



**STRAND™**  
**COMPOSITES**

**EMPLOYEE POLICY & PROCEDURE HANDBOOK**  
**SHOP & FIELD EMPLOYEES**

**Strand Composites, llc**

228 W Industrial Park Road  
Harrison, AR 72601

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# EMPLOYEE POLICY & PROCEDURE HANDBOOK

## SHOP & FIELD EMPLOYEES

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## EMPLOYEE POLICY & PROCEDURE HANDBOOK SHOP & FIELD EMPLOYEES

Welcome to **Strand Composites, LLC**. This handbook has been prepared as a guide to help you understand and comply with company policy and safety rules. The EHS Manager will conduct a company orientation covering rules and safety equipment. Your immediate supervisor will advise you on the hazards and working conditions. You will be expected to remember and follow these rules. Read this handbook thoroughly to understand the main points of what is expected of you throughout your employment with **Strand Composites, LLC**. After you have fully read the policy and procedure handbook, you will be given a form to sign, date & return. This form will serve as acknowledgement that you have been notified of all company policies and safety rules, and that you agree to adhere to these policies and rules.

### GENERAL

We are committed to helping you reach your personal employment related goals. Just as you have expectations from the company; likewise, the company has its expectations from you. **Strand Composites, LLC** expects that you will:

- Report to work regularly and on time every scheduled workday.
- Perform a full and fair day's work every day.
- Work safely.
- Respect the rights of others.
- Always use common sense.

### COMMUNICATIONS – OPEN DOOR POLICY

**Strand Composites, LLC** emphasizes the importance on communication. Management wants every employee to have accurate and timely information about:

- His/her job.
- **Strand Composites, LLC** policies and job rules. **Strand Composites, LLC** recognizes that communication is a two-way street and believes that every employee has the right to be informed, ask questions, and receive answers. **Strand Composites, LLC** has an open-door policy, thus meaning, any employee who has a question or problem has the right to discuss the matter with his/her immediate supervisor. Should the immediate Supervisor be unable to resolve the problem, the employee has the right to discuss the matter up through the chain of command as needed for an adequate resolution.

### EQUAL OPPORTUNITY EMPLOYMENT / HARASSMENT

**Strand Composites, LLC** is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: **Strand Composites, LLC** is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at **Strand Composites, LLC** are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status,



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or any other status protected by the laws or regulations in the locations where we operate. **Strand Composites, LLC** will not tolerate discrimination or harassment based on any of these characteristics.”

A violation of this policy will be treated as a disciplinary matter for these purposes. The term harassment includes slurs and any other offensive remarks, jokes or other verbal, graphic or physical conduct.

### **Sexual harassment includes:**

- Making unwelcomed sexual advances or requests for sexual favors and both verbal and physical conduct of a sexual nature.
- Creating an intimidating, hostile, or offensive work environment by such conduct.

If you believe that you have been the subject of harassment, you should report the alleged act immediately. An investigation of all complaints will be undertaken immediately. Any supervisor or other employee, who has been found by the company after investigation to have harassed another employee, will be subject to severe disciplinary action, up to and including termination. Given the nature of this type of discrimination, **Strand Composites, LLC** also recognizes that any false accusations of harassment can have serious effects on an innocent employee. Any employee reporting false accusations will be subject to severe disciplinary action, up to and including termination.

Employment by **Strand Composites, LLC** is “at will” meaning the employee and/or **Strand Composites, LLC** may end the employment relationship at any time for any reason, and/or for no reason. Once hired, the employee will be work on a Probationary Period for the first (60) sixty days of employment. During this Probationary Period, an employee may be terminated without cause.

### **EMPLOYMENT ELIGIBILITY**

The Immigration Reform and Control Act requires that every employee have identification and proof of eligibility for employment. Persons under the age of 18 years will not be hired under any circumstances. Persons will not be able to begin work under any circumstances until a completed Application has been returned to and reviewed by the office. This includes providing 2 Valid Forms of Identification, 1 of which is a Social Security Card.

### **WORKERS' COMPENSATION**

Worker's compensation insurance is required by law and is paid entirely by the company. This insurance protects you from financial responsibilities in the event of an occupational injury or illness. Any accident on the job, regardless of how minor, must be reported to your supervisor immediately. Failure to report an accident may result in disciplinary action and could result in a loss of worker's compensation benefits.

### **HEALTH, DENTAL & VISION INSURANCE**

**Strand Composites LLC** offers health insurance along with dental and vision after (60) sixty days of service. Payments will be deducted from your paycheck weekly. If an employee quits or is terminated, the policy will remain open until the last day of the month. If any fees are still due for the remaining days of the month these dues will be deducted from the last paycheck.



## PAID TIME OFF POLICY

Employee PTO (Paid Time Off) – Formerly known as Vacation Time

**Strand Composites, LLC.** believes that employees should have opportunities to enjoy time away from work to help balance their lives. For this reason, we provide a Paid Time Off (PTO) program to all full-time employees.

PTO provides employees the freedom to decide how to use their personal time off. **Strand Composites, LLC.** believes this program offers more generous time off with pay than traditional vacation, sick and personal time packages. Employees can use their PTO days in several different ways, for example:

- As vacation
- For personal business
- For periods of illness
- For doctor or dental appointments
- For personal emergencies
- For family emergencies
- In the event of severe weather or adverse driving conditions

PTO does not replace the Company holiday schedule. We will continue to have compensated holidays each year.

### Eligibility for PTO

All full-time employees are eligible to earn PTO on a monthly basis. Full-time employees earn PTO by working at least 35 hours per week.

### PTO Accrual

Employees accrue PTO hours after 2 months of employment. After that point, full-time employees will accrue PTO hours each month. Accrued PTO is available for immediate use. Employee PTO is capped at 120 hours, based upon the number of years of service.

- Entry year of service is accrued 3.0 hours per month after 2 months from hire.
- Following years will be 40 hours plus 8 hours for each year of service, up to 120 hours.

### Maximum PTO Accrual

As mentioned above, employee PTO is capped at 120 hours. Therefore, **Strand Composites, LLC.** would like to remind employees to use their PTO time before reaching their maximum accrual, so additional PTO accrual time is not lost.

### Use and Management of PTO

**Strand Composites, LLC.** encourages employees to use their PTO responsibly and, whenever possible, to schedule time for vacations or personal leave appointments in advance. Time off needs to be requested at least 14 days in advance. Every time-off request will be evaluated and subject to



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approval depending on staffing needs at the time. **Strand Composites, LLC.** understands there may be occasions, such as sudden illness, when you may not be able to give sufficient advance notice. In those situations, however, be sure to inform your supervisor as soon as possible.

PTO also includes time off for unexpected emergencies or illness. Do not use PTO to cover time missed from work due to tardiness, except in the case of severe weather.

PTO time will not be rolled over into the next year.

### Types of Non-PTO Leave

Situations that require time off such as jury duty, bereavement and workers' compensation will not be charged against your accrued PTO. *Note: See separate policies on those topics to address these situations.*

### PTO Tracking

**Strand Composites, LLC.** has an automated PTO tracking system to keep a record of your accrued PTO balance. The amount of PTO time accrued, used and available will be itemized on your paycheck stub each month for your records.

### UNPAID LEAVE POLICY

An employee may take unpaid leave after all Paid Time Off (PTO) is exhausted, in other words PTO must be used first when taking extended personal or medical leaves. Extended leaves must be discussed and cleared with management before the occurrence, if possible. The employee shall continue benefit coverage at the same level and under the same condition's coverage was provided prior to taking unpaid leave. **Strand Composites, LLC** will continue to pay the "employer" portion and the employee is responsible for the "employee" portion. If the employee fails to return to work at the end of their unpaid leave and has not paid their portion of benefits, coverage will be terminated on the day unpaid leave began.

### HOLIDAY PAY POLICY

**Strand Composites, LLC.** observes and allows time off with pay for eligible employees on each of the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day



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Eligible employees include those who have 60 days of service and are full-time (35 hours per week). All eligible employees will receive holiday pay at their regular rate of pay provided the following conditions are met:

- Worked the full scheduled day **before** the holiday
- Worked the full scheduled day **after** the holiday.

The use of PTO time to extend a holiday must be approved by management.

At times, business necessity may require **Strand Composites, LLC** employees to work on an observed holiday, and **Strand Composites, LLC** reserves the right to require an employee to work on a holiday. In such instances, **Strand Composites, LLC** will provide the applicable employees with pay instead of time off.

If a holiday occurs on an eligible employee's vacation day, it may either be counted as a holiday instead of a vacation day or added as an extra day off at the beginning or end of the vacation period.

If a holiday falls on a Sunday, it will typically be observed the following Monday. If the holiday falls on a Saturday, **Strand Composites, LLC** may elect to designate either the following Monday or the preceding Friday as a substitute holiday.

### **BEREAVEMENT – Immediate Family Member**

**Strand Composites LLC** offers bereavement for immediate family members after (60) sixty days of service. When a death occurs in an employee's immediate family, all full-time employees may take up to twenty-four (24) hours off with pay to attend the funeral or make funeral arrangements if the funeral occurs on a scheduled workday. **Strand Composites LLC** reserves the right to, in unusual circumstances, require verification of the need for the bereavement leave.

Immediate family members are defined as an employee's spouse, parents, stepparents, sisters, brothers, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

**Strand Composites LLC** understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. The employee may make arrangements with his or her manager for an additional unpaid day(s) off in the instance of the death of an immediate family member.

### **CIVIC DUTY**

It is the policy of **Strand Composites, LLC** to encourage employees to participate in civic affairs and to meet their civic responsibilities.

- **Jury Duty** – You should immediately inform your supervisor upon being served for jury duty. Upon completion of jury duty, you must submit verification in writing of the dates in which you served.
- **Voting** – A normal work schedule allows sufficient time for most employees to vote in elections prior to, or after working hours. If an employee is unable to arrange their schedule to fit the hours



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the polls are open, management may authorize an absence without pay of up to two hours, within the first two hours that the polls are open. Such an absence must be authorized in advance.

### MILITARY LEAVE

Leave of absence without pay is granted to employees who require time off from work to fulfill military duties in accordance with applicable requirements of federal and state laws. You are expected to notify your supervisor of upcoming military duty and to provide **Strand Composites, LLC** with a copy of your orders as soon as possible.

### DRUG AND ALCOHOL

It is the policy of **Strand Composites, LLC** to maintain a safe workplace, free from both drugs and alcohol. Any employee having an alcoholic beverage, drugs and/or narcotics in their possession or having the presence of such detected in their body by breathalyzer, blood, or a urine drug screen test, is in violation of this policy. **Strand Composites, LLC** as a condition of initial and continued employment, requires all employees to report to work and perform their duties without any alcohol, illegal or mind-altering drugs in their system. Also, the use, possession, manufacture, distribution, or making of arrangements to distribute illegal drugs while at work or a client's property, by employees, will not be tolerated. "Drug", for the purpose of this policy, includes all drugs and narcotics restricted by law as to their possession or use, along with synthetic or "designer" drugs that have not been regulated yet, but are capable to adversely affecting an employee's safety or work performance. Drugs also include prescription drugs used in an abusive or intoxicating manner. Persons under medical care should discuss the potential side effects of prescribed medication with their physician and with the safety coordinator. To enforce these rules, **Strand Composites, LLC** reserves the right to require all employees to submit, at any time, to drug tests to determine the presence of drugs or alcohol. Where permitted by law, all employees will be subject to drug testing:

- When involved in a work-related accident which caused and/or could have caused injury or property damage.
- Where the company has cause to believe an employee has violated its drug and alcohol policy, and
- As part of a "random" system of testing without advanced notice.

A Positive Drug Screen will result in immediate termination. **Strand Composites, LLC** also reserves the right to search employees' lockers, toolboxes, lunch boxes, or vehicles while on company or client's property. No search, drug test, or inspection will be conducted without written consent; however, any employee who refuses to submit to a search, drug test, or attempts to thwart any search or drug test conducted under these rules will be subject of disciplinary action, up to and including termination. Any employee who is found to have alcohol or drugs in his/her system will be subject to disciplinary action, up to and including termination.

### ABSENTEEISM / ATTENDANCE

**Strand Composites, LLC** expects that all employees will go to work regularly and on time. If you must be absent from work, notify the office and your immediate supervisor as early as possible. Excessive





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absenteeism or tardiness will not be tolerated, even though the employee may have an excuse for such absence or tardiness. Any employee who is absent from work for three or more consecutive workdays and fails to notify the office and immediate supervisor will be automatically terminated.

### STANDARD WORK WEEK

It is our intention to provide a full work week of forty (40) hours for every employee whenever possible; however, the company cannot guarantee a minimum number of work hours for any week. Typical working hours are: 6:00 AM – 4:30 PM with a half hour (30 minutes) for lunch. Employees are also allowed 2 (two) 15-minute breaks during the workday. Employees are paid based on the actual number of hours worked with adjustments made for breaks. Employees are asked to:

- Clock in via the timeclock or the TWE app at start of shift as you go to work.
- Lunch: If you are leaving the property, clock out before going to lunch and clock in as you return to work.
- Clock out before leaving for the day.

**NO EMPLOYEE MAY CLOCK IN OR OUT FOR ANOTHER EMPLOYEE. ANY EMPLOYEE NOT PROPERLY CLOCKING IN OR OUT WILL BE REPRIMANDED, INCLUDING BUT NOT LIMITED TO SUSPENSION AND/OR TERMINATION.**

### PAYDAY

Payday will be every week on Friday. Pay comes in the form of direct deposit into your banking account. If you do not have a banking account a debit card will have to be set up to receive pay.

### OVERTIME

Overtime premiums will be paid in accordance with State and Federal law. Hourly paid employees must “work” over 40 hours a week before overtime will be paid. Weeks that have holidays associated with them; the holiday day does not go towards your 40 hours of regular time. For all time over 40 hours per week, the employee will be paid at a rate of 1-1/2 times their hourly rate.

### G-40 POLICY

The following are guidelines for G-40 employees:

**What it is:** This policy is designed as a benefit to hourly supervisors and select field service technicians. If the company is unable to provide 40 hours of work in a particular week, those individuals will be paid for a full 40-hour week.

**What it isn't:** This policy is not designed to compensate for planned stop workdays, including planned outages, unpaid days around a holiday or to be used as make up hours for when vacation time is no longer available. If you need to schedule time off, please use vacation.

For those of you that have G-40 in the shop, it is a rare occurrence that there is no work. In the event work is not available in the shop, those of you with G-40 will be required to work on housekeeping projects or other projects assigned by management until work resumes.



## TELEPHONE CALLS

Personal telephone calls to and from the company are prohibited; however, calls of an emergency nature will receive prompt attention. Cell phone use during work hours and in the production areas is prohibited.

## TOBACCO USE

*Strand Composites, Inc.* strives to accommodate their employees as much as is legally possible, however we must follow the Arkansas Clean Indoor Air Act of 2006 which prohibits smoking within public places of employment and NFPA's restriction of smoking within 50 feet of flammable chemicals. Therefore, smoking is restricted, including e-cigarettes to only designated smoke shacks or receptacle areas, located on the northwest side of the tank building, the northside of the flange building, main office porch and within your personal vehicle.

Cigarette butts are to be thoroughly extinguished and placed in a cigarette receptacle. Throwing cigarette butts on the ground is strictly prohibited.

Smokeless tobacco use is allowed at our facility. Spitting is only allowed in trash cans in the shop buildings and on the dirt/gravel areas on our exterior property.

Please maintain these policies to ensure we don't prohibit tobacco use at this facility in the future.

## UNIFORMS

Uniform shirts and/or coveralls are available to employees that complete (60) sixty days of service. The uniforms must be returned to the warehouse if the employee is terminated or quits. If all uniforms are not returned, **Strand Composites LLC** will deduct cost from the final paycheck.

## FIRST AID

First aid kits are provided to the First Aid Responders in the event of minor injuries. All injuries must be reported to the supervisor and the injury must be:

- Taken to the client's or company's first aid area, or
- Transported to the clinic or hospital

Immediately report all injuries, no matter how small, to your supervisor. If an emergency requires a doctor's care, the employee will not be allowed to return to work without a written doctor's release. If medication is prescribed, the type of medication must be reported to the office and your immediate supervisor to ensure the taking of these medications will not affect your ability to perform work safely.

## NOTICE OF RESIGNATION

Any employee who intends to resign from the company is expected to give his/her immediate supervisor at least two 2 weeks' notice.

## EXIT INTERVIEW

Employees voluntarily resigning or who are terminated for cause are required to attend an exit interview conducted by Management. The purpose of the interview is to determine the reasons for leaving and to resolve any questions of compensation, return of property, or other related matters. No set of rules



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can anticipate every form of misconduct or incident. Other forms of misconduct may result in disciplinary action up to and including termination. Employees are expected to use common sense to conduct themselves in a professional manner.

### JOB RULES

**Strand Composites, LLC** requires that all employees comply with specific rules, the violation of which will be considered grounds for termination depending on the seriousness of the offense and any extenuating circumstances. The purpose of the above rules, and those that follow, are to protect the well-being of all employees and to ensure that the company will run efficiently and productively.

1. Excessive absenteeism or tardiness will not be tolerated and will result in disciplinary action up to and including termination.
2. Employees must obey all safety instructions and rules. Failure to do so will result in disciplinary action up to and including termination.
3. An employee who is physically attacked must retreat and take all reasonable efforts to avoid a fight. The attacker will be disciplined. Where neither employee has appropriately retreated, both participants in a fight will be terminated, regardless of which employee started the fight. If threatened, immediately report the incident to the office and your immediate supervisor.
4. Possession of firearms or any other weapons/contraband will not be permitted by the company at any time. This policy prohibits such items in toolboxes, lockers, or in vehicles in the parking lots.
5. Gambling on the jobsite will not be permitted at any time.
6. **Strand Composites, LLC** policy strictly prohibits all forms of harassment.
7. Horseplay among employees will not be tolerated.
8. An employee must not ignore or refuse to follow the legitimate instructions or directions of his/her supervisor, or refuse to carry out an assigned task, unless by doing so they be required to work in an unsafe manner or perform an unsafe act. Employees who do not follow instructions or work in an unsafe manner will be subject to disciplinary action up to and including termination.
9. No employee shall violate client's security rules or unauthorized possession of articles which are not their property. Removal of company or client property without a gate pass will be considered theft.
10. Sleeping on the job will result in automatic dismissal without recourse.
11. **Strand Composites, LLC** will not tolerate any type of substance abuse as set forth in this policy.
12. All employees are required to be in the shop, clocked in, ready to work, and reported to their immediate supervisor at the start of each day.
13. Employees shall furnish true and accurate information to the company on the job application and any other required documents. A violation of this rule may result, without regard to the time lapse until the company learns the correct facts, in immediate dismissal.
14. All employees are required to immediately report any/all accidents to the office and their immediate supervisor.
15. Water coolers will not be used for any purpose other than storage of drinking water (for example: no cooling or storage of soft drinks per OSHA regulations).
16. Good housekeeping is an integral part of each job. Employees shall not litter or contribute to messy or unsafe conditions. All lunch trash is to be placed in provided containers.



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### GENERAL SAFETY RULES

1. Report all work injuries and illnesses immediately. Failure to do will result in immediate termination.
2. Report all Unsafe Acts or Unsafe Conditions to your Supervisor.
3. Use seat belts when on Company business in any vehicles.
4. Firearms, weapons, or explosives are not permitted on Company Property.
5. Use, possession, sale or being under the influence of illegal drugs, misuse of prescription drugs and/or alcohol is not permitted on Company Property or while "on duty".
6. Only authorized and trained Employees may repair or adjust machinery and equipment.
7. Lock and Tagout Procedures must be followed before removing any machine guards or working on powered machinery and equipment. Replace all guards when the job is completed.
8. Only qualified and trained Employees may work on or near Exposed Energized Electrical Parts or Electrical Equipment. Follow Electrical Safety Rules when working with electrically powered machinery and equipment.
9. Only authorized and trained Employees may enter a posted Confined Space. All confined spaces will be posted Confined Space - Permit Required. Entry is allowed only after permits are properly issued.
10. Only authorized and trained Employees may dispense or use chemicals. If you are not familiar with a certain chemical, you should review the SDS. It is your responsibility to know where SDS's are located and that they are available for your use and review.
11. Keep work areas clean and aisles clear. Do not block emergency equipment or exits.
12. Wear and use the prescribed Personal Protective Safety Equipment. This includes foot protection, head protection, gloves, etc.



Handbook Appendix A – Field Specific

**TRANSPORTATION**

**Strand Composites LLC** company vehicles can carry up to (5) five employees to and from the job site. Employees taking their own personal vehicles will do so at their own cost. Strand will not pay fuel cost or mileage on personal vehicles, unless agreed upon before each mobilization.

**Strand Composites LLC** is only responsible for the fuel and mileage of their company vehicles at mobilization and de-mobilization of the project.

**Strand Composites LLC** is not responsible for employees traveling home for holiday, or personal reasons in company vehicles, unless agreed upon before each mobilization.

**PER DIEM**

**Strand Composites LLC** only pays per diem for travel days and days worked at the jobsite. We will pay for non-scheduled workdays, customer stop-work, and acts of nature.

We will retract per diem on days scheduled for vacation, personal days, and unexcused absences.

Per diem is paid with the expectation that the field team bunk in numbers of (2) twos, paid \$100.00 per day per employee. If any odd numbers occur, the odd employee will receive \$120.00 per day. For employees that travel with their own living arrangements, this policy still applies. Site Supervisors also receive \$120.00 per day in per diem.

**HOURS/WORK LOSS**

Work schedule hours/days are agreed upon before the mobilization of the job. For Strand, this is preferably 6–10-hour days. When there is stop loss, these hours/days must be documented to ensure we have the understanding if the schedule is not met.

In the event of work loss created by the customer, hours must be documented on T&M sheets and signed by the customer. Customer loss may be in the form of evacuations, and outages, etc.

In the event of work loss created by the act of nature, hours/days must be documented for reference. Strand will only pay (2) two hours show up time on days of inclement weather. However, it is the Supervisors responsibility to not mobilize if the day will be a complete loss.

**TIME TRACKING**

**Strand Composites LLC** utilizes electronic payroll systems to ensure the employee is paid for hours worked. This requires the field employee to use an app to clock in and out each morning and afternoon on their personal phone or the tablet supplied for the company trucks.

- Employees can only clock in 14 minutes early before their shift. Employees that clock in (1) one minute past start time will be deducted an additional 14 minutes.
- Normal work hours for the field are from 6:00 am until 4:30 pm, unless approved by the Field Manager.
- Field is not charged for lunch breaks.
- Discrepancy concerns must be taken to the Field Manager.



### **PURCHASING**

All purchases in the field must be approved before purchase, even for those who carry a company store card.

For those employees without company cards, if an approved purchase is made on their personal card receipts must be scanned and emailed/texted to the Field Manager for reimbursement.

All fuel receipts must be emailed/text to the Field Manager weekly.

### **T&M**

T&M sheets must be carried with field employees on all jobs, in the event T&M may become required to fulfil the obligation.

- On jobs that require T&M, sheets must be filled out daily for the time of mobilization prep until after job completion and all items returned are restocked.
- Reference the latest T&M inventory list for covered items.

### **VACATION/PERSONAL DAY REQUEST**

Field crews are unique in the fact every job is on a timeline with minimal amounts of employees. When one member is away, it affects the remaining crew.

Due to scheduling it is the company's intention to work employees until the job is completed, without missed days. Employees must anticipate the amount of time spent away from home and try to pre-schedule non-emergency time off.