

# JERSEY ELEVATOR COMPANY, INC.

## EMPLOYEE HANDBOOK

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The regulations, policies and benefits in this handout are provided for the employee's information only. Jersey Elevator, has the right to alter or amend the policies set forth in this handbook and will inform the employees of any change in regulations, policies and benefits in this handbook. Any delay or failure by the company to enforce any company policy or rule will not constitute a waiver of the company's right to do so in the future.

Neither this handbook, nor any other communication by a management representative, whether oral or written, is intended to create a contract of employment. Jersey Elevator is an At-Will employer. This means that the employer or employee are free to end the employment relationship at any time, with or without cause.

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## WELCOME TO JERSEY ELEVATOR

Dear Employee,

You have chosen a very interesting and ever-changing industry to make a living. The elevator industry is very challenging and offers the opportunity for a very satisfying and rewarding career. Open your mind and become a student of your profession, embrace the work, and your personal growth is unlimited.

We at Jersey Elevator are committed to making our company the best it can be by helping our employees excel in their personal abilities. You, as an employee, must be committed to being reliable, competent and punctual; and display a willingness and desire to work, learn and improve your ability. These qualities alone will not guarantee your success, however, they are all necessary for you and this company to succeed.

Always take pride in your work and work safely. Never sacrifice safety or quality. The safety of yourself, your co-workers, and the general public should always be foremost in your mind and should never be compromised. Remember, the quality of your work is your signature. It is a representation of you, your ability as a mechanic and this company. Your employer and your peers will judge you by the quality of your work for years to come and the general public will rely on the quality of your work for their safety and convenience.

Jersey Elevator and you have a mutually beneficial relationship. We each rely on the other and together, we can achieve more than we ever could alone. I am looking forward to working with you.

Sincerely,  
John Sweeney  
President

## **ABOUT YOUR COMPANY**

### **Who We Are And What We Do**

Jersey Elevator is a full service elevator company, independently owned and operated, in the business of maintaining, installing, repairing and modernizing elevator equipment of all types including: passenger and freight elevators, traction and hydraulic elevators, residential elevators, stairlifts, dumbwaiters and material lifts.

Jersey Elevator has been in business since 1974. It was started under the name of Sales, Service and Repair Elevator Co. and originally established in Bricktown, New Jersey. Until 1993, the Company operated from its Bricktown office and serviced primarily Monmouth and Ocean counties. In 1993, the Company left the elevator constructor's union. In the same year, the Company changed its name to Jersey Elevator Co., Inc., moved its main office location to Keyport, New Jersey and began expanding into north Jersey. In the next five years the Company established a presence in north Jersey. We are committed to improving and growing in accordance with our Company mission statement.

## JERSEY ELEVATOR MISSION STATEMENT

### It is our mission:

*To provide our customers* with the highest quality of elevator service in all aspects of the industry, while maintaining the highest degree of safety and workmanship. We must perform our mission in a most efficient manner in order to secure a competitive advantage over our competition and pass economic advantages along to our customers.

*To provide our employees* with a workplace in which they are valued and respected members of a team working toward a common goal. To provide a fair wage based on merit, the opportunity to excel, the means to provide for the welfare and enjoyment of their families, and maintain an acceptable standard of living and quality of life.

*To earn acceptable profits* for our company and our employees. We must use our profits to grow, improve and continually explore and create the opportunities necessary to succeed.

## **A Word About Unions**

Jersey Elevator Company is union-free. Since the de-certification in 1993 from the Elevator Constructors Union, our employees have been satisfied with the way we do things. We have a commitment to pay competitive wages, have benefit programs that compare with the best in our area; to provide the best possible working conditions; to deal with each of our employees fairly, honestly, and with dignity and respect. No outside third party is necessary to achieve these goals.

Under the above policy, we do not feel that a union is necessary at Jersey Elevator. We will oppose any attempt by any union to break up the teamwork and relationship we have with each individual employee. Our communication program is a two way street. It begins on your first day and continues as long as you are an employee of the Company.

Look to your supervisor as the team leader and your best source of information. Feel free to discuss your problems openly and honestly without fear of reprisal. Remember that problems can't be corrected until the proper people are aware that they exist. Talking about it with someone who can take corrective action is the only sensible thing to do.

### **Equal Employment Opportunity**

Jersey Elevator is an Equal Employment Opportunity Employer and will recruit, hire, train, promote and discipline persons in all job titles without regard to race, creed ancestry, marital status, religion, color, sex, age, national origin, handicap, affection or sexual orientation, HIV status, atypical hereditary cellular or blood trait or veteran status, in accordance with all applicable state and federal law.

Furthermore, Jersey Elevator will ensure that compensation levels, benefits, transfers, layoffs, return from layoff, and company sponsored social and recreational programs will be administered without regard to race, creed, ancestry, marital status, religion, color, sex, age, national origin, handicap, affectional or sexual orientation, HIV status, atypical hereditary cellular or blood trait or veteran status, in accordance with all applicable state and federal law.

If any employee feels they are being dealt with in violation of the policy or has a suggestion, problem, or complaint with regard to equal employment, he or she should contact any supervisor or the President. All complaints of violation of this policy will be swiftly investigated and resolved in a manner that, as much as is possible, maintains confidentiality for all concerned.

## **Prohibition Against Harassment**

Harassment is strictly prohibited at Jersey Elevator. Jersey Elevator will not tolerate behavior that may be construed as harassment, sexual or otherwise. It will not matter if a supervisor or co-worker practices the behavior; it will be considered misconduct and will result in disciplinary action, up to and including termination.

Harassment is defined as unwelcome jokes, comments, acts or behavior intended to create a hostile environment or intimidate or abuse a fellow employee or subordinate. This includes activities outside the workplace and off hours.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

Submission to such conduct is made a term or condition of an individual's employment, either explicitly or implicitly.

Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's compensation, promotion, assignment or opportunities or;

Such conduct has the purpose or effect of interfering with an individual's work performance, or of creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to:

- Verbal harassment or abuse;
- Subtle pressure for sexual activity;
- Inappropriate patting or pinching;
- Intentional brushing against an employee's

body;

Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment;

- Any unwelcome sexually motivated touching;
- Any unwelcome sexually motivated comments.

Jersey Elevator cannot do anything about harassment unless employees responsible for executing the policy know about it. Jersey Elevator, therefore, encourages any employee who believes that he/she has been the subject of harassment to report such conduct to either his/her immediate supervisor or John Sweeney.

Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of harassment.

Jersey Elevator will act to investigate all complaints of harassment, either formal or informal, verbal or written, and resolve them promptly. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

Any employee found to have engaged in harassment shall be subject to discipline, including, but not limited to, warning, suspension, or termination.

## **Drug and Alcohol Abuse/Drug Free Workplace**

Substance abuse, in the form of drug and alcohol use, creates dangerous working conditions for both the abuser and co-workers. Furthermore, an employee under the influence is a danger to our customers, the general public and is a liability to the company. It is the policy of Jersey Elevator to provide employees with a safe and healthful workplace. In order to do so, the following policies will be strictly enforced:

Employees are prohibited from being under the influence of alcohol or illegal drugs during working hours.

The sale, possession, transfer or purchase of illegal drugs on company property or while performing company business is strictly prohibited. Such action will be reported to the appropriate law enforcement officials.

The use, sale or possession of an illegal drug, alcohol or controlled substance while working is cause for discharge.

Prescription drugs may only be brought on Company property and/or used by the person for whom they are prescribed. Such drugs must be used only in the manner, combination, and quantity prescribed.

As a condition of employment, all employees shall observe the above rules and notify John Sweeney in writing of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction. Employees found to be in violation of this policy may be disciplined, up to and including discharge.

### **Smoking Policy**

In consideration of the health and safety of all employees, the entire facility is smoke-free. This means that smoking shall not be allowed in the office or the warehouse at any time. Employees wishing to smoke may do so outside the building during designated break times only.

Jersey Elevator employees must observe the smoking policies of our customers while on their property.

### **Employees' Right to Know**

All employees of Jersey Elevator have the right to know about the materials they come in contact with in the workplace. Material Safety Data Sheets (MSDS) may be found in a book in the office near the dispatcher.

### **Security**

For your safety, and the safety of your fellow employees, non-employees shall not be permitted on Company property without first notifying your supervisor.

Under no circumstances shall non-employees be permitted on Company property unescorted. Should you notice any unescorted non-employee on the property, immediately contact any supervisor or manager and inform them of the location of the individual. Should you need to contact police, fire or ambulance, dial 911.

### **No Solicitation/Distribution**

Persons not in the employ of Jersey Elevator are not allowed to solicit Jersey Elevator employees on Company property or on job sites for any reason. No employee will be allowed to solicit for any reason while he is on Company time. This rule applies only to actual working time, not to break time, lunch time or before or after work. All types of solicitation on Company time are prohibited by this rule, including solicitations on behalf of or in opposition to any labor organization. Anyone who violates this rule and who thereby neglects his own work or interferes with the work of any other employee will be subject to immediate discipline up to and including discharge.

## **ABOUT YOUR JOB**

### **Hours of Work/Work Week/Paychecks**

Our standard workday is from 7:00 a.m. to 3:30 p.m. with a 1/2 hour unpaid lunch period that must be taken midday. Phone calls, shopping etc. during the work day that are not company related are not permitted.

Our work week is from Thursday through Wednesday. Paychecks are issued weekly, every Thursday, eight days after the end of the work week. Paychecks are subject to prompt and accurate submission of time sheets. Direct deposit of paychecks is available upon request.

### **Call In/Out**

All mechanics and repair teams are required to call in their starting location to the Dispatcher by 7 a.m. every morning. When you move from one job to the next, you must call in to the Dispatcher and advise what location you are going to next. We need to know your location at all times so that in emergency situations, help will be immediately available.

If you are going to be out for any reason, you must notify your Supervisor as early as possible so that proper coverage can be maintained at all times for both the mechanics' routes and/or service teams. In the case of service teams, if your partner does not show up at the designated time, call the office or your supervisor.

## **Work Tickets**

Each employee must turn in signed work tickets from each job. These tickets must be submitted to the office on Thursday mornings. Calling in time and expenses is not acceptable.

## **Attendance and Punctuality**

Employees are expected to arrive at the main facility or their assigned work location promptly and be ready to begin work at their scheduled start times. Employees must notify their supervisor as soon as possible if they must be late for work. Lateness is deducted on the basis of fifteen minute intervals. Employees absent from work because of sickness, injury or a pressing personal reason must notify their supervisor each day, prior to 6:15 a.m.

Please note: Employees absent for two consecutive days without reporting to a supervisor within that time period, will be considered to have resigned their employment without cause.

Consistent attendance and arrival for work on time is a necessary part of your job. Excess absenteeism puts an unfair burden on your fellow employees and an extra financial burden on the Company. Employees who do not adhere to attendance and punctuality guidelines will be subject to discipline, up to and including termination or other disciplinary measures as follows:

Anyone with more than 10 unpaid days off will be dropped back a class in pay. You will have to go 10 weeks without

an unpaid day off to be put back up. Each additional 10 days off will result in another drop in class and another 10 weeks to be put back up.

You must work at least 6 hours of a day for it to count as a day worked. If you have any PDO's remaining, you must use them to cover unpaid time off, and PDO's must be used in the full 8 hour increments.

If you use a PDO to cover a partial day off, only those hours necessary to complete the 8 hour day will be used to calculate overtime. The remaining hours will be paid at straight time.

### **Inclement Weather (Snow Days)**

We may find it necessary to occasionally close the business due to inclement weather or other circumstances beyond our control. If we close, you are not to report to work until advised by a supervisor, and any missed time is unpaid. The unpaid time, however, will not affect your attendance record nor will it affect overtime hours you would have earned had it been a normal work day.

If the business is open, but your personal situation keeps you from getting to work on time or at all, all missed time is unpaid. You must use PDO's to cover your time, and any unpaid time will go against your attendance record.

### **Overtime**

As a condition of employment, you may be required to work overtime. The overtime payment policy for hourly

employees is overtime at time and one-half for all hours worked over 40 in a work week. All employees must obtain their supervisor's approval before working overtime. Hours paid for time not worked, such as holidays, vacation or PDO's are counted as time worked when calculating hours toward overtime. Note: If you use a PDO to cover a partial day off, only those hours necessary to complete the 8 hour day will be used to calculate overtime. The remaining hours will be paid at straight time.

### **Performance Evaluation**

Jersey Elevator will conduct performance evaluations of all employees on an annual basis. This evaluation will be tied to the yearly salary/wage review. Employees will meet with their supervisor or other designated member of the management team. This annual review is separate and apart from any salary increase given due to change in employee classification.

### **General Conduct**

Employees are expected to act in a respectful and appropriate manner towards co-workers, supervisors, customers and the public. Employees should treat others as they would want to be treated.

### **Dress/Attire**

Clothing is considered a safety item. Therefore, all employees working in the field are expected to wear assigned uniforms - if applicable - proper footwear, work pants,

and shirts that protect the lower and upper chest, back and shoulders. Safety glasses and hard hats are to be worn at appropriate times. Employees shall be required to wear any additional safety attire appropriate to the specific task being performed.

Employees working in the office area must wear attire that is appropriate to a business environment and reflects upon the professional standards of the Company, especially when you are in contact with customers.

### **Safety Rules**

As a condition of employment, employees are required to use all safety equipment supplied by Jersey Elevator and to follow all posted safety rules as well as the Elevator Industry Field Employee's Safety Handbook. Failure to use safety equipment or to follow safety rules will result in disciplinary action. Personal use of head sets (i.e. walkman type) or radios are a safety concern and are not allowed.

### **Reporting Accidents**

Employees must report any accident, no matter how minor, resulting in a personal injury or damage to equipment. Report any accidents to your supervisor. For injuries requiring medical attention, the office will advise you of the nearest hospital or doctor that accepts our workman's compensation coverage.

### **Company Tools**

The Company will issue certain tools to employees, these tools remain the property of the Company but are the responsibility of the employee to maintain. Any tool that is lost or damaged due to the negligence, misuse, or abuse of the employee, is the responsibility of the employee to replace.

### **Use of Company Vehicles**

Employees operating Company owned vehicles shall drive in an alert and courteous manner. They shall do nothing that would reflect poorly upon the reputation or public perception of the Company. Employees are prohibited from using Company vehicles for personal use. By signing the handbook acknowledgment, the employee agrees to pay the deductible for any non-work related accident resulting in damage. Employees must immediately report any motor vehicle accident involving a Company vehicle. Employees may not operate a Company vehicle while under the influence of alcohol, illegal drugs or prescription drugs that impairs the ability to operate a motor vehicle. Employees found to be driving in violation of this paragraph shall be subject to disciplinary measure, up to and including termination.

### **Malfunctioning Equipment**

Any equipment, machinery, tool(s), or vehicle(s) that is not functioning properly must be immediately reported to your supervisor.

## **ABOUT YOUR BENEFITS**

### **Paid Days Off (PDO's)**

The following is the minimum PDO schedule for all full time employees:

1st year	-	0 days
2nd year	-	7 PDO's
3rd year	-	13 PDO's
4th year	-	14 PDO's
5th year	-	15 PDO's
10th year	-	20 PDO's

PDO Schedule will be prorated according to your hire date to coincide with the calendar year. If the anniversary date of your hire is:

1. In the 1st Quarter: You are entitled to the full second year PDO schedule (7 PDO's) and it must be used by the end of the calendar year, at which time the 3rd year schedule will begin. PDO's from the 2nd year may not be carried over to the 3rd year.
2. In the 2nd Quarter: You are entitled to a prorated share of the 2nd year PDO schedule (5 PDOs) and it must be used by the end of the calendar year, at which time the 3rd year schedule will begin. PDO's from the 2nd year may not be carried over to the 3rd year.
3. In the 3rd Quarter: You are entitled to a prorated portion of the 2nd year PDO schedule (5 PDO's). At the end of the calendar year, the full second year schedule will begin. The prorated days may be carried over to the

next calendar year.

4. In the 4th Quarter: You are entitled to a prorated portion of the 2nd year PDO schedule (2 PDO's). At the end of the calendar year, the full 2nd year schedule will begin. The prorated days may be carried over to the next calendar year.

You can use your total number of allotted days off singly or in chunks, to best suit your personal situation. Vacations should be scheduled 30 days in advance. Vacation requests made before 5/1 will be given priority according to seniority with the Company. Vacation requests made after 5/1 will be granted on a first come, first serve basis. PDO's may not be accrued from year to year. PDO's not used will be forfeited by the employee. Employees leaving Jersey Elevator for any reason are not entitled to payment for unused PDO's.

### **Holidays**

The Company will observe 9 holidays, they are: New Year's Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day. If a holiday falls on a Saturday, it will be observed on the previous Friday; if it falls on a Sunday, it will be observed on the following Monday.

To receive a paid holiday, an employee must be employed full-time for the two (2) weeks prior to the holiday and

the week after the holiday **and** work the day before and the day after the holiday. Using a PDO the day before or after a holiday will not constitute time worked and will not entitle the employee to a paid holiday, unless the following conditions are met:

1. The time off must be scheduled and approved by a supervisor in advance.
2. You must take off all the remaining days in the holiday week or all the days in the week prior or after, forming a continuing vacation.
3. Conflicts in scheduling will be decided by the existing vacation rules.

### **Health Benefits**

All full time employees are eligible for Health Benefits after 6 months of employment with the Company. The Company pays the full expense to insure the employee, spouse and eligible dependents. All full time employees will receive the same coverage the Company has in effect. Present coverage includes regular doctor visits, hospitalization, emergency room service, prescription drugs, vision, dental and life insurance benefits. Co-payments and Network physicians and hospitals are mandatory to the policy. Details of the Health, 401(K) and profit sharing benefit are available through the accounting department.

### **401(K)**

Jersey Elevator provides each eligible employee the opportunity to share in a meaningful retirement benefit by

contributing pre-tax salary deferrals into a 401(K) plan. You can save 1% to 15% of your gross salary and the Company will match 50% on the first 6% of your salary that you contribute. That's an immediate 50% return on your money. You must be 21 and work for the Company 1 (one) year to be eligible for the 401(K) plan. All eligible employees are encouraged to participate in the 401(K) plan.

### **Profit Sharing**

Each year, the Company will make a discretionary deposit directly into the 401(K) account of all eligible employees. This deposit is based on the profits earned by the Company and allows all employees to share in the successes of their work. Employees need not participate in the 401(K) in order to be eligible for Profit Sharing.

### **Bereavement Pay**

A full time employee who suffers a death in their immediate or extended family is entitled to paid time off commencing the day of death and ending with the day of burial up to a maximum of 24 hours for immediate family and 8 hours for extended family. The immediate family of an employee is defined and limited to their spouse, child, mother, father, sister and brother. Extended family is limited to their Mother-in-law, Father-in-law, grandparents and grandchildren. In order to receive bereavement pay, an employee must present proof of death and attendance at the funeral. Supervisors may approve additional unpaid time off if requested.

## **OTHER POLICIES AND PROCEDURES**

### **Personnel Records**

Individual personnel information is carefully protected and shared only with those who have proper authorization and legitimate business reasons for seeing them. In response to inquiries from outside the Company, Jersey Elevator will only provide written confirmation of the dates of employment and current position. Requests for additional information will be denied unless authorized by you or required by law or legal process.

Employees terminated for violent, assaultive or intimidating behavior shall have such reason for termination communicated to any prospective employer calling for employment information, regardless of whether the employee has signed a release.

Employees who wish to view their personnel file may do so in the presence of an authorized manager. Requests to view personnel files should be made to your immediate supervisor. If there is a change in your name, home address, marital status or telephone number, it is important that you advise your supervisor promptly. You should also have your supervisor obtain the correct form for changing your hospitalization coverage, or any tax deduction declarations.

## **Grievance Procedure**

It is the policy of the Company that employees have an opportunity to present work-related complaints and to appeal management decisions through a dispute resolution or grievance procedure. The Company will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

(1) An appropriate grievance is defined as an employee's express dissatisfaction concerning any interpretation or application of a work-related policy by management, Supervisors, or other employees. Examples of matters which may be considered appropriate grievances under this policy include:

a. A belief that Company policies, practices, rules, regulations, or procedures have been applied in a manner detrimental to an employee;

b. Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation;

c. Alleged discrimination because of race, color, sex, age, religion, national origin, marital status, or disability;

d. Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, salary, or seniority.

Employees grieving dissatisfaction due to sexual harassment or those discriminatory actions listed under (c) shall not be held to the time lines set forth in this procedure.

Further, investigation of sexual harassment complaints shall be handled by management directly. Supervisors receiving a report of alleged sexual harassment shall report same immediately to John Sweeney for investigation.

(2) Employees should notify the Company, in writing in a timely fashion, of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances. As used in this policy, the terms “timely fashion,” “reasonable time,” and “promptly” generally will mean five working days.

(3) The grievance procedure has a maximum of three steps, but grievances may be resolved at any step in the process. Grievances are to be fully processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

(4) Employees who feel they have an appropriate grievance should proceed as follows:

a. Step One - Promptly bring the grievance to the attention of the immediate Supervisor. Provide a detailed written explanation of the grievance. If the grievance involves the Supervisor, then it is permissible to proceed directly to step two. The Supervisor is to investigate the grievance, attempt to resolve it and give a decision to the employee within a reasonable time. The Supervisor should prepare written and dated summary of the grievance and

proposed resolution for file purposes.

b. Step Two - Appeal the decision to a member of senior management, if dissatisfied with the Supervisor's decision, or initiate the procedure with a member of the senior management if Step One has been bypassed. Such an appeal or initial complaint must be made in a timely fashion, in written form. The Supervisor's version of the grievance and decision will then be submitted using a similar written form. The member of senior management will, in a timely fashion, confer with the employee, the Supervisor, and any other members of management considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.

c. Step Three - Appeal an unsatisfactory senior management member decision to the President. The timeliness requirement and procedures to be followed are similar to those in Step Two. The President will take the necessary steps to review and investigate the grievance and will then issue a written, final, and binding decision.

(5) Final decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as Company policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

(6) Information concerning an employee grievance is to be held in confidence. Supervisors, department heads, and other members of management who investigate a grievance are to discuss it only with those individuals

who have a need to know about it or who are needed to supply necessary background information advice.

(7) Time spent by employees in grievance discussions with management during their normal working hours will be considered hours worked for pay purposes.

(8) Employees will not be penalized for proper use of the grievance procedure. However, it is not considered proper use if an employee raises grievances in bad faith or solely for the purposes of delay or harassment, or repeatedly raises meritless grievances. Implementation of the grievance procedure by an employee does not limit the right of the Company to proceed with any disciplinary action which is not in retaliation for the use of the grievance procedure.

(9) The Company may, at its discretion, refuse to proceed with any complaint it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way.

(10) Any employee who becomes aware of deliberate misrepresentation, theft or blatant disregard of any policies set forth in the manual by any other employee or Supervisor is obligated to report those actions to an appropriate individual. If the employee is uncomfortable following the steps as outlined in the grievance procedure, the employee may anonymously submit a written statement to any member of senior management. Such statement should include the person(s) involved and make clear the nature of the problem providing details, times, and evidence supporting same. Management will investigate and make every effort to resolve the problem. Failure to

alert an appropriate individual to deliberate misrepresentation, theft, or disregard of company policy may result in disciplinary action up to and including termination.

### **Leaving Jersey Elevator/Resignation and Termination**

If for any reason you plan to resign, please talk it over with your supervisor and/or John Sweeney before making a final decision. The discussion may be helpful to you both as many problems can be resolved through such a discussion. If you definitely decide to leave, please submit a formal letter of resignation to your supervisor or directly to management. The letter should include your reason for leaving Jersey Elevator. Please submit your letter of resignation at least two weeks in advance of your departure, so that a replacement can be found. In order to correct any deficiencies in employment practices that may have prompted the resignation, employees terminating voluntarily are requested to complete an exit interview.

When Jersey Elevator finds it necessary to release an employee, the individual will be informed by the supervisor or manager. During this meeting, the reasons for release will be discussed, and the benefits to which the employee may be entitled are explained.

Upon separation for the Company, you are required to return all Company property, including this handbook. You will be paid for all time worked less the cost to replace any

Company property issued to you and not returned. There is no severance pay or accumulation of vacation, holiday or insurance benefits.

Ordinarily, Jersey Elevator will not release detailed information regarding your work performance without a signed employee release. However, if you are terminated because of violent, intimidating or assaultive behavior, the reasons shall be communicated to any employer seeking a reference.

