



STRANDTM
COMPOSITES

EMPLOYEE POLICY & PROCEDURE HANDBOOK
SHOP & FIELD EMPLOYEES

Strand Composites, llc

228 W Industrial Park Road
Harrison, AR 72601

Revision 3 Copyright © Strand Composites, llc, Harrison, AR

(4/14/2022)



EMPLOYEE POLICY & PROCEDURE HANDBOOK

SHOP & FIELD EMPLOYEES

Contents

GENERAL.....	2
COMMUNICATIONS – OPEN DOOR POLICY	2
EQUAL OPPORTUNITY EMPLOYMENT / HARASSMENT	2
EMPLOYMENT ELIGIBILITY.....	3
WORKERS’ COMPENSATION.....	3
HEALTH, DENTAL & VISION INSURANCE.....	3
EMPLOYEE VACATION	4
HOLIDAYS	4
BEREAVEMENT – Immediate Family Member	4
CIVIC DUTY.....	5
MILITARY LEAVE.....	5
DRUG AND ALCOHOL	5
ABSENTEEISM / ATTENDANCE	6
STANDARD WORK WEEK	6
PAYDAY.....	6
OVERTIME	6
TELEPHONE CALLS.....	7
TOBACCO USE.....	7
UNIFORMS.....	7
FIRST AID	7
NOTICE OF RESIGNATION	8
EXIT INTERVIEW	8
JOB RULES.....	8
GENERAL SAFETY RULES.....	9
TRANSPORTATION	10
PER DIEM.....	10
HOURS/WORK LOSS.....	10
TIME TRACKING	10
PURCHASING	11
T&M	11
VACATION/PERSONAL DAY REQUEST	11



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,



EMPLOYEE POLICY & PROCEDURE HANDBOOK SHOP & FIELD EMPLOYEES

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.



EMPLOYEE VACATION

Strand Composites, LLC provides vacation with pay to qualified employees.

- Vacation starts accruing on the new employees hire date as well as the beginning of each year.
- Vacation must be used before December 31st, no roll-overs. Use it or lose it.
- Vacation is reset every January 1 and starts accruing for that calendar year.
- If an employee uses all hours of vacation and leaves the company before the end of the year, the hours that have not accrued will be deducted from their last paycheck.
- The first year of service 40 hours of paid vacation is granted.
- Employees will receive an additional 8 hours of vacation each year. Vacation will top out at 120 hours.

HOLIDAYS

Strand Composites, LLC provides holiday pay to qualified employees. Employees must have (60) sixty days of continuous employment to be eligible for paid holidays. All employees must work the full scheduled day before and the full scheduled day after a holiday to receive holiday pay.

Full scheduled days can include overtime days, i.e. Friday and Saturday. And are considered the length of the normal workday.

Full scheduled days will also be the day before or after *pre-approved* vacation time around a holiday.

Strand Composites, LLC paid Holidays are as follow:

- New Years
- Easter
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Christmas

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



EMPLOYEE POLICY & PROCEDURE HANDBOOK SHOP & FIELD EMPLOYEES

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 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.



EMPLOYEE POLICY & PROCEDURE HANDBOOK SHOP & FIELD EMPLOYEES

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 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:



EMPLOYEE POLICY & PROCEDURE HANDBOOK SHOP & FIELD 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



EMPLOYEE POLICY & PROCEDURE HANDBOOK SHOP & FIELD EMPLOYEES

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 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.



EMPLOYEE POLICY & PROCEDURE HANDBOOK SHOP & FIELD EMPLOYEES

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.

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.