



Platinum Designs, LLC

Employee Handbook

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Platinum Designs, LLC – Employee Handbook

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OVERVIEW

PLATINUM DESIGNS, LLC - EMPLOYEE HANDBOOK

Platinum Designs, LLC believes in keeping our employees fully informed about its policies, procedures, practices, benefits, what employees can expect from the company and the obligations assumed as an employee. This practice is designed to provide equal treatment of employees. We urge employees to become familiar with the policies, procedures, practices and benefits of Platinum Designs, LLC. This handbook is intended to provide employees with basic information. The policies and practices described in this handbook are created for the benefit and protection of the people who contribute to the success and survival of Platinum Designs, LLC. . . its employees.

Nothing contained in this handbook is intended to create, nor shall be construed as creating, an expressed or implied contract or guarantee of employment for any term. Employment security cannot be guaranteed by any manager or other employee. At all times during employment with Platinum Designs, LLC, employees shall retain the right to leave employment if they choose. Platinum Designs, LLC retains the right at all times, as well, to separate any employee from employment for any reason that does not contradict any wrongful discharge laws which may apply.

Policies, procedures, practices and benefits may change with time. They may require clarifying, amending and/or supplementing. The company maintains the responsibility and the right to make changes at any time and will advise employees when changes occur. Descriptions of various fringe benefits such as Platinum Designs, LLC's Employee Health Plan are summaries only. Should the descriptions in this handbook differ with any formal agreement or document involved, the formal agreement or document shall be considered correct.

Questions on any matter pertaining to employment or any information included in this handbook should be directed to the owner, Ian Cairl or the Office Manager, Robin Cairl. The policies, procedures, practices and benefits described replace all earlier written and unwritten ones.

COMPANY MISSION STATEMENT

It is our mission to provide a unique design complementing the style of our client while working within a desired budget. We will provide aesthetically & functionally superior design with custom and semi-custom cabinetry and guaranteed satisfaction on the products and installation.

MANAGEMENT PHILOSOPHY

Platinum Designs, LLC Management is committed to following principles that will govern relations with our employees.

Platinum Designs, LLC employees and their welfare are vital to the success of our company. The company's long-range objective is the continuous development of a growing and prospering business through which both the employees and the company will benefit.

Every employee is considered a member of our company team. Our success as a company is built on the recognition of the skills and efforts made by each employee. Our policy is to work with all members of our team in a fair and friendly manner and to treat each team member with dignity and respect.

The Management of Platinum Designs, LLC will work continuously for the benefit of our present and prospective customers to improve the competitive position of our company. This will enable us to provide stable jobs for our team members.

General conditions such as safety, cleanliness and employee accommodations will be evaluated periodically for improvement and will always compare favorably with good industry practice. We will meet with any employee to discuss suggested improvements in working conditions.

We will honor and abide by the provisions of our Employee Information Handbook. We will devote our best effort to conducting an expanding business with an atmosphere of harmony and respect for all.

EMPLOYMENT POLICIES AND PROCEDURES

All candidates for employment must fully complete, date and sign the standard Platinum Designs, LLC employment application form. The form should be completed in detail and signed by the applicant to verify the accuracy and completeness of previous employment and personal information as well as health information. We may investigate any portion of the requested information and may deny or terminate employment of anyone giving false or incomplete information.

CONFIRMATION OF PREVIOUS EMPLOYMENT

The company, in its discretion, will request information from the prospective employee's previous employers relative to their work record in connection with their application for employment.

COMPLIANCE INFORMATION

In order for the company to comply with federal government regulations regarding its practice to employ people without discrimination, it is necessary for the company to compile and maintain detailed information on each formal candidate for employment and those who are hired. This information will include the candidate's or employee's sex, race, handicap status and veteran's status including service during the Vietnam Era.

IMMIGRATION AND NATURALIZATION

The U.S. Immigration and Naturalization Service requires that the company and candidates for employment provide specific information within three (3) days of commencing employment. Candidates for employment must complete Section 1 of Form I-9 and provide the company with specific "original" (copies not permitted by law) documents to establish their identity and employment eligibility. Please refer to the Form I-9 for a listing of acceptable documentation.

PRE-EMPLOYMENT PHYSICAL EXAMINATION

For certain positions and under certain circumstances a pre-employment physical examination may be required. The pre-employment physical examination will be conducted by a company-appointed physician at the company's expense. When a pre-employment physical examination is requested, employment and assignment will be conditional pending the receipt of a satisfactory physician's report.

If a pre-employment physical examination is not requested by the company, it is still each employee's responsibility to disclose any known medical conditions that may limit/prevent the employee from working in any department within the company.

MOTOR VEHICLE RECORD (DMV) INQUIRY

Prospective employees expected to drive company vehicles will provide the company with current and acceptable motor vehicle driving information (valid driver's license). Employment and assignment will be conditional pending the receipt of a satisfactory report from the State Department of Transportation, Division of Motor Vehicles.

EMPLOYMENT STATUS

Neither the company, any of its managers, foremen, or any other employee can guarantee a specific duration of employment. Employees may leave employment at any time with or without a reason. Likewise, the company reserves the right to terminate any employee at any time within the provisions of the law. We ask that you provide the company at least two (2) weeks' prior notice upon your intention to terminate employment.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Platinum Designs, LLC was built upon teamwork and equal opportunity. We will continue to be successful when people are treated fairly, allowed to advance and achieve their potential. We are proud of the fact that we treat all people equally without regard to race, color, religion, handicap, disabled or Vietnam Era veteran status, sex, age, or national origin, except when handicapped status is a genuine disqualification. We work hard at Platinum Designs, LLC to promote the fulfillment of human potential and equal employment.

Equal opportunity and equal consideration will be given to all applicants and employees in personnel actions which include recruiting and hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, termination, recalls and social and recreational programs. It is the responsibility of every manager to practice fair employment to everyone at all times. Any violation of the Equal Employment Opportunity Policy by any manager or other employee must be reported immediately to the owner.

When applicable, managers have the overall responsibility of carrying out the company's Equal Employment Opportunity Policy in their respective work areas. Questions and/or complaints concerning equal employment opportunity should be directed to: Equal Employment Opportunity, Platinum Designs, LLC, P.O. Box 232 Flemington, NJ 08822, (908) 782-4010.

DEFINITIONS OF EMPLOYEES

Employees are divided into three groups for the purposes of pay and benefits. Company policies apply to all employees.

Regular Full-Time

Employees hired full time on a full work week basis for a continuous and indefinite period of time are considered regular full-time employees for all pay and benefit purposes.

Regular Part-Time

Employees whose work schedule is less than full time on a full work week basis for a continuous and indefinite period are considered regular part-time employees for all pay and benefit purposes. Regular part-time employees are eligible for some benefits by specific reference only.

Temporary Full or Part-Time

Employees hired as temporary replacement for regular full-time or regular part-time employees, or for short periods of employment such as summer months, peak periods and vacations are considered temporary employees. Temporary employees are not eligible for benefits regardless of the number of hours or weeks worked.

NON-EXEMPT FROM FEDERAL WAGE AND HOUR LAW

Hourly-paid employees are expected to confine their work to the normal workday and work week unless overtime is authorized in advance by their immediate supervisor/manager. Hourly-paid employees will be paid overtime pay for all authorized hours worked in excess of forty (40) in a work week.

EXEMPT FROM FEDERAL WAGE AND HOUR LAW

The hours worked by salaried employees are often irregular and begin and end beyond the normal workday. Salaried employees are exempt from the overtime provisions of the Federal Wage and Hour Law and do not receive overtime pay.

BENEFIT ELIGIBILITY

The term "eligible employee(s)" refers to regular full-time employee(s) unless otherwise designated. Employees will be advised of the status of their position when they are hired. Regular full-time employees are entitled to the benefits stated in this handbook provided they qualify for each individual benefit. Regular part-time employees are entitled to those employee benefits specifically designated. Temporary employees are not eligible for benefits.

ORIENTATION

Following the acceptance of employment, the employee's designated immediate supervisor/manager will discuss duties, the company's policies and procedures with the new employee. A copy of the Employee Information Handbook will be given to each new employee. Employees should read the handbook thoroughly and direct any questions to their immediate supervisor/manager and/or the company's Human Resource Department.

An Acknowledgement of Receipt and Understanding is provided at the end of the handbook that the new employee is required to sign. The signed/witnessed acknowledgement will remain in the handbook. A second originally signed copy of the Acknowledgement must also be signed by the employee and must be returned to the Human Resource Department within ten (10) business days of commencement of employment. This signed copy will become part of the employee's personnel file.

EVALUATION PERIOD

During the first thirty (30) days of employment, Platinum Designs, LLC and the new employee are given an opportunity to evaluate whether the employment relationship should continue. Before the end of this thirty (30) day period, the employee's performance will be evaluated. If, during or at the conclusion of the noted evaluation period, Platinum Designs, LLC or the employee believes that employment should not continue, separation from employment will follow immediately. The evaluation period may be designated for a longer period, to be determined on a case by case basis, and must be established in writing at the time of hire, for a position which requires a longer evaluation period to determine whether the employee is able to perform the functions of the position.

PAYROLL INFORMATION, PERSONNEL, BOOKKEEPING, ETC.

Immediately upon accepting employment, the new employee will be given federal and state tax forms along with other employment related forms to complete. The completed forms must be signed, dated and handed back to the Administration Office for processing.

CONTINUOUS SERVICE DATE

In order to have a record of an employee's benefits, a continuous service date will be maintained for each regular full-time employee. The continuous service date will be the employee's first day of employment and will continue uninterrupted as long as the employee remains a regular full-time employee.

ACCURATE AND UP-TO-DATE EMPLOYEE INFORMATION

Employees are required to help keep the company informed about any major change that may affect their employment status. Important information that must be kept up-to-date and reported immediately to the Administration Office and/or Human Resource Department include any changes of:

- Name
- Address
- Home Telephone Number
- Marital Status
- Number Of Dependents
- Any Important Health Information
- Emergency Telephone Numbers and Whom to Notify In Case Of Emergency
- Change Of Beneficiary
- Authorized Payroll Deductions
- Additional education and special training courses

PERSONNEL RECORDS

Platinum Designs, LLC will maintain a file on each employee. An employee's personnel record begins with their completed employment application form. From time to time, various information will be added to this personnel record regarding an individual's employment status with the company. Personnel records are the property of Platinum Designs, LLC and will be treated the same as any other confidential company information.

Access to an employee's personnel file is restricted to the company President and the Administration Office, and, only upon authorization from the company President or Administration Office Management, to employee's immediate Manager or Supervisor if applicable. Violation of this policy is considered a very serious offense.

STANDARD WORKING HOURS

The company's standard public hours of operation for clients are currently by appointment.

Administration Office: Monday thru Friday, 8:30 a.m. to 5:00 p.m.,
(1/2 Hour Lunch, Non-Paid)

Sales Representatives work on a Commission basis, and shall work the hours required to, at a minimum, satisfactorily perform their responsibilities in relation to achieving reasonable customer satisfaction and job completion. Each Sales Associate is required to attend Sales Meetings held at the office,

Full-time field employees are expected to work 40 hours per week. Start & stop times are dependent upon the prevailing job schedule & what is acceptable to the client and with regard to municipal ordinances concerning acceptable working hours. Employee's immediate Supervisor will inform employee of scheduled breaks and lunch periods. Employees are expected back at their scheduled location ready to start work at the end of each scheduled break or lunch period. Lunch breaks are unpaid and the time should be deducted when recording hours on weekly timesheets.

OVERTIME

Each employee is expected to complete a normal work day, and work week, and work whatever reasonable additional hours are required to meet company needs. If determined necessary, overtime work will be authorized by management beyond an employee's standard work week. Hourly-paid employees will be paid one and one-half (1 and 1/2) times their normal hourly rate of pay for approved overtime hours worked in excess of forty (40) hours per week (not including holiday, vacation, or personal hours not worked but received as part of benefit compensation.)

WASH UP, CLEAN UP

It is imperative that we practice good housekeeping in our work areas and to keep each area as debris-free as possible. It is part of employee's responsibility to clean their own work area at the end of each day and complete their daily time card.

TIMECARD RECORDS

It is each employee's responsibility to keep accurate timecard records daily. Job costing is very important to determining profitability and future pricing. It is very important for those doing job-related work to accurately designate their time to the correct job. The ½ - 1 hour lunch break is unpaid and should not be included in time recorded. Timecards are to be completed daily and emailed or faxed to the Administration Office weekly by Monday morning for the prior Monday through Sunday pay period.

ATTENDANCE

Regular and on-time attendance is essential to efficient operations at Platinum Designs, LLC. Excessive absenteeism and tardiness is not only inconvenient but also causes costly problems. While it is recognized that an occasional illness or extenuating personal reason may cause unavoidable absence from work or tardiness, regular on-time attendance is required for continued employment. Employees must make every effort to call in as soon as possible to report any absence or lateness. Employee must notify their immediate supervisor/manager the night before, if possible. **EMPLOYEES ARE EXPECTED TO MAKE THE EFFORT TO NOTIFY THE COMPANY OF ANY ABSENCE OR TARDINESS.** Absences and vacation days must be written on time cards.

Employees who fail to maintain an acceptable attendance record may be subject to disciplinary action. Unexcused absence or tardiness will affect future promotions and/or raises.

UNEXCUSED ABSENCE/TARDINESS

Following are descriptions of disciplinary actions that may result from unexcused absence:

- First Offense: Verbal reprimand with written notice and copy to employee's Personnel file
- Second Offense: Written notice with copy to employee's Personnel file and possible suspension for two (2) day(s) without pay, upon Management review. -
- Third Offense: Subject to termination, upon Management review.

FAMILY EMERGENCY

In the event the Office receives word of an emergency related to an employee's family, the employee will be notified by the office as soon as possible. Should the employee be at a location away from their normal workplace, arrangements will be made to contact the employee, and if necessary, arrange for the employee to return home immediately.

SEVERE WEATHER CONDITIONS

If there is any question regarding hours of work during severe weather conditions, employees are responsible for contacting their immediate Supervisor/Manager or the Office regarding opening and closing hours.

PERFORMANCE EVALUATIONS

Performance of employees will be evaluated annually by Management. Any recommendation for promotion, change of duties or a pay raise must be approved by employee's supervisor/manager and/or the company President before any change takes effect. Performance evaluations do not necessarily mean a change in pay or duties.

PAYROLL AND PAYROLL DEDUCTIONS

The company will deduct federal and state income taxes, Social Security taxes and back taxes, garnishments (including child support), or for loss or destruction of company property from an employee's gross pay. Any deductions (other than statutory deductions) must be authorized by the employee. No other deductions will be made unless specifically authorized in writing by the employee. All deductions will be itemized on the employee's pay check stub.

Every precaution is taken to ensure that employees are paid correctly. If an employee believes there is an error in their pay, or has any questions regarding deductions, etc., employee should contact the Administration Office/Payroll Department.

The company will make every attempt to adjust the error immediately or no later than the next pay period.

PAY PERIOD

Personnel are normally paid on each Friday for work performed Monday through Sunday of the previous week. Automatic Deposit of paycheck is preferred. Forms are available in the Administration Office. Occasionally, it may be necessary to distribute printed paychecks, and employees will be notified prior to Friday of this change.

GARNISHMENTS

State law requires the company to honor garnishments of employee wages (including child support) as a court or other legal judgment may instruct. The law also provides for an administrative fee to be charged when a garnishment occurs.

AUTHORIZED CHECK PICKUP

If an employee is absent on pay day and instructs someone to pick up their pay check, a note signed by the employee authorizing the person must be provided before the check can be released. The person picking up the pay check (if not a Platinum Designs, LLC employee) must show proper identification and sign for the check. This policy protects the employee and the company.

PAY ON SEPARATION FROM EMPLOYMENT

Employees separated from employment will be paid for time worked (less any outstanding deductions) on the next regular pay day according to the applicable federal and state laws.

BENEFITS

A comprehensive group of employee benefits has been developed by Platinum Designs, LLC. Benefits are carefully designed to provide employees with a balance of time off from work without creating undue hardship, help in case of injury or illness and an opportunity to advance in their position.

Regular full-time employees are eligible for benefits, if they meet specific requirements.

Questions concerning any of the specified benefits should be directed to the Administration Office/Human Resource Department.

Benefits described in this handbook are subject to change.

VACATION AND PERSONAL PTO & ELIGIBILITY

The company recognizes that employees need a scheduled time away from normal work duties for their personal well being. The company awards Paid Time Off (PTO) for vacation and personal time. PTO is to be used for vacation, or personal time requested. In order to factor an employee's absence into our production schedule, the company requires at least 48 hours notice for 1 day of PTO except in an emergency, 1 week notice for 2 consecutive days of PTO except in an emergency, 2 weeks notice for 3-4 consecutive days of PTO and 1 month notice for 5 or more consecutive days of PTO. Job requirements will always have precedent over PTO (vacation) schedules. Seniority will be considered in the event a conflict of vacation schedules arises. An email to management within the time frames required to request PTO is a sufficient form of notice. No special form is required. PTO begins accruing upon hire and is based upon hours worked. An employee must be with the company for 90 days before being eligible to use PTO. PTO may be taken in ½ hr. increments. The company grants paid time off (PTO) to regular full-time employees who meet the service requirement as follows:

<u>Length of Employment</u>	<u>Max. days annual accrued PTO</u>	<u>= hours</u>
First 90 Days of employment	0	0
90 days - less than 1 yr of service	5	40
1-2 years of service	10	80
3-4 years of service	10	80
5-6 years fo service	15	120
7-8 years of service	15	120
9-10 years of service	17	136
10+ years of service	20	160

Paid time off will be at the employee's regular rate of pay. PTO will not be considered as time worked for the purpose of computing overtime.

CALCULATION OF PAID TIME OFF (PTO)

<u>Total hours per year</u>	<u>Hours accrued per hour worked</u>
40	.01923
80	.03846
120	.05769
136	.06538
160	.07692

CARRYOVER OF PAID TIME OFF

Earned, unused PTO may be carried over into the next year but the number of days carried over may not exceed your entitlement for the current year. Example:

	PTO Entitlement + Carryover	Used	Unused	PTO Actual Carryover
1st Year	10	6	4	4
2nd Year	10+4=14	5	9	9
3rd Year	10+9=19	6	13	10
4th Year	10+10=20	4	15	15
5th Year	15+15=30	10	20	15

SICK PAY

In addition to PTO, the company provides 4 paid sick days (32 hours) per year. An employee is eligible to use their sick pay upon the date of hire and in ½ hour increments as needed. This benefit is designed to be used with notice being as little as the morning of the day needed.

Paid sick time will be at the employee's regular rate of pay and will not be considered as time worked for the purpose of computing overtime.

PAID HOLIDAYS

The company normally recognizes the following holidays, which will be paid holidays for regular full-time employees; however, the company may decide to work on a holiday depending upon job requirements. In this case, and only this case, the time off (8 hrs.) will be considered a floating holiday for the employee to use at their discretion with a week notice to management.

- New Year's Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day
- Christmas Day

If a holiday falls on a Saturday or Sunday, its work day of observance will be at management's discretion. Employees must work the regularly scheduled work days before and after the holiday to be eligible for holiday pay (unless the holiday falls during pre-approved vacation time or otherwise approved by management). Paid holiday time will not be considered as time worked for the purpose of computing overtime.

GROUP HEALTH PLAN

A group health plan is available to all regular full-time employees. Coverage is effective commencing on the first day of the month following completion of sixty (60) days of continuous employment. As health care costs continue to rise, the company will attempt to provide the best possible health coverage to its employees at an affordable cost. With the recent significant increases in health insurance premiums over the last several years, Platinum Designs will not be able to continue to cover the full cost of the employee's premium. As is the case with most companies, Platinum Designs and the employee will share in paying the cost of the employee's monthly premium. At this time Platinum Designs will pay 60% of the cost of the premium FOR THE QUALIFIED EMPLOYEE for the base BCBSNJ Omnia Silver Plan. Higher premium plans will be offered with the difference of the cost of the higher plan less 60% of the base plan being at the employee's expense. Employees who wish to have coverage on their eligible dependents may do so at their own expense, by indicating this choice on the group health plan enrollment form, and authorizing a weekly payroll deduction to cover the added expense. Rates for adding eligible dependents to the group health plan can be obtained from the Administration Office/ Human Resource Department. The insurance carrier will provide eligible and participating employees with a detailed summary of the insurance provided.

NJ CONTINUATION OF COVERAGE

Employees terminating employment may be able to continue their group health insurance coverage for twelve (12) to eighteen (18) months at their own expense, as mandated by law where applicable. Employees whose work hours are reduced to a point where they are ineligible for coverage may also continue coverage for twelve (12) to eighteen (18) months at their own expense if applicable. Employees must notify the Office of their intent to continue coverage within thirty (30) days and must pay the premiums per the premium schedules. Failure to notify the Office or pay premiums is considered notice of cancellation of this option.

SELECTIVE JOB-RELATED COURSE ASSISTANCE/REIMBURSEMENT

With prior approval from company President, the company, at its discretion, may assist with or reimburse the cost of a job-related course upon successful completion, for regular fulltime employees with a minimum of one (1) continuous year of employment. The course must be deemed directly job related.

Employees requesting course assistance/reimbursement must comply with the following conditions:

- Employee must submit a written request for job-related course assistance to the Administration Office for company President review and approval.
- List the name of the school, a description of the course, tuition cost, any other assoc. fees, and scheduled date(s)/time.
- Employee must be employed full time by the company at the time the assistance/reimbursement is paid.
- Upon successful completion of the course, the employee must submit all receipts for books, tuition, fees, etc., along with a copy of the final grade received to the Administration Office for company President review before reimbursement.
- Assistance/reimbursement for the course will not be made if the course is dropped, failed, or in any way not completed, or if the employee ceases to be employed by the company for any reason.

- Assistance/reimbursement will not be made by the company if the employee is receiving payment for course(s) by grant, scholarship or from any other sources.

LEAVES AND ABSENCES

SICK LEAVE/MEDICAL ABSENCES

The company does not provide any paid sick leave. If an employee is absent from work for more than three (3) consecutive days due to a non-job related illness or injury, they must provide the company with an explanatory note from their doctor. If an employee is absent from work for more than ten (10) consecutive working days, management will review the situation to determine if there is a need to fill the position in the individual's absence.

Medical absences will be handled on a case by case manner by Management and shall be in full compliance with Labor Laws,

Any exceptions to the above stated in an employee's individual Job/ Benefits Description shall supersede the above until the employee's next review.

MATERNITY LEAVE

Absence due to pregnancy will be treated the same as any other absence for medical reasons. (See Sick Leave I Medical Absences)

FUNERAL LEAVE

The company does not pay for days off to assist with arrangements or to attend a funeral. However, employees must notify the Administration Office for any day(s) which will be taken off. Vacation days may be used provided the employee is eligible for them.

CIVIC LEAVE

When an employee is called for jury duty or as a witness, time off will be without pay, unless otherwise mandated by law. A document from the court showing the date(s)/time(s) must be given to the Administration Office. Employees must notify their immediate supervisor/manager and the Administration Office upon receipt of their summons. If the court dismisses the jury or witness early, the employee is expected to return to work as soon as possible. Should the employee's work duties with the company be vital to its operation, the court may be asked to excuse the employee from jury duty.

VOTING

The company does not provide time off for voting with or without pay. Employees should make arrangements to vote prior to or following normal work hours.

MILITARY LEAVE

It is company policy to grant a leave of absence without pay to employees who participate in U. S. Armed Forces Reserve or National Guard training programs in accordance with the provisions of the Universal Military Training and Service Act. Employees are encouraged to use their vacation time, if eligible, for military training.

SOCIAL SECURITY/WORKERS' COMPENSATION

SOCIAL SECURITY

The cost of Social Security is shared between employees and the company. For every dollar an employee puts into Social Security, Platinum Designs, LLC puts in a dollar. Social Security provides benefits for employees and their families as specified by law in the event of retirement, hospitalization after age 65 (Medicare), total and permanent disability before age 65, and death at any time. For details, contact the local Social Security Office.

WORKERS' COMPENSATION

All employees are covered by Workers' Compensation insurance which is purchased by the company in the state(s) in which it operates. This insurance provides an employee with compensation for illness, accidental injury, or death suffered in the course of or as a result of their employment with the company in accordance with the laws of the State of New Jersey.

If an employee is injured on the job, the Administration Office must be notified within 24 hours of injury/accident.

Eligibility

Eligibility for benefits under Workers' Compensation insurance is automatic and is effective on date of hire.

Benefits

Workers' Compensation benefits vary from state to state, but all provide weekly payments based upon the employee's regular earnings (a percentage of), as well as payments for medical and hospital expenses. Please direct any questions regarding Workers' Compensation/Disability payment disbursements, payments eligibility period, etc., to the Administration Office/Human Resource Department.

Effect on Continuous Service Date

Any time lost by an employee due to an occupational illness or injury covered by Workers' Compensation insurance is credited as active service for all company benefits. All state and federal laws pertaining to Workers' Occupational Diseases and Workers' Compensation are fully complied with by the company.

TEMPORARY/PERMANENT SEPARATION FROM EMPLOYMENT

UNEMPLOYMENT COMPENSATION

Unemployment compensation is another form of insurance which is paid for entirely by Platinum Designs, LLC. It helps an employee meet a loss of income resulting from unemployment beyond their control by paying certain benefits while they are out of work. This form of protection is in addition Social Security and Workers' Compensation.

SEPARATION FROM EMPLOYMENT

Employees may be separated from employment voluntarily or involuntarily by retirement, voluntary resignation, lack of work, or termination. Usually, before an employee is terminated, they will be told the reason(s) and will be counseled by their immediate supervisor/manager and/or a member of the Administration Office Management. However, if any misconduct warranting discipline is severe enough, an employee may be discharged immediately,

PAYROLL AND THE HUMAN RESOURCE DEPARTMENT MUST BE ADVISED IMMEDIATELY OF THE DATE AND REASON FOR TERMINATION. ALL COMPANY PROPERTY MUST BE RETURNED IMMEDIATELY UPON SEPARATION FROM EMPLOYMENT AND BEFORE THE FINAL PAY CHECK IS RELEASED.

Pay At Time Of Separation From Employment

The company will determine if the terminating employee has any outstanding debt owed the company and whether the individual has in their possession any company credit cards, uniforms, tools, equipment, keys, or other company property. After a full accounting of the employee's and the company's accounts (as determined by the company), a final pay check will be issued to the employee in accordance with state law. The company will issue a check which is designated as the final payment for all services rendered. The final check will not reflect any time not actually worked, except for employees separated from the company for any reason before they have taken part or all of their earned vacation as per these guidelines. The employee will receive their current earned vacation pay (if accrued) **or** the balance of a pro-rated number of vacation hours (fixed vacation benefit) based on the percentage of the year worked at the time of separation from employment, provided the employee has provided two weeks notice in writing delivered by email and the employee was not terminated due to misconduct. Upon resignation or termination, the employer paid health insurance will cease and employee will be responsible to seek health insurance coverage elsewhere. Employee may be eligible for coverage through the Affordable Care Act and can apply at their option at www.healthcare.gov.

LEAVE OF ABSENCE

An employee may ask for a leave of absence without pay from the company. The company cannot guarantee to hold any position for more than three (3) weeks. In any case, the length of Leave of Absence, its approval and its effect on company business is at the sole discretion of Platinum Designs, LLC Management. Any request for a leave of absence must be made in writing and must be approved (in advance) by the company President.

Due to lack of work, the company may require an employee to take an unpaid leave of absence. The length of the company-initiated leave of absence may vary. During any unpaid leave of absence the following provisions apply:

- The employee is responsible for the payment of all insurance premiums for their individual coverage and dependent health insurance coverage (if applicable). This money should be paid to Platinum Designs, LLC by the first day of each month that the employee is on an approved leave of absence.
- While on an approved leave of absence, the employee will retain their original employment date showing no interruption in service.
- During an approved leave of absence if an employee accepts employment with another company, all their company benefits will be terminated.
- Any leave of absence is without pay.

REDUCTION OF WORKFORCE

In the event that a reduction in the company's workforce becomes necessary, the number of employees over and above those needed to perform the available work will be terminated. In determining those employees to be retained, consideration will be given to the quality of each employee's past performance, the need for the position held by the employee and, with all other factors being equal, the length of service of each employee. If feasible (but not as a vested right), employees subject to termination will be given at least two (2) weeks notice prior to the anticipated termination. Upon such termination, all accrued but unused vacation time will be paid in full and any insurance benefits required to be offered will be brought to the employee's attention.

WORK POLICIES AND REGULATIONS

CARE OF EQUIPMENT AND FACILITIES

Platinum Designs, LLC employees should be concerned with the care and safe use of company-owned equipment and facilities. Good housekeeping is expected of every employee.

PARKING

An adequate parking area is provided for employees. Please cooperate by not blocking any gate, driveway, or the dock of the shipping and receiving area. The company assumes no responsibility for employee's vehicles or their contents while on company property.

PERSONAL APPEARANCE/CLOTHING

Personal appearance, proper hygiene and appropriate attire are important to our work practices. Our customers gauge the quality of our company by the attention we show to personal appearance and attire. Employees are expected to report to work wearing clean and appropriate clothing. No torn clothing should be worn and is unacceptable work attire. A neat, well-groomed appearance is important to the employee, their fellow workers and to our clients.

The company does not object to male employees having reasonably long hair if it is groomed. Nor does it object to mustaches and/or beards if they are kept trimmed.

SMOKING POLICY

Platinum Designs, LLC is dedicated to providing a healthy, comfortable and productive work environment for its employees. This goal can only be achieved through ongoing efforts to protect nonsmokers and to help employees adjust to restrictions on smoking. Therefore, smoking is prohibited throughout company facilities except in designated smoking areas.

Designated Smoking Areas

Smoking is only permitted at the entrance of the Receiving Dock at our warehouse/shop location, and only during approved break and lunch periods. Smoking is strictly prohibited inside any home or building that is a jobsite. Smokers may go outside to an appropriate area on a jobsite, but all cigarettes are to be fully distinguished and placed in a cigarette butts canister at every location. The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees share in the responsibility of adhering to and enforcing this policy. Any conflict should be brought to the attention of the appropriate supervisory personnel.

SCRAP MATERIAL AND PARTS

All scrap material and parts are the property of Platinum Designs, LLC. An employee may discuss personal use of scrap material and parts with the company President, who will have final decision.

APPLICABLE SAFETY EQUIPMENT

Employees will be provided with appropriate safety apparatus, as their particular job functions dictate. Any safety equipment must be worn on the job as safety requires. This equipment will be signed for by the employee and replaced at their expense if lost or stolen. Replacement will be provided if the equipment is shown to be defective or worn from normal wear and tear.

PERSONAL TOOLS/PERSONAL VEHICLE

Employees who work in certain trade positions are required to provide their own tools and/or the use of their personal vehicles to perform their jobs (for example, but not limited to, installers). Such employees will be advised by their immediate supervisor/manger as to tools required.

COMPANY TOOLS

The company will furnish all necessary major, power tools and equipment to complete job assignments. Each employee is reminded that all items purchased by the company are the property of Platinum Designs, LLC and represent a very valuable asset of the company. It is the responsibility of the employee to whom tools and equipment are assigned to maintain and safeguard these assets as if they were their personal property. It is the policy of this company to hold the individual responsible for small tools and equipment lost, stolen or damaged through negligence. A periodic inventory of tools and equipment will be made. When leaving a work area, it is recommended that all tools that cannot be secured in locked storage be removed from the work area.

ENERGY PRESERVATION AND WASTE PREVENTION

Waste of energy and materials is costly to the company and ultimately results in losses which must be paid for by other cost reduction actions. Please conserve energy at every opportunity, such as keeping thermostats in moderate ranges for everyone's comfort, making sure any equipment not in use is powered down, etc.

SOLICITATION AND/OR DISTRIBUTION

Solicitation and/or distribution of materials, goods, contest promotions, requests for donations or any other solicitation and/or distribution which interferes with the work schedules of employees is prohibited.

SECURITY

All equipment, boxes, doors, files, desks, gates and other equipment with locks will be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Company vehicles should be kept locked at all times. Lost keys, and any concerns about security must be reported to the Administration Office immediately.

EXTRA INCOME

Platinum Designs, LLC makes every effort to keep its employees as fully employed as possible and at a good rate of pay. When an employee is on the job, this means that 100 percent of their effort is required. If an employee chooses to work outside of their job and the outside work competes with what is expected of them as a Platinum Designs, LLC employee, opportunities for promotion and advancement with Platinum Designs, LLC may be limited by their decision. If management feels that outside employment prohibits an employee from fulfilling their obligations to the company, they will be asked to resign or to leave their outside employment. All management and supervisory personnel are expected to enforce this policy and, by example, refrain from conflicting outside employment.

TELEPHONE USE

Company telephones are important to our everyday operation. Employees should restrict their personal telephone calls to emergency matters only.

ALCOHOL AND DRUGS

Consumption, possession of, or being under the influence of alcoholic beverages or illegal drugs on company property, in the Office or in company vehicles is strictly prohibited.

Violation of this policy is cause for immediate termination. The company reserves the right to have employees tested, screened and searched on company property for drug and alcohol use as it deems necessary as long as these procedures do not violate any existing laws.

HARASSMENT POLICY

It is the policy of Platinum Designs, LLC to maintain a working environment free of harassment of any kind. Furthermore, employees have the right to work in an environment free of harassment whether racial, sexual or otherwise. Harassment may be verbal or physical. All supervisory personnel are and will be reminded of their responsibilities in this area. Management and Supervisors are instructed to take swift, appropriate, remedial action in response to any report or indication of abuse, threats, intimidation or harassment (sexual, physical or otherwise) directed toward any employee. If any employee feels they are being harassed or mistreated in any way, they should report it immediately to the Administration Office. All reports of harassment will be handled in a prompt, appropriate and confidential manner. Discrimination and harassment will result in appropriate disciplinary action which could include termination.

CONFLICTS OF INTEREST

A conflict of interest can arise in dealings with anyone that Platinum Designs, LLC transacts business: customers, clients, owners, buyers, suppliers, banks, insurance companies, and people in other organizations with whom we contact and make agreements.

Conflicts of interest will be avoided and include the following examples (but not limited to):

- Working for any of the above groups for personal gain
- Engaging in a part-time activity for profit or gain in any field in which the company is engaged
- Borrowing from, or lending money to, individuals representing organizations with whom business dealings are conducted

PERSONAL CONDUCT

The company expects that all of its employees will conduct themselves with the pride and respect associated with their positions, their fellow employees, customers and the company. Care should always be taken to use good judgment and discretion in carrying out the company's business. The highest standards of ethical conduct should always be used.

CONFIDENTIALITY

Platinum Designs, LLC is engaged in designing and selling in a custom market which requires that a strict code of confidentiality of information be maintained. No employee will store information outside of the company (either in written or electronic form) about any matter pertaining to the conduct of the company's business. No information regarding Platinum Designs, LLC's purchase prices shall be given to any customer or vendor. No information regarding Platinum Designs, LLC's selling prices to one customer or vendor shall be given to another customer or vendor. Do not discuss selling prices of products with vendors. This is delegated to top management personnel. Likewise, conversations regarding pricing, service, problems, gossip, etc. about one vendor to another is only for the discretion of top management personnel. Any employee who compromises information may be subject to dismissal. In addition, idle gossip or dissemination of confidential information within the company, such as personal information, financial information, etc. will subject the responsible employee to disciplinary action or possible termination.

BRIBES, KICK-BACKS AND OTHER ILLEGAL PAYMENTS

Bribes, kick-backs and other illegal payments to or from any individual with whom we conduct business (in any form and for any purpose) are prohibited. Certain types of rebates to the company from suppliers (but not to or from an individual employee) are perfectly legitimate to correct commercial inequity if done within government trade regulations.

GIFTS

Platinum Designs, LLC employees shall not accept monetary gifts of any type from any company business related source.

PATENTS AND COPYRIGHTS

Patents and copyrights developed by Platinum Designs, LLC personnel and all information pertaining to them must remain on the premises and are the property of the company.

GENERAL CONDUCT REGULATIONS

It is the policy of Platinum Designs, LLC to expect all employees to abide by certain work rules of general conduct and performance at all times. Managers and supervisors are expected to monitor and enforce these work rules equally.

Employees *are subject to disciplinary action for any of the offenses* listed. In the event an *employee is suspended from work for disciplinary reasons*, benefits will *not accrue nor* will benefits be recoverable during the suspension period.

EXTREMELY SERIOUS MISCONDUCT

- Falsification of any reports: report-offs pertaining to absence from work, claims pertaining to injuries occurring on company premises, claims for any benefits provided by the company, communications or records including personnel records.
- Giving false fire alarms, or causing false fire alarms to be given, or tampering with shop protection equipment.
- Restricting output, or persuading others to do so, or promoting, encouraging, agitating, engaging in or supporting suspension of work, slowdowns, or any other interruptions of job production.
- Unauthorized manufacture of products for personal use (including sale or gifts).
- Sabotage or subversive activity of any kind.
- Gaining unauthorized access to company records and files whether they are locked or otherwise.
- Misuse or removal from the premises, without authorization, of any company property, *or possession of any property removed from company premises without proper authorization.*
- Bringing, using or having in possession weapons on company premises at any time.
- Bringing, using, having in possession, transporting, selling or promoting the use of alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug on company premises at any time.
- Striking or manhandling any other person or fighting while on the company's premises at any time.
- Theft of any property on company premises, or theft of company property at any time.
- Willful abuse or deliberate destruction of company property, tools or equipment or of any property on company premises at any time.
- Gross insubordination, a willful and deliberate refusal to follow reasonable orders given by a Supervisor or other member of management.
- Violation of the company's Equal Employment Opportunity Policy or Harassment Policy.
- Committing an immoral or indecent act while on company property, regardless of whether the act was committed during the employee's shift.
- Altering any employee time card regardless of whether it is the employee's own *card or that of another employee.*

- Conviction of any offense by a court of law which in management's judgment would make that employee undesirable for association with the company and its other employees.

Violation of any one of the rules described will result in disciplinary action as follows:

DISCIPLINARY ACTION FOR EXTREMELY SERIOUS MISCONDUCT

First Offense

Suspension for five (5) day(s) without pay to immediate termination, and written notice with copy to employee's personnel file.

Second Offense

Immediate termination.

In any case, Management reserves the right to terminate or discipline any employee as considered necessary in individual circumstances.

VERY SERIOUS MISCONDUCT

- Reporting for work and/or entering the shop or showroom under the influence of or when suffering from a hangover from alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug,
- Threatening, intimidating, coercing or interfering with any person on company premises at any time.
- Sleeping on company time.
- Altering, defacing or removing governmental or company notices and bulletins that are posted on the company bulletin board,
- Handling or operating machines, tools or equipment which does not come within the employee's authority.
- Careless or negligent use or operation of company tools or equipment.
- Failure to immediately report any injury or accident to management resulting from an on-the-job situation.
- Performing substandard work both in quality and quantity after having been instructed by Supervisor and/or Manager in proper procedure and technique.

Violation of any one of the rules described will result in disciplinary action as follows:

DISCIPLINARY ACTION FOR VERY SERIOUS MISCONDUCT

First Offense

Suspension for three (3) day(s) without pay, and written notice with copy to employee's personnel file.

Second Offense

Immediate termination.

In any case, Management reserves the right to terminate or discipline any employee as considered necessary in individual circumstances.

GENERAL MISCONDUCT

- Unauthorized leave from the work area during work schedule exceeding the time allowed for scheduled break or lunch period.
- Unauthorized distribution of literature in the work area or posting on company property.
- Distraction of other employees, or causing confusion by unnecessary shouting, catcalls, whistling or demonstration while on company property.
- Engaging in horseplay, practical jokes, gambling, selling merchandise, solicitation or general loitering while on company property. This applies to non-shift time as well as shift time.
- Having non-employees on company or jobsite property at any time without authorized permission.
- Using profane language on company property which in management's opinion is offensive to guests and to other employees.

Violation of any one of the rules described will result in disciplinary action as follows:

DISCIPLINARY ACTION FOR GENERAL MISCONDUCT

First Offense

Verbal warning.

Second Offense

Verbal warning and written notice with copy to employee's personnel file.

Third Offense

Suspension for three (3) days without pay to termination, and written notice with copy to employee's personnel file.

In any case, Management reserves the right to discipline or terminate any employee as considered necessary in individual circumstances.

SAFETY

Platinum Designs, LLC is committed to the safety of its employees and its property and equipment. To this end we will utilize a safety program in our daily activities. Disregard of company safety rules and regulations may result in disciplinary action including termination.

It is necessary that the company establish safety rules and regulations to be observed by all employees at all times. With regard to these rules, the following will be considered standard procedure for all employees:

1. Should a safety regulation be modified so that an employee's safety is something less than it should be, the employee should inform the Administration Office.
2. All questions concerning the "why" for doing something in a certain manner may be asked of any member of management at any time.

It is the responsibility of Supervisors and Managers to see that every employee at Platinum Designs, LLC is provided with safe working conditions and that all safety regulations are observed and that employees use good common sense to protect themselves as well as others. The most important part of safety is YOU. It is the responsibility of each employee to abide by the safety rules. These rules are made for your protection.

Employees are expected to report any personal injury IMMEDIATELY, however minor, and all dangerous conditions and practices to the Supervisor/Manager.

First aid supply kits are provided in vehicles for use on the jobsite, at the warehouse/shop and at the Showroom. It is the Supervisor/Manager's responsibility to see that the kits remain well stocked.

General Safety Guidelines

- Know where the fire extinguishers are located and know how to use them.
- All defective materials or tools must be brought to the attention of the Supervisor/Manager and the Administration Office and not remain on the job.
- Safety glasses/goggles will be provided by the company.
- Hearing protection devices are supplied by the company for jobs that require such devices. Employees must wear them if they are so instructed.
- Wear clothes suited for the job. Do not wear open toed shoes.
- Practice good housekeeping. Keep work area clean and free from stumbling hazards, grease, etc.
- Learn to lift the correct way. Bend knees. Keep back erect. Get help for heavy loads.
- No scuffling or horse play on the job.
- Do not run within the work area.
- Do not allow raw material, finished goods or trash to be in traffic areas.
- Employees must be sure that their actions do not endanger other employees, or damage company or personal property.
- Keep guards and protective devices in place at all times.
- Respirators and safety glasses must be worn as prescribed by OSHA.

- Use tools only for their intended purposes. Do not use broken or dangerously dull tools.
- Do not attempt to operate special machinery or equipment without permission and instructions.
- Do not repair or adjust machinery while it is in operation. Never oil moving parts except on equipment fitted with safeguards for this purpose.

HAZARDOUS WASTES

The Environmental Protection Agency has classified certain chemicals and chemical groups into categories which have been classified as toxic. This means that in concentrated forms or by accumulating and combining with other chemicals (even the air) these chemicals can be hazardous to human health if exposure occurs. As a company, we are committed to not creating or disposing of hazardous wastes which will contaminate the environment. We will choose materials which have been judged as non-hazardous whenever this is possible and properly dispose of hazardous materials if used. We also will not knowingly dump any wastes into the environment at any time. We will inform employees how to control hazardous wastes and what to do if they are exposed to hazardous wastes. If any employee has any questions or suspects that the wastes they may encounter as an employee are hazardous (whether or not they are being created or used by the company), they should inform the Administration Office immediately.

DO NOT TAKE CHANCES. BE ALERT TO HAZARDOUS WASTES. KNOW HOW TO PROPERLY DISPOSE OF HAZARDOUS WASTES.

REPORTING INJURIES AND ACCIDENTS

Employees must advise the Administration Office of all accidents, injuries or illnesses that occur while at work. All accidents, injuries or illnesses that occur while at work must be reported immediately no matter how slight they may appear. The company may provide the proper forms for reporting job-related accidents, injuries and illnesses. Failure to report these occurrences may be cause for disciplinary action.

In case of a vehicular accident, all information should be reported immediately to employee's immediate Supervisor/Manager and the Administration Office. In no instance should responsibility for the accident be expressed to anyone until the proper person in the company has been notified and permission has been obtained to make statements.

TRANSPORTATION AND TRAVEL EXPENSES

COMPANY-OWNED VEHICLES

All travel in company vehicles on other than company business must be authorized in advance by employee's immediate Supervisor/Manager and/or the Administration Office. This includes vehicles that may be leased by the company, as well as those vehicles that are company owned. The following are specific policies related to company-owned vehicles:

- Daily logs must be kept for all mileage driven.
- Company-owned vehicles will be driven only as needed for jobs during working hours.
- Company-owned vehicles will be driven only for transportation to and from destinations as specified.
- Company-owned vehicles will not be driven for private use unless specific financial arrangements have been made.
- Only the driver assigned to the vehicle will sign for gasoline, oil, etc.
- All charge tickets must show the name and address of the vendor, prices, gallons, vehicle ID, license tag number and mileage
- No alcoholic beverages or illegal drugs or chemicals will be aboard a company vehicle at any time.

PERSONAL VEHICLES

Personal vehicles may be used on official company business when prior approval has been obtained. The current mileage rate will be paid to employees who use their personal vehicles on official company business. **Minimum insurance requirements, as specified by our insurance carrier, must be in effect at the time the employee's personal vehicle is used.**

EXPENSE RECORDS

All expense records (including gasoline credit card receipts) must be turned in to the Accounting Department (Administration Office) within fourteen (14) days, but preferably on a weekly basis.

EMPLOYEE CONCERNS

Platinum Designs, LLC believes in open communication. If an employee has a suggestion or concern, we want to know about it.

All grievances will be given prompt and objective consideration in an atmosphere of mutual assistance. This grievance procedure does not apply directly to harassment complaints, which are more specifically discussed in Work Policies and Regulations. At the discretion of the management person reviewing a particular grievance, the time periods specified may be extended if extenuating circumstances are determined to justify a longer period.

An employee must present the grievance to their immediate Supervisor/Manager and/or a copy to the Administration Office, if the grievance is in direct relation to the employee's immediate Supervisor/Manager. There will be a thorough inquiry into the facts and circumstances of the complaint. Management will make every effort to resolve the matter promptly and fairly and, in any event, within ten (10) working days of receiving the complaint.

PLATINUM DESIGNS, LLC

SEXUAL HARASSMENT POLICY

Royal Cabinet Company's position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Anyone engaging in harassing conduct will be subject to discipline, ranging from a warning to termination.

What is sexual harassment? Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

When is conduct unwelcome or harassing? Unwelcome sexual advances (either verbal or physical), requests for favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is either an explicit or implicit term or condition of employment (e.g., promotion, training, timekeeping or overtime assignments)
- submission to or rejection of the conduct is used as a basis for making employment decisions (hiring, promotion, termination)
- the conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

What is not sexual harassment? Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

What should you do if you are sexually harassed? If you feel that you have been the recipient of sexually harassing behavior, report it immediately to the owner of Platinum Designs, LLC or other supervisor. It is preferable to make a complaint in writing, but you can accompany or follow up your written complaint with a verbal complaint.

If your supervisor is the source of the harassing conduct, report the behavior to that person's supervisor or to the owner of Platinum Designs, LLC.

Your identity will be protected and you will not be retaliated against for making a complaint.

What happens after a complaint is made? Within 5 days after a written complaint is made, a supervisor, or the owner, will investigate the complaint. The person will speak with possible witnesses and will speak with the person named in your complaint. *Your anonymity will be protected.*

Depending on the complexity of the investigation, you should be contacted within two weeks about the status of your complaint and whether action is being taken.