



SOUTHERN ELECTRIC & CONTROLS, LLC
COMMERCIAL & INDUSTRIAL

ACKNOWLEDGEMENT RECEIPT

I, _____, acknowledge receipt of the Southern Electric and Controls, LLC employee handbook and understand that it is my responsibility to read and abide by all policies and procedures set forth in this manual. I further understand that non-compliance with any of the policies and procedures contained herein may result in disciplinary action, up to and including termination of employment.

I also acknowledge that this manual, in no way, implies a contract of employment and does not alter the employment-at-will nature of Southern Electric and Controls, LLC. Furthermore, I acknowledge Southern Electric and Controls, LLC or I can terminate the employment relationship, at any time, with or without notice, for any reason, or for no reason at all.

Print Employee Name

Social Security Number

Employee Signature

Date

“At Will” Employment

Employment at Southern Electric and Controls, LLC is “at will.” The employee or Southern Electric and Controls, LLC can terminate the employment relationship, at any time, with or without notice, for any reason, or for no reason at all.

Equal Employment Opportunity Employer

It is the policy of Southern Electric and Controls, LLC that recruitment, hiring, transfer, promotion, layoff, recall, and other relationships with applicants and employees be nondiscriminatory with respect to race, color, national origin, sex, religion, age, and unrelated to physical or mental handicap or any other group protected by state or federal statutes. This company has adopted this policy not merely because it is the law, but because of the abiding moral conviction that it is right. Southern Electric and Controls, LLC expects all of its employees to further its policy of equal employment opportunity and will take such action as may be necessary to ensure this company’s total commitment to it. This commitment applies to all aspects of employment – including recruitment, hiring, training, compensation, job assignment, advancement, performance feedback and separation. We are committed to make reasonable accommodations that enable qualified disabled individuals to perform the essential functions of their jobs.

Personnel Records

Southern Electric and Controls, LLC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Southern Electric and Controls, LLC’s exclusion of the individual from further consideration for employment or, if the person has been hired, may result in termination of employment.

It is also the responsibility of each employee to promptly notify us of any changes in personnel data. Personal mailing addresses, telephone numbers, names of dependents, individuals to be contacted in the event of an emergency, and other such status reports should be current at all times. If any personnel data is changed, the employee must notify the Southern Electric and Controls, LLC main office.

Unlawful Harrassment

It is our commitment to provide a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual’s sex, race, national origin, age, religion, disability or any other legally protected characteristic will not be tolerated. Sexual harassment, both overt and subtle, is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited. If you are unclear about what constitutes sexual harassment or any other unlawful harassment, you should ask your supervisor or any member of management.

Any employee who feels that he or she has been harassed by another employee or anyone on your jobsite should immediately contact the supervisor. An employee who does not feel comfortable in discussing the situation with the supervisor should contact the management at the home office. Any discussions will remain confidential. We cannot resolve the situation if we are not aware of the situation. It is your responsibility to bring such problems to management's attention so that corrective measures can be taken.

Violation of the harassment policy may lead to disciplinary action, up to and including immediate discharge.

Employee Classifications

Employees are designated as either Exempt or Non-Exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provision of federal and state laws. Exempt employees are excluded from the overtime provisions of federal and state wage-hour laws.

New employees will go through a 90 day probationary period.

Regular Full-Time employees are regularly scheduled to work at least 30 hours per week and are not employed in a temporary or casual status. Regular full time employees are eligible for the full benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time employees are regularly scheduled to work for less than 30 hours per week. These employees will not be eligible to receive most company benefits other than those available to temporary and casual employees..

Temporary employees are those who are hired as interim replacements, usually to temporarily supplement the work force or to assist in the completion of a specific project. Assignments of this nature are usually limited in duration. Employment beyond any initially state period does not in any way imply a change in employment status. The employee will be notified of any change in status. Temporary employees receive all the legally mandated benefits – worker's compensation insurance and social security – they will be ineligible for the company's other benefit programs.

Casual employees are employees who have established an employment relationship with the company, but who are assigned to work on an intermittent or unpredictable basis. These employees also receive all the legally mandated benefits and are ineligible for the company's other benefits.

Workschedules/Workweek

The workweek begins at 12:01 a.m. on Monday and ends at midnight on Sunday. The office is open for business Monday through Friday between 7:30 a.m. and 4:30 p.m. Jobsite work schedules will vary depending upon job location needs..

Overtime

Occasionally, employees are expected to work overtime when requested by management. When operating requirements or other needs cannot be met during regular working hours, employees will be given overtime work assignments. Supervisors will determine when overtime is necessary, not individual employees. Failure or refusal to work scheduled overtime will be considered an unexcused absence and will subject the employee to disciplinary action.

Non exempt employees are entitled to overtime pay and will be paid at the rate of one and one-half times their regular hourly rate if they work over 40 hours in a workweek. Paid time off such as vacation and holidays will not be considered as time worked for purposes of calculating overtime.

Payday

Employees are paid on a weekly basis on Thursday. The paycheck will be for all time worked through the end of the previous payroll period, less any advances and deductions required by law and those authorized by the employee. Superintendents will be responsible for all timekeeping and submission of that time to the home office for payroll check preparation. Great care will be taken to insure that your paycheck is correct. If the employee discovers an error, please bring it to managements attention as soon as possible. Errors will be corrected as soon as possible, but no later than the next payday.

Absenteeism/Tardiness

All employees are expected to report to the work site on time each day. Absenteeism or tardiness, even for a good reason, is disruptive to our operations and interferes with the ability to satisfy our customer's needs. If you are going to be absent or tardy you must personally notify your supervisor as far in advance as possible so that arrangements can be made to handle the work load during your absence.

If an employee misses more than one day during a calendar month due to illness, that employee must provide a statement from a physician or hospital regarding the illness.

If an employees misses 3 consecutive days and has not notified his supervisor regarding the absences, the employee is automatically terminated.

Holidays

The company observes four paid holidays a year:

New Year' Day
Independence Day
Thanksgiving Day
Christmas Day

Employees are eligible for holiday after having been employed by the company for 90 days prior to the holiday.

Holiday pay is 8 hours time the employee' regular standard rate. Overtime pay is applicable only to time worked over 40 hours in one week.

SOLICITATION/DISTRIBUTION

Solicitation by an employee of another employee during working time of either employee is strictly prohibited. Distribution of advertising materials, handbills, or other literature is also prohibited in all working areas.

Solicitation or distribution by non-employees is prohibited on jobsite or company premises.

Videotaping and audio recording are strictly prohibited on the jobsites and the main office without prior written approval of management.

Unlawful activity

No employee may engage in any unlawful activity either on or off the job as this can adversely affect the company's reputation. Obviously, there may be circumstances for which an employee may have no control.

Violation of this policy may lead to disciplinary action, up to and including immediate discharge.

Safety and Security

The company will not tolerate acts of workplace violence committed by or against employees and strictly prohibits employees from making threats or engaging in violent acts. Prohibited conduct includes, but is not limited to:

-Injuring another person physically

- Engaging in behavior that creates a reasonable fear of injury in another person
- Engaging in behavior that subjects another individual to extreme emotional distress
- Possessing, brandishing, or using a weapon while on company premises or jobsite
- damaging property intentionally
- threatening to injure and individual or damage property
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment

Employees, vendors, customers or other visitors are prohibited from using, possessing, or concealing any weapon while on the company premises (before, during, or after work hours) or while on company business or at any company sponsored function, regardless of whether the person is licensed to carry the weapon.

All employees who commit violent acts or who otherwise violate this policy are subject to corrective action or discipline, up to and including termination of employment.

Discipline

When employee misconduct occurs, steps must be undertaken to correct the situation and to hopefully avoid any repeat activity. Disciplinary action may vary at our discretion, depending on the severity of the offense, the circumstances surrounding it, your duties, your length of service, and your overall work record, including any prior misconduct.

In order of severity, misconduct can take one of several forms:

- Verbal warning
- Written warning or reprimand
- Suspension, without pay
- Discharge

The company has no obligation to use any one or more of these forms of discipline prior to discharging an employee. Any or all of these steps can be omitted, as the company deems appropriate, in its discretion. Furthermore, by establishing this disciplinary procedure the company is not relinquishing or limiting its managerial right to discharge for any or no reason at all, at any time, with or without notice.

This employee handbook is provided as a guide and is not to be considered a contract. The terms and procedures appearing in this handbook are not binding on the company and are subject to unilateral change at the management's discretion. Employees not covered by a contract are employees-at-will. This means that either you or the company may terminate the employment relationship at anytime and for any reason, with or without cause, and with or without notice.

Charlotte A. Hatcher
Managing Partner

[Handwritten Signature]
Managing Partner