

E-200 - HIRING & TERMINATION

Policy:

The Company is an Equal Opportunity Employer and does not discriminate against applicants or employees on the basis of age, color, race, religion, disability, gender, national origin, pregnancy, or sexual orientation.

Procedures:

When practical, "Promotions from within the Company" is the guiding principle.

Relatives should not be employed into or assigned to jobs in which they have a direct supervisory or other close working relationship with each other. A close working relationship is one, which necessitates that the positions involved confer or coordinate on matters vital to the Company's internal control. Consistent with this policy, relatives of current employees shall be given equal consideration for employment and placement with other qualified candidates. In the event the person normally responsible for hiring would be considering a relative for employment, the next level of authority will conduct the hiring process.

Bryant Group, Inc., exercises a policy of employment and termination at will and explicitly does not offer employment contracts to employees.

HIRING REQUEST FORM:

In order to prevent unnecessary hiring and resulting layoffs, a Hiring Request Form and Personnel Action form must be filled out and signed by a division manager and received by the Human Resource Department before any physical examinations and drug screens will be scheduled.

Once the hiring request is approved by the President or Vice President the background investigation process will begin.

(No one who is not a Bryant Group, Inc. employee or approved Sub-contractor should be working on any jobsite before going through the proper hiring process stated above). Anyone caught doing this or allowing employees to do this could be subject to termination.

PROBATION:

All employees are “on probation: for 90 days following their hire date or position transfer. They may be terminated without warning or reason during that time period. The trial period may be extended an additional 90 days any time during the initial probationary period at the discretion of the employee’s superintendent or supervisor.

After the 90-day probationary period, one written warning must be given to an employee who is performing unsatisfactorily.

If adequate improvement is not being shown within one week, the employee may be terminated.

If termination does not occur, a warning notice follow-up must be written within 30 days to document the employee’s improvement.

In cases of insubordination, drunkenness, drug abuse, dishonesty, theft, harassment, etc., no written notice is necessary before termination.

IMMIGRATION LAW COMPLIANCE:

The Company is committed to employing only United States citizens and those aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Company within the past three years, or if their previous I-9 is no longer retained or valid.

Current employees will be asked to provide updated information on a yearly basis or when information previously submitted has expired. Failure to provide current proof of citizenship or employment eligibility may result in discharge.

Employees with questions or seeking more information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

TRANSFERRING AND REHIRING LAIDOFF EMPLOYEES:

Before an employee can be hired after transferring or being laid off by another department, the new superintendent or manager must communicate with the previous supervisor and with the Human Resources Department about the employee.

WARNING NOTICES:

When an employee is performing unsatisfactorily, a warning notice must be written. If adequate improvement is not exhibited within a one week, termination can occur.

If termination does not occur, a warning notice follow-up must be written within 30 days to document the employee's improvement.

Both the warning notice and the follow-up must be turned into the Human Resource Manager to be filed in the employee's personnel file.

RESIGNATION:

Resignation is employment termination initiated by an employee who chooses to leave the Company, voluntarily.

If an employee resigns their position he/she will not be re-hired unless actively recruited by the Company.

An employee who resigned and is later rehired is subject to the waiting provisions of any Company benefits and loss of seniority.

All benefits will be granted as is he/she if a new employee.

The Company has the right to discharge at will.

TERMINATION

If an employee is terminated from Bryant Group, Inc. for any reason, the manager/supervisor will submit a termination report. Included in this report is a list of Company property to be returned to the Human Resource Department so that the final payroll can be processed. As stated in the consent form signed by all Bryant Group, Inc., employees prior to the issuance of Company property, all missing Company property will be charged to employees. If you have medical benefits, the premium for the remainder of the month will also be deducted from the employee's last paycheck.

Termination of employment is an inevitable part of personnel activity with any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Unwillingness, failure or incompetence to perform work as required or directed.
- Neglect, waste, or theft of Company materials, property, tools, equipment, or the property of a customer or fellow employee.
- Falsifying timecard.
- Habitual tardiness.
- Failure to notify manager before work time when unable to work or failure to report to work when scheduled.
- Unprofessional conduct in the presence of customers or prospective customers or while on the job. Examples include: patronizing a bar or tavern using a company vehicle, any unauthorized use of company vehicle or property, willful violation of safety rules, or creating and/or contributing to unsafe or unsanitary conditions, conduct violating decency or morality of the community while on Company property or in company uniform or vehicle.
- Use of, or possession of, or being under the influence of intoxicants or narcotics during work hours or any time on Company premises.
- Threatening, intimidating, or using profane, indecent or abusive language toward another employee or supervisor.
- Carrying or possessing weapons on the job.
- Moonlighting or performing side work.
- Driving restrictions that prevent an employee from performing required job duties.
- Driving company vehicle on personal time.
- Bringing people to work who are not Bryant Group employees.

(The above list is not intended to be all inclusive of causes for termination.)

Other Terminations:

MEDICAL: Termination initiated by the employee or by the organization when an employee is unable, for health reasons, to continue to perform his or her position.

RETIREMENT: Voluntary retirement from active employment status initiated by the employee.

LAYOFF:

The Company will make reasonable efforts to schedule work to avoid the need for layoffs. However, failure of clients to start a project, extended bad weather, a decrease in sales and many other reasons occasionally lead to employee layoffs. Layoffs may be temporary or permanent lay-offs.

Layoff shall be accomplished on the basis of individual merit and value to the company.

Seniority will accrue during a temporary layoff. A laid-off employee may take any earned paid time off during the layoff period.

A return-to-work date will be given when and if possible.

An employee who is laid-off will lose their company benefits during the layoff period; however, eligibility for company benefits will resume immediately after he or she is called back.

MANAGER/SUPERVISOR RESPONSIBILITIES ON RESIGNATION, TERMINATION OR LAYOFF OF EMPLOYEE:

When an employee leaves the Company for any reason, his or her direct supervisor is responsible for seeing that all Company property is returned and accounted for. At this time, all Company property in possession of the employee – credit cards, gas cards, keys, cell phone, computer equipment, tools, company vehicle, etc. will be returned and accounted for and all applicable forms are filled out and submitted to Human Resources immediately.

When a field employee leaves the Company for any reason it is the responsibility of the supervisor to contact Human Resources to determine what company property was issued to the employee and make sure all company property is returned if the employee is working in the field.

A release from the Tool Room will also be required before the employee's final paycheck is issued, provided that all tools, equipment and company vehicle have been returned in good condition.

(This includes employees who leave for any length of time that exceeds their paid time off.)

Any supervisor who fails to notify Human Resources of an employee's departure in sufficient time for the employee to be cleared will be held responsible for any money or property which may be owed to the Company.

When an employee is terminated from the Company for any reason, all company property must be returned immediately. No further paychecks will be issued until all Company property is accounted for. All office employees will turn in any Company property to the Human Resources Department. In regards to field employees, it is the responsibility of the Superintendent or Production Manager to collect all company property from the employee such as; vehicle, tools issues, company phone, etc...

A release from the Gaithersburg warehouse for tools and truck will also be required, confirming that all tools and equipment have been returned in good condition. No further paychecks will be issued until all Company property is accounted for.

PERSONNEL ACTION FORMS:

In order for Personnel and Payroll records to be maintained accurately, Personnel Action Forms (PAF's) must be completed in full, signed by the Division Manager, when employees are hired, terminated, or have undergone a change in status, pay rate, transfer or leave of absence. These forms must be received in the Human Resources Department within two (2) days of the action to avoid any errors with Payroll. **It is imperative that all Company, property issued to employees is recorded and collected from employees when they leave the Company for any reason.**