabling condition, the Company will consider reasonable accommodation for the employee.

Should it be found that the medication would adversely affect the employee's safety and the safety of others (cause drowsiness, inability to operate machinery, drive a motor vehicle, etc), an effort will be made to place the employee in a position that will not create a safety problem. If such a position is not available, the employee will be sent home without pay, until the employee is able to resume normal job functions.

Any employee who does not advise the Company of prescribed or over the counter medication that is being taken is subject to disciplinary action up to and including discharge.

Management reserves the right, in appropriate circumstances, and at any time, to require and conduct substance testing to determine the presence of drugs or alcohol. Circumstances include but are not limited to:

- Post accident or injury.
- Reasonable suspicion based on continued impaired or irrational behavior, appearance and speech of individual; -Unexplained changes in individual job performance or behavior; -Prohibited substances are found in the possession of the employee; Unexplained or suspicious absenteeism or tardiness; and Unexplained absences from normal work areas where there is reason to suspect drug related activity in violation of this policy.

Employees, while on "Company premises," may be required to submit to searches of their persons, vehicles, lunch boxes, personal effects, desks or similar repositories, etc., when management believes there is a reasonable suspicion that the employee possesses a prohibited substance; or the employee has ingested a prohibited substance.



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Testing and searches will be conducted with concern for the personal privacy of each employee. No employee search or substance test will be conducted without the employee's written consent. However, an employee that refuses to submit to a search or substance testing will be subject to disciplinary action up to and including discharge.

An employee will be considered to be under the influence of drugs or alcohol when the test results show that there is a detectable level of drugs or alcohol in the blood or urine, or there is any noticeable or perceptible impairment of the employee's mental or physical faculties.

The Company recognizes that situations may arise which are not specifically covered by this policy and these guidelines. The Company will deal with those situations on a case by case basis after giving consideration to such things as the nature of the situation or problem, the employee's overall employment record, the job assignment, the potential impact on safety, and other factors the Company deems relevant. Furthermore, consistent with its general policy against discrimination, the Company recognizes that disabled individuals should be protected from discriminatory treatment. However, in accordance with Washington law, disability does not include any condition resulting from the employee's current use of alcohol or illegal drugs, or other drug abuse which prevents a person from performing the essential functions of his or her job or which creates a direct threat to property or personal safety of others.



## SMOKING

Employees that smoke may do so only during breaks and lunch. Smoking is **never** allowed in a client's home or within the job site. Butts are to be disposed of properly, not thrown in bushes, on a lawn, into the street, or customer's garbage can. Due to EPA regulations starting in April 2010, smoking cannot take place within the work area of a Lead Safe project. Be courteous of non-smoking customers and co-workers. Do not smoke in any Company vehicles

## PERSONAL TEXTING, CALLS AND INTERNET USE

Employees are required to keep personal phone calls, texting and internet usage to an absolute minimum. Non work related personal calls, texting and internet usage should be made during breaks, lunches or for emergency use only and not in the presence of customers. All ringers, alerts and notifications should be set on silent/vibrate as a courtesy to our customers.

It is strongly suggested that personal calls should come through the office and we will relay them as necessary. Realfine Painting reserves the right to monitor employee telephone calls and computerized communications activity. Any such monitoring will be restricted to the ordinary course of the employer's business.

We reserve the right to hold personal phones in a secure place during working hours if we feel these guidelines are not being met by any individual.

## SEARCHES OF COMPANY AND EMPLOYEE PROPERTY

Employees do not have a right to privacy in their workspaces or in any other property belonging to the Company.

In order to ensure the safety of the work force and the security of Company premises, Realfine Painting reserves the right to search all Company property, vehicles, structures, furniture and equipment including but not limited to offices, lockers, desks, file cabinets, and computers for legitimate business reasons at any time and for any reason. All employees are therefore encouraged to refrain from storing on or in Company owned property any personal article (including personal correspondence) they wish to protect from inspection from Company officials. This policy also includes Company property that may be found in an unauthorized location. Refusal to allow a search, or hindrance of a search, will result in disciplinary action, up to and including termination.

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In addition, employee personal items such as lunch boxes, purses, backpacks, vehicles, briefcases, etc are subject to search when brought onto Company premises whenever management believes there is reasonable grounds for suspecting that the search will uncover evidence showing that the employee is guilty of work related misconduct or when the employer, not engaged in an investigation, needs to retrieve a work related file. This type of search will only be conducted with the knowledge and consent of the employee. However, refusal to allow such a search, or hindrance of such a search, will result in disciplinary action up to and including termination.

Should a search uncover a substance that appears to be a prohibited substance as defined in the Substance Abuse section of this policy manual, the proper authorities will be notified and the substance will be turned over for identification. If the substance is found to be a prohibited substance, the employee will be subject to disciplinary action up to and including termination.

The Company also reserves the right to monitor calls made from or received on Company telephones. Therefore, no employee should expect that conversations made on Company telephones will be private.

## PARKING

Company assumes no responsibility for theft, loss, tickets, or damage that occurs while the vehicles are parked on any job site or at our shop. When required, Realfine Painting may reimburse parking fees if other options are unavailable or limited.

## CLEAN UP

Client's homes are to be left at least as clean as when we arrived.

Clean supplies every day so they will last longer.

Drop cloths are to be shaken clean and folded after every job.

Please clean latex brushes with water.

Oil brushes are to be rinsed with thinner.

Never pour paint thinner on the ground, at the job site or at the office. Always empty thinner into "spit" buckets for proper disposal.

Clean all other paint equipment in the clean up area. Do not leave any paint equipment unclean.

Buying new equipment unnecessarily only comes out of your pocket both directly and indirectly. Damage caused to company equipment due to negligence will be deducted from your paycheck.



## TOOLS AND SUPPLIES

You are responsible for the care and protection of the tools. You will not be allowed to purchase tools through the Company until you have enough hours to pay for your tools.

All tools and supplies owned by the Company must be kept clean and returned to office at the end of every job.

Any tools loaned out by company must be returned at the termination of employment.

Your final check will not be issued until all loaned tools are turned in or paid for.

Absolutely do not try to purchase tools on our account at any paint store without approval from your Crew Leader, Field Supervisor, or Owner.

Please clean and take care of company tools/equipment every day so they will last longer.

Below are the tools that every painter is required to own for daily use. If you lose your tools or they are stolen, you are responsible to replace them at your own expense.

### Equipment List for each painter

5 in 1 tool  
Razor knife  
Putty knife  
Wire Brush  
Flat head & Phillips Screwdrivers  
1", 2 ½ & 3" high quality latex brushes  
2 ½" high quality oil brush  
Cut Bucket w/Swivel  
Masker

### Safety Equipment

Gloves  
Work Boots  
Respirator  
Safety Glasses  
(extras)  
Ear plugs  
Hard Hat

# Employee Handbook



## SIDE JOBS

Side jobs may put you in competition with Realfine Painting. It is our policy that anyone found to be working on a job that is determined by the Company to be in competition with the Company will be terminated immediately. **Be Careful!!!!!!!!!!!!!!**

Examples of jobs that may be in competition with the Company are, but not limited to, working for:

- General contractors of any sort
- Employees of general contractors
- Our residential customers
- Friends, neighbors or relatives of our residential or commercial customer
- Friends, neighbors or relatives of our suppliers
- Any job that was bid by the Company
- Any job that the Company was invited to bid on
- Working for competitors

Please don't allow any side job to interfere with your employment here. This will not be tolerated.

No paint company will let you charge any paint to our company. Our account and pricing are not available for any use outside of Realfine Painting jobs.

## EQUIPMENT RENTAL POLICY

To prevent various problems with renting our equipment for side jobs, we do not allow any employee to rent any of our equipment.



## BEHAVIOR AND DISCIPLINE

It is the policy of the Company that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the Company and for the benefit and protection of rights and safety of all. Conduct that interferes with operations, brings discredit to the Company, or is offensive to customers or fellow employees will not be tolerated.

All employees are expected to conduct themselves and behave in a manner that supports the efficient operation of the Company. Such conduct includes:

1. Report to work punctually as scheduled, ready to work, at the assigned starting time.
2. Have all necessary tools and supplies on site at the starting time.
3. Notify your supervisor when you will be absent from work, or unable to report for work on time.
4. Wear clothing appropriate for the work being performed.
5. Perform assigned tasks safely efficiently. Follow all safety guidelines. Safety violation may result in immediate dismissal
6. Maintain work area and break area -- CLEANLINESS AND ORDERLINESS.
7. Treat all job sites, customers, visitors and co-workers with respect.
8. Refrain from behavior, language, or conduct deemed offensive or undesirable.
9. Property damage without disclosure.

Discipline will be viewed as a three-strike policy. First a Verbal Warning Log will be issued. Second is a Written Discipline Warning. Third and final is a Notice of Dismissal. All warnings are to be discussed in private, and signed by both parties (employee / Owner or Field Supervisor).

# Employee Handbook



## DISCHARGE

Employment and compensation with Realfine Painting follows the policy of employment-at-will, which means that employees can be terminated and can terminate with or without cause, and with or without notice, at the option of either the Company or the employee, except as prohibited by law.

Realfine Painting may also deem it necessary to immediately discharge an employee for the certain acts that will not require the employee to go through any disciplinary procedure.



## SECTION V. COMPENSATION POLICIES

### PAY PROCEDURES

The workweek begins on Monday and ends on Sunday. Weekly timesheets, via Timesheet Mobile App are to be approved no later than Monday each week. Paydays are on the Friday following each two-week pay period. There is no exception to receiving your paycheck earlier than this time. **YOU ARE RESPONSIBLE TO REVIEW YOUR TSM REPORTS FOR ACCUARTE INFORMATION. LET OFFICE KNOW IF ANY TIMES NEED ADJUSTMENTS**

### OVERTIME

Each employee may be required to work overtime (over 40 hours in one week). Any employee that works over 40 hours in one week will be paid time and a half for every hour of overtime worked. Exempt employees will not be paid for working beyond their scheduled hours.

### PAYROLL DEDUCTIONS

Each pay period your deductions will be listed with your check. Social security and income taxes are deductions by law. These deductions depend upon earnings and the number of dependents claimed by you. Any changes in name, address, marital status, or number of dependents must be reported to the company immediately to insure proper credit for tax purposes.

Federal and state laws require the Company to report basic information about new employees, including your name, address, and Social Security number, to a state agency called the State Directory of New Hires. The state collects this information to enforce child support orders. If the state determines that you owe child support, it will send an order requiring the Company to withhold money from your paycheck to pay your child support obligations.



# Employee Handbook



## TIME RECORDS

Realfine Painting will comply with all federal and state requirements to maintain records of the hours worked by its employees. Complete clocking in and out of Timesheet Mobile at each point of the day as needed, including time out for lunch. Please don't wait until the end of the day to inform the office that you forgot to clock in/out. Call, text or make notes in TSM as soon as you realize you did not clock in and this can be entered and updated to allow you to complete clocking in/out yourself the rest of the day. If your time is not accurate on the job, it will cost everyone in the end. All time entries will be reviewed by the management and the office for job code and time accuracy the following business day.

Because time records are legal documents by both federal and state agencies, you should ensure that your time is recorded accurately by completing it correctly every day. You have access at any time to all of your own timesheets on Timesheet Mobile.

Notify management immediately of any discrepancy you find between your time records and your paycheck that you believe is an error or otherwise incorrect.

**FALSIFICATION OF TIME RECORDS IS PROHIBITED AND IS GROUNDS FOR DISCIPLINARY ACTION AND POSSIBLE TERMINATION OF EMPLOYMENT.**

## HEALTHCARE

Realfine Painting Co. offer healthcare and dental care to all employees. RFP pays 50% of the employees cost of healthcare premium. New employees have 1 month waiting period that begins on the month following their hiring. You must enroll by the first day of the month following your hiring date. You may enroll in healthcare and/or dental care. You may enroll dependents and spouses/domestics partners as well- BUT company will not contribute towards premiums of these premiums. Health Insurance premiums will deducted for each paycheck.

When signing up for healthcare a \$25,000 life insurance policy and an Employee Assistance Program free of charge. See your healthcare booklet for more information

## PAID TIME OFF PROGRAM (PTO)

Each employee accrues PTO for every hour worked. PTO is accrued at .025 hour accrued for each work hour paid. You may begin using your accrued PTO 90 (ninety) calendar days after starting work at Realfine Painting.

There is a no maximum number of hours accrued each year however, your PTO hours are reset each January 1st with a maximum of 40 hours carried over from one year to the next. PTO can be used for personal days and/or sick days.

If an employee uses their PTO for vacation or other leave and not for sick leave, and requests additional paid sick leave time after they have used all of their accrued PTO, Realfine Painting is not required to provide any additional PTO to cover your request.

You will receive an accounting of your available PTO with each pay stub.

# Employee Handbook



## Paid Family and Medical Leave

Realfine Painting will comply with the Washington State Paid family and Medical Leave.

## Eligible Employees

In order to be eligible for extended leaves of absence, employees must have been employed for at least 12 months, and for at least 820 hours of service during the twelve month period preceding the request for leave, or as specified by law. The granting and duration of each leave of absence and the compensation received by the employee, if the Company in conjunction with applicable federal and state laws will determine any, during the leave of absence.

## Description of Leave

Eligible employees may take a total of twelve weeks unpaid leave during the twelve month period for the following reasons:

- A serious health condition of the employee that makes the employee unable to perform the functions of his/her job or position.
- To care for the spouse, child or parent of the employee, if the spouse, child or parent has a serious health problem.
- The birth of the employee's child. (May qualify for 16 weeks)
- The placement of a child with the employee for adoption or foster care.

## MILITARY

Realfine Painting provides leaves of absence without pay for military or reserve duty. Employees who are called or who volunteer for active military duty, the Reserves, or the National Guard, should submit copies of their military orders to their supervisor as early as possible.

Hourly employees who are reservists or members of the National Guard will be given "time off without pay" for the required military training.

The Company will observe all federal and state laws in determining eligibility for reinstatement.

### JURY/WITNESS DUTY

Realfine Painting will cooperate fully with local, state, and federal courts by providing leaves of absence (without pay) for jury duty to all regular employees.

You are expected to return to work if you are excused from jury duty early.

Employees should present a copy of their summons or subpoena to their supervisor as soon as it is received.

# Employee Handbook



## In Summary

Realfine Painting LLC looks forward to the future and the success that lies ahead. We need the very best employees with the highest level of dedication and professionalism, along with the highest level of TEAMWORK possible. With your best efforts, professionalism and dedication, along with our sincerity to help you reach your personal goals, and the desire to build the best painting company possible, we can and will achieve greatness together.

To achieve this success we must have clear and concise rules, guidelines, and expectations. This handbook will assist you and the Company through our day-to-day processes. Please keep this handbook on hand for future reference, and if you have any questions concerning this handbook, please don't hesitate to ask.

We look forward to a long, rewarding and prosperous professional relationship with all employees of the Company.

Sincerely,

*Craig Vialle*

Craig Vialle  
Owner

# Employee Handbook

NOTES: