



EMPLOYEE HANDBOOK

Effective January 1, 2007

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PURPOSE OF POLICIES AND PROCEDURES

This employee manual is given to you for your information and use. Please read this manual and familiarize yourself with the benefits, policies and procedures of d/s Services, Inc. If there are any questions in regard to this manual please feel free to contact Human Resources. Sign the verification form in the back of the booklet, remove and turn it into Human Resources. Your signature is your conformation that you have read, understand, and agree to abide by this manual as an employee of d/s Services, Inc.

The purpose of this handbook is to establish personnel policies and procedures pertaining to the orderly operation of d/s Services, Inc. This handbook has been prepared to document and clarify policies of d/s Services, Inc. The designation of d/s Services, Inc., in this handbook includes all employees of d/s Services, Inc., (IT IS NOT EXPECTED OR INTENDED THAT THE POLICIES AS WRITTEN; ENCOMPASS SUFFICIENT DETAILS TO PROVIDE ANSWERS TO EVERY SPECIFIC QUESTION OR CASE THAT ARISES.) Regardless of these policies or any of the other provisions of this handbook, you have the right to terminate your employment at any time, and the company has the right to terminate your employment at any time with or without cause or advance notice.

ONLY THE PRESIDENT OF D/S SERVICES, INC. HAS THE AUTHORITY TO APPROVE OF CHANGES TO D/S SERVICES, INC., EMPLOYMENT POLICIES AND PROCEDURES AND CAN DO SO ONLY IN WRITING.

President/Owner: Nathan Fritz

VP/Treasurer/Owner: Russell Hudson

VP/Secretary/Owner: Jon Helmuth

INTRODUCTION

We want to make d/s Services, Inc., a good place to work with an atmosphere of flexibility and friendliness. Communication is a key to successful employee relations.

One purpose of this handbook is to outline the employee benefit packages and to explain the corporate policies and procedures for all employees. It is an effort to bring all employees under the same standards where appropriate and to simplify these procedures where possible.

We hope that your employment at d/s Services, Inc., will be mutually rewarding for you and the company. It is the intention of d/s Services, Inc., to provide a pleasant and safe environment for all employees.

It is the policy of d/s Services, Inc., to maintain the most harmonious, pleasant, and positive work environment possible, and thereby makes working relations an enjoyable experience for all. It is believed that this objective can be best achieved by establishing specific standards of undesired conduct that are likely to result in disciplinary action, and to make them known openly and frequently to our employees. **THIS POLICY IN NO WAY NEGATES THE EMPLOYER'S RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP WITH, OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE.**

The following are examples of conduct, activities and performance on the job which are **unacceptable**:

1. Intentional violation of safety rules.
2. Dishonesty.
3. Violation of the company's "Drug-Free Workplace" policy.
4. Involvement in a conflict of business interest.
5. Physical violence or threat of physical violence to another person.
6. Leaving the job without permission.
7. Mishandling or misappropriating company property.
8. Recording another employee's time.
9. Failure to report an accident or injury on the job.
10. Divulging sensitive or confidential company or customer information to outsiders.
11. Violation of local, state, or federal laws or regulations in the course of performing one's job.
12. Incompetence or behavior damaging to d/s Services, Inc., business or reputation.
13. Insubordination or deliberate failure to follow instructions as given.
14. Excessive tardiness or absences.
15. Unexcused absence.
16. Any inappropriate behavior as determined by the president of the company.
17. Violation of the company's "Sexual Harassment Policy".

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

d/s Services, Inc., is an equal opportunity employer. Our policy is to recruit, hire, train, and promote persons who qualify for specific job requirements in all job classifications without regard to age, race, color, religion, sex, national origin, protected disability, weight, height, or marital status, etc.

EMPLOYMENT STATUS

1. HOURLY-FULL-TIME REGULAR

If you were hired to work a regular schedule of at least forty (40) hours per week (non-seasonal) you are considered a full-time regular employee. Full time regular employees are eligible for benefits as specified in writing.

2. FULL-TIME (SEASONAL)

If you were hired to work more than forty (40) hours per week on a seasonal basis, you are considered a full-time seasonal employee, and are not eligible for benefits.

3. PART-TIME

If you were hired to work a schedule of less than forty (40) hours per week, regardless of whether the job is intended to be ongoing or temporary, you are considered a part-time employee.

4. SALARIED

Employees paid as salaried employees are considered ineligible for overtime pay.

PAYROLL PACKAGE

PERSONAL EMPLOYEE PAY PACKAGE

Employees are strictly **prohibited from discussing payroll packages with other employees**. Employees are hired and compensated according to their skills and ambition. Pay increases are given as earned on individual basis. If there are questions in regard to your payroll please contact the President of the company.

OVERTIME

As business or specific operational needs of d/s Services, Inc., dictate, it may become necessary for employees to be available for work beyond their daily or weekly work schedule, or to return to work after departing d/s Services, Inc., premises, following completion of their normal work schedule.

Hourly employees (non-exempt) will be paid overtime for hours over forty (40) hours worked in a given week at one and ½ times the employee's regular rate of pay.

If a situation would arise that employees are asked to work a Sunday, they would be paid 2 times the employee's regular rate of pay.

FULL-TIME EMPLOYEE BENEFITS

BENEFIT ELIGIBILITY

Only full-time regular employees are eligible to participate in the Employee Group Benefit Plans unless otherwise specified. If you were hired to work a regular schedule of at least forty (40) hours per week (non-seasonal), you are considered a full-time regular employee. Some employee benefits specify that the benefits are earned on an effective anniversary date which is the date of hire.

The following is a list of employee benefit plans as of the date of this writing. d/s Services, Inc., reserves the right to amend, replace or terminate any of these plans.

- ***Paid Vacation*** (after 1 year of employment)
- ***Paid Personal Days*** (after 1 year of employment)
- ***Simple IRA*** (Edward Jones) (after 1 year of employment)
- ***Paid Holidays*** (after 60 days of employment)
- ***Group Health Insurance*** -(waiting period applies)
- ***Employee Uniforms*** (shared cost with employee)
- ***Health Flexible Spending Account*** (see office for information)
- ***Dependent Care Flexible Spending Account*** (see office for information)
- ***AFLAC*** (see office for information)
- ***Company Cell Phone*** (as deemed necessary by management) If an employee chooses to use their personal phone for company business and the company covers the cost of such phone expenses, should that employee leave their employment, the company assumes that telephone number and phone if purchased by d/s Services, Inc.

VACATION

Vacations are a benefit provided to qualified employees in recognition of continuous years of service. Vacation entitlement is earned based on length of service.

A LEAVE REQUEST MUST BE SUBMITTED ON THE DEPUTY APP AT LEAST 2 WEEKS IN ADVANCE OF YOUR TIME REQUESTED FOR SCHEDULING PURPOSES AND TO RECEIVE COMPENSATION, IF AVAILABLE. IF NOT TURNED IN WITHIN 2 WEEKS BEFORE REQUESTED TIME, YOUR VACATION TIME WILL BE DEDUCTED WITHOUT COMPENSATION.

Employees who do not use their earned vacation days by the end of their qualifying year will not be allowed to carry them over to the following year. Employees will not be compensated for un-used earned vacation days.

In order to receive vacation pay, employee must take time off from work. Hourly employees will be paid vacation days at their current hourly rate. Every effort will be made to accommodate an employee's request for vacation time in accordance with business conditions. The nature of your business & d/s Services, Inc.,

business (vacation request) may require denial during peak seasons.

Employees will be paid straight time for the number of hours that the employee is regularly scheduled to work, not to exceed 8 hours per day or 40 hours per week. Vacation pay will not be calculated into overtime pay. Vacation days may only be used in blocks of 4 or 8 hours per day.

Exceptions to this policy for all employees may be made only by the president of the company. Abuse of this policy may/will result in termination.

Vacation Days Accumulate as Follows:

<u>Anniversary</u>	<u>Hours</u>	<u>Anniversary</u>	<u>Hours</u>
1 Year	40	7 Year	96
2 Year	48	8 Year	104
3 Year	56	9 Year	112
4 Year	64	10 Year	120
5 Year	80	20 Year	160
6 Year	88	20+ Years	160

PERSONAL

An employee gets 5 (8 hour) personal days per year and may be used in blocks of 4 or 8 hours per day. Personal time does not require 2-week advance notice. (See Personal Day Exceptions)

YOU MUST REQUEST LEAVE ON THE DEPUTY APP EITHER BEFORE OR AFTER TIME TAKEN FOR SCHEDULING PURPOSES AND TO RECEIVE COMPENSATION, IF AVAILABLE.

You must inform/report to the operations manager or president of the company (**CREW FOREMAN OR OTHER EMPLOYEES ARE NOT ACCEPTABLE**) when you will not be reporting due to personal reasons.

A personal day may be used for a non-holiday company day off. Example: Nov. 15, day following Thanksgiving, etc. (See Personal Day Exceptions)

Any unused personal days by the employee's anniversary date will be paid out at that time. Personal days do not roll over or accumulate.

Exceptions to this policy for all employees may be made only by the president of the company. Abuse of this policy may/will result in termination.

PERSONAL DAY EXCEPTIONS

Personal time will be deducted and compensated for if a 2-week notice (**Deputy Leave Request**) and approval

was given for the following:

Personal day is used before/after scheduled holiday.

Personal day is used before/after previously scheduled vacation time.

If a Deputy Leave Request was NOT submitted 2 weeks prior to the above conditions and time was taken off – PERSONAL TIME WILL BE DEDUCTED, AND NO COMPENSATION WILL BE RECEIVED.

ABSENT FROM WORK

If an employee is absent from a scheduled work day (Saturday & Sunday included if scheduled) personal time or vacation time will be deducted.

In the case that an employee was absent or is absent, and has no personal time available/left, vacation time will be deducted and will be treated as if failure to supply prior notice and NO COMPENSATION will be paid out.

LEAVING EARLY

If an employee leaves early (prior to 8 hours on the job) contacting the Human Resource Manager is required (not job foremen or other employees) on a standard work day, 4 hours of personal time will be triggered, and employee will be compensated.

If an employee leaves early (prior to 8 hours) and does not have personal time available but has vacation time available, vacation time will be deducted, and no compensation will be paid.

In the case an employee has no personal or vacation time to use, employee is required to contact the operations manager/president.

Exceptions to this policy for all employees may be made only by the president of the company. Abuse of this policy may/will result in termination.

CREW FOREMAN OR OTHER EMPLOYEES ARE NEVER ACCEPTABLE CONTACTS WHEN REQUESTING/NEEDING TIME OFF FOR ANY REASON.

HOLIDAYS

Full-time regular employees are entitled to the following paid holidays after 60 days of employment:

- *New Year's Day *Labor Day
- *Memorial Day *Fourth of July
- *Thanksgiving Day *Christmas Day

Holiday pay will be one day's pay (eight hours straight time for hourly-paid employees not to be calculated into overtime pay).

To be eligible for holiday pay, the employee must work the full working day before and the full working day after the holiday unless an exception to this is approved by the president of the company. If a holiday falls on a Saturday or Sunday, the company, depending on business conditions, may or may not close on Friday or Monday in observance of the said holiday. If a holiday falls on a Thursday or Tuesday, the company may close the weekday following and/or preceding the holiday as it deems practical. Employees will not be paid for the additional day unless an exception to this is approved by the president of the company. Employee may use a personal/vacation day (if available) for the additional day if approved. See "Personal Day Exceptions". If asked to work on a Holiday you will be compensated straight Holiday pay plus double time for hours worked.

HEALTH INSURANCE

As a full-time employee working at least 30 or more hours in a week with d/s Services, Inc., has the option of receiving Health Insurance. A waiting period applies.

DENTAL INSURANCE

As a full-time employee with d/s Services, Inc., has the option of receiving dental insurance. A waiting period applies.

COBRA POLICY

d/s Services, Inc., will offer to any employee who leaves, the option of continuation of health insurance coverage, for a defined period if they were covered by health insurance while actively employed, and to the extent required by the Consolidated Omnibus Reconciliation Act of 1985 or COBRA. The employee will be responsible for all costs of continued insurance after leaving employment.

DRESS CODE

Each employee is expected to dress in appropriate attire or uniforms as deemed reasonable by the president. Consideration for issues like safety, convenience and good taste should be considered.

Other dress code policies that customers of d/s Services, Inc., may have, will be enforced beyond the guidelines of d/s Services, Inc., and will be respected by all company employees. Some examples are as follows: steel toe shoes required, no jewelry, hard hats required, safety glasses, etc.

EMPLOYEE UNIFORMS

Employees will be issued uniforms. The employee will be responsible to pay a portion of the cost per week and it will be deducted from your weekly paycheck.

A uniform must be worn while on the job. Replacement uniforms may be issued through the uniform

company as needed. There may be a cost to the employee for replacement uniforms, depending on the reason for replacement.

Uniforms must all be returned to the company before an employee receives his/her last pay check when leaving the company's employment.

DRUG-FREE WORKPLACE

Any employee of d/s Services, Inc., who uses illicit drugs, hallucinogenic, controlled substances, marijuana, or alcohol ("substances") during working hours, or when operating Company vehicles or who attempts to work while under the influence of same, potentially endangers him/herself as well as other employees. Accordingly:

- Possession, manufacture, distribution, dispensation use, consumption or being under the influence of such substances while on or in Company property, including parking lots and vehicles, is strictly prohibited.
- All employees are required to notify the Company of any criminal drug statute conviction for a violation occurring on or in Company property no later than five (5) days after such conviction.

Violation of this policy will lead to discipline up to and including immediate discharge.

d/s Services, Inc., reserves the right to require any employee who it reasonably believes to be in violation of the foregoing policy during working hours to undergo at company expense appropriate urinalysis, breath, or other testing procedures to assist the company in determining whether violation of the foregoing policy has occurred. Any employee who refuses a company request to submit, or who fails to submit, to such testing procedures will be subject to discipline up to and including discharge.

DRUG AND ALCOHOL CONVICTIONS

Employees must, as a condition of employment, abide by the terms under the heading "Drug-Free Work Place" and report any conviction under a criminal drug or alcohol statute for violations occurring on or off company premises while conducting company business. A report of a conviction must be made within five (5) days after the conviction.

SMOKING

Due to highly flammable/combustible products, smoking is strictly prohibited in all d/s Services, Inc., facilities, all company vehicles, and all facilities that the company is hired to work within. Violation of these rules may result in disciplinary action up to and including termination. **Smoking is permitted in designated areas only.**

PRE-EMPLOYMENT DRUG TESTING AND PHYSICAL EXAMINATION

d/s Services, Inc., requires a pre-employment physical examination and drug testing. The company will cover the cost of the physical examination & drug testing.

EMPLOYEE DRIVING RECORD

Driving records will be reviewed annually through d/s Services, Inc., with the State of Michigan Department of Driver & Vehicle Records. Employees whose duties require them to operate company vehicles as a normal part of their assigned duties are required to obey all Federal, State and Local driving regulations pertaining to them.

An employee who has been repeatedly cited for moving traffic violations or has been convicted of a traffic offense may be prevented from operating company vehicles until he/she can demonstrate an improvement in his/her driving record. This may result in dismissal when driving is part of the employee's job responsibilities.

An employee may be required to obtain a CDL endorsement to their driver's license. d/s Services, Inc., will cover the testing fee one time only.

FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT

d/s Services, Inc., discloses to you that a consumer report, including an investigative consumer report containing information as to your character, general reputation, personal characteristics and mode of living, may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment. Should an investigative consumer report be requested, you will have the right to request a complete and accurate disclosure of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.

BEREAVEMENT

FUNERAL LEAVE

Full time employees are excused and entitled to a maximum of three (3) days off at eight (8) hours of pay each day at the employee's hourly rate of pay between the date of death and through the date of the funeral/memorial service if the employee attends. Documentation from the funeral home stating your presence is required. Approval of time is to the discretion of the president of the company. The funeral leave time applies to the following family members:

Spouse	Brother/Sister	Mother/Father In-law	Grandchild
Parent	Child/Step Child	Brother/Sister In-law	Grandparent

If additional scheduled workdays off are required, the employee may request approval of such case, from the president of the company only. Full time benefit eligible employees are eligible for payment after 60 days of employment.

JURY DUTY

The company will pay an employee his/her regular day's pay less jury pay, not including mileage, received for each day an employee serves jury duty. Written verification must be turned into the office/payroll from the court system. There may be exceptions to this as approved by the President of the company. Full time benefit eligible employees are eligible for payment after 60 days of employment.

SAFETY

d/s Services, Inc., is very serious about providing a safe and healthy working environment. It is the responsibility of each and every employee to follow common sense safety procedures and practices, and to help insure that we have a safe place to work. It is the responsibility of each employee to report any unsafe conditions or practices to the president immediately regardless of whom it may involve.

The purpose of this policy is to enhance safety awareness in all employees, and to motivate them to perform their work safely, in accordance with established safety rules, procedures, and instructions.

Failure to follow any established safety procedures and matters of "common sense" will result in reprimand, suspension or possible termination. The safety procedures may be changed or otherwise amended from time to time. Changes will be communicated to every employee.

EMPLOYEE SAFETY MEETINGS

All employees are required to attend any and all safety meetings held while employed by d/s Services, Inc., Exception to this policy will be at the discretion of the president of the company.

SAFETY POLICY VIOLATIONS

This policy is intended to provide rules and guidelines for administering disciplinary action to employees who violate safety rules and procedures or who, by their record or actions, have a disregard for safety and/or company policy. Safety related disciplinary action will be administered through the president of the company.

ACCIDENT/INJURY

EMPLOYEE RESPONSIBILITIES ACCIDENT REPORTING

An accident is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related accidents, injuries, and near misses must be reported immediately to management.

If an accident occurs, but **does not** require professional medical treatment, the management should immediately be informed so that an accident analysis can be completed. If first-aid treatment is needed, it

should be sought on-site

If an accident occurs which requires professional medical treatment, but is non-life threatening the worker should, if at all possible, use the company selected clinic for treatment of these accidents.

WORKERS PHYSICAL CONDITION

If professional medical treatment is sought, the worker should inform the attending physician that d/s Services, Inc., has a return-to-work program with light duty/modified assignments available.

The worker should obtain a Release to Return-to-Work form and present this to management within 24 hours for assignment of light duty/modified work. The worker must report for work at the designated time.

The worker cannot return to work without a release from the attending physician.

If the worker returns to a transitional/temporary job, the worker must make sure that he does not go beyond either the duties of the job or the physician's restrictions. If the workers restrictions change at any time, he must notify management at once and give them a copy of the new medical release.

WORKER UNABLE TO RETURN TO WORK

If the worker is unable to report for any kind of work, the worker must call in at least weekly to report medical status.

While off work, it is the responsibility of the worker to supply management with a current telephone number and an address where the worker can be reached.

The worker will notify management within 24 hours of all changes in medical condition.

EMPLOYER RESPONSIBILITIES

Accident Reporting

Management will conduct an accident analysis on all accidents, regardless of whether an injury occurs.

Management will notify the insurance carrier of any changes in the worker's medical or work status as soon as possible.

MEDICAL TREATMENT AND TEMPORARY TRANSITIONAL DUTY PHYSICAL CONDITION

At the time of first medical treatment the Release-to Return-to-Work form must be completed and returned to management, if not management will request one from the attending physician.

d/s Services, Inc., will develop a letter that will explain the job duties, report date, wage, hours and report time for duration of transitional work assignment.

The worker will be asked to sign the bottom of the letter indicating acceptance or refusal of the offered work assignment.

Copies of the letter will be forwarded to the insurance carrier.

SUPERVISOR

The supervisor will monitor the worker's performance to ensure the worker does not exceed the worker's physician release.

The supervisor will monitor the worker's recovery progress through regular contact to assess when and how often duties may be changed. The supervisor will assess the company's ability to adjust work assignments upon receipt of changes in physical capacities.

To preserve the ability to meet company needs under changing conditions, d/s Services, Inc., reserves the right to revoke, change, or supplement guidelines at any time with written notice. The policies and procedures in this return-to-work program are not intended to be contractual commitments and they shall not be construed as such by our employees. This policy is not intended as a guarantee of continuity of benefits or rights. No permanent employment for any term is intended or can be implied by this policy.

RETURN TO WORK POLICY

OBJECTIVES

It is the policy of d/s Services, Inc., to provide meaningful work activity for all employees who temporarily become unable to perform all, or portions, of their regular work assignments due to work-related injury or illness. By providing temporary transitional or modified work activity, injured employees remain an active and vital part of the company. Return to Work duties may be in the form of either changed duties within the scope of their current position or other available duties for which they may be qualified, or through a reduced work-hours schedule.

d/s Services, Inc., defines “transitional” work as temporary modified work assignments within the worker’s physical abilities, knowledge, and skills.

Where feasible, transitional positions will be made available to injured employees in order to minimize or eliminate time loss.

For any business reason, at any time, we may elect to alter the hours of any employee based on the business needs of this company.

The physical requirements of transitional/temporary work will be provided to the attending physician. Transitional/temporary positions are then developed with consideration of the worker’s physical abilities the business needs of d/s Services, Inc., Inc., and the availability of transitional work.

IN CASE OF AN ON-THE-JOB ACCIDENT

If you have a work-related injury and are missing time from work, contact our office for details regarding time loss.

TRANSITIONAL TEMPORARY WORK ASSIGNMENT

d/s Services, Inc., will determine appropriate work hours, duration, and locations of all work assignments. d/s Services, Inc., reserves the right to determine the availability, appropriateness, and continuation of all transitional assignments and job offers. During this transitional job assignment the employee’s pay will be adjusted to a level of 80% their normal per hour compensation, but never to be less than the state’s minimum wage.

COMMUNICATION

It is the responsibility of the worker and/or crew leader to immediately notify the office or management of any changed concerning a transitional/temporary work assignment. Management will then communicate with

the insurance carrier and attending physician as applicable.

EMPLOYEE RESPONSIBILITIES

Accident Reporting

An accident is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related accidents, injuries, and near misses must be reported immediately to management.

If an accident occurs, but **does not** require professional medical treatment, the management should immediately be informed so that an accident analysis can be completed. If first-aid treatment is needed, it should be sought on-site.

If an accident occurs which **requires professional medical treatment, but is non-life threatening** the worker should, if at all possible, use the company selected clinic for treatment of these accidents.

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If professional medical treatment is sought, the worker should inform the attending physician that d/s Services, Inc has a return-to-work program with light duty/modified assignments available.

The worker should obtain a **Release to Return-to-Work** form and present this to management within 24 hours for assignment of light duty/modified work. The worker must report for work at the designated time.

The **worker cannot return to work without a release** from the attending physician.

If the worker returns to a transitional/temporary job, the worker must make sure that he does not go beyond either the duties of the job or the physician's restrictions. If the workers restrictions change at any time, he must notify management at once and give them a copy of the new medical release.

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Management will conduct an accident analysis on all accidents, regardless of whether an injury occurs.

Management will notify the insurance carrier of any changes in the worker's medical or work status as soon as possible.

MEDICAL TREATMENT AND TEMPORARY/TRANSITIONAL DUTY PHYSICAL CONDITION

At the time of first medical treatment the **Release-to Return-to-Work** form must be completed and returned to management, if not management will request one from the attending physician.

d/s Services will develop a letter that will explain the job duties, report date, wage, hours and report time for duration of transitional work assignment.

The worker will be asked to sign the bottom of the letter indicating acceptance or refusal of the offered work assignment.

Copies of the letter will be forwarded to the insurance carrier.

SUPERVISOR

The supervisor will monitor the worker's performance to ensure the worker does not exceed the worker's physician release.

The supervisor will monitor the worker's recovery progress through regular contact to assess when and how often duties may be changed. The supervisor will assess the company's ability to adjust work assignments upon receipt of changes in physical capacities.

TARDINESS & ATTENDANCE

Unexcused absence or tardiness, or any unauthorized period of absence; or excessive absenteeism constitutes unacceptable conduct are subject to immediate discipline, up to and including termination of employment.

TIME KEEPING & TIME CLOCK PROCEDURES

TIME KEEPING RESPONSIBILITIES

Employees are responsible to record their hours on the Deputy Time Clock app via their phone or the company iPad Kiosk in the shop.

1. If you forget to clock in or out a missed punch form must be filled out and signed by your supervisor and submitted to Human Resources.
2. At the end of the day you must log what job site/location you worked at for the day.
3. Employees must clock in at d/s shop location. Supervisor approval must be given to clock in at job site.
4. A 30-minute paid lunch and breaks will be included in your hours.

INFRACTIONS

Misrepresenting working hours, falsifying signatures or information on a time sheet or tampering with the time sheet of another employee are serious offenses. Employees engaging in any of these prohibited activities are subject to immediate discipline, up to and including termination of employment.

MATERIALS USED ON EACH JOB

Materials used on each job are to be recorded on appropriate forms and turned into the office on a regular basis.

SOCIAL SECURITY NUMBERS

d/s Services, Inc., Inc. obtains and uses a variety of confidential information in the conduct of its business. This includes documents and other records containing SSN's. All documents and records containing SSN's must be obtained, used and disclosed only for legitimate business reasons. Such documents and records must also be treated as **confidential**, which means they must be retained in secured areas or files, password protected when stored on computers, disclosed only to authorized persons, and destroyed at an appropriate time and in an appropriate manner consistent with d/s Services, Inc., policies and procedures and other legal requirements. Employees who obtain, use or disclose SSN's for improper, unauthorized or illegal reasons are subject to discipline or discharge, as well as potential criminal or civil prosecution.

USE AND DISCLOSURE OF SOCIAL SECURITY NUMBERS

I. PURPOSE

d/s Services, Inc., is required by the Michigan Social Security Privacy Act to control how it obtains, uses, disseminates and disposes of records which contain SSN's. The Privacy Act also requires the company to establish, publish and enforce a policy regarding the use, disclosure and disposal of records which it creates or obtains in the course of its business and which contain SSN's. This Policy and Procedure sets forth the company's requirements for how such information is gathered, stored, disclosed and ultimately disposed of.

II. POLICY

It is the policy of d/s Services, Inc., that SSN's obtained from employees, vendors, contractors, customers or others are confidential information. Such numbers will be obtained, retained, used and disposed of only for legitimate business reasons and in accordance with the law and this Policy and Procedure.

III. PROCEDURE

Obtaining Social Security Numbers Documents or other records containing SSN's are to be requested, obtained or created only for legitimate business reasons. Such reasons include, but are not limited to:

1. Applicants may be required to provide a SSN for purpose of a pre-employment background check.
2. Copies of SS cards may be obtained for purposes of verifying employee eligibility for employment in accordance with the Immigration Reform and Control Act.
3. SSN's may be requested from employees for tax reporting purposes (e.g., IRS Form W-4), for new-hire reporting, or for purposes of enrolment in a company employee benefit plan.
4. SSN's may be obtained from contractors or vendors for tax-reporting purpose (e.g., IRS Form 1099).
5. Customers/clients/patients may be asked to provide SSN's for tax reporting purpose or for purposes of establishing a customer-specific account or other record.

Retention & Access to Social Security Numbers

1. All records containing SSN's (whether partial or complete) will be maintained in secured files.
2. Only personnel who have a legitimate business reason to know will have access to records containing SSN's.
3. Employees whose jobs entail regular access to records containing SSN's will be trained in the legal requirements and the requirements of the Policy and Procedure.
4. Where a record containing a SSN is to be disseminated to persons outside of d/s Services Inc., to persons within d/s Services, Inc., who are not authorized or trained in this Policy and Procedure, or where the number is not relevant to the purpose for which the record is being shared, the SSN should be rendered unreadable.
5. Employees using records containing SSN's will take appropriate steps to secure such records when not in immediate use. Such steps may include:
 - Placing such records in a locked desk or file drawers when not in use.
 - Using password protection or screen-savers on computers and computerized records to prevent unauthorized access to or viewing of such records by others.
6. Inactive records containing SSN's will be retained in accordance with the requirement of state and federal laws and then destroyed in a manner that continues to ensure their confidentiality. For purposes of the Policy and Procedure, "inactive records" are those where there is no longer a current employment, supplier, and customer/patient relationship.

Unauthorized Use/Disclosure of Social Security Numbers

Any employee who obtains uses or discloses SSN's for unauthorized purposes or contrary to the requirements of this Policy and Procedures shall be subject to discipline up to and including discharge. d/s Services, Inc., will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of individuals who obtain, use or disclose SSN's for unlawful reasons.

CONFIDENTIAL BUSINESS INFORMATION AND TRADE SECRETS

Private records belonging to d/s Services, Inc., including but not limited to records of financial nature such as accounts receivable, accounts payable, quotations, estimates, customer lists, computer programs, Board meeting minutes/information and Board records, are considered confidential information and trade secrets. Misuse and unauthorized sharing of this information by an employee or former employee may subject him/her to legal liability for any resulting damage or injury to individuals or d/s Services, Inc., business. d/s Services, Inc., will take all necessary legal action to prevent and recoup damages because of employee's or former employee's misuse or unauthorized sharing of this confidential information and trade secrets.

CONFLICT OF INTEREST AND ETHICAL BUSINESS CONDUCT

All employees are expected to conduct themselves and their business transactions in a manner which does not interfere with or reflect badly on the business objectives of the company.

Generally, conflicts of interest can be avoided if a person will refrain from an action or relationship that can cause harm to the business interests of the company.

The following are some examples of such conduct. Violations are not limited to these examples.

1. Use of an official position to achieve a personal gain.
2. Knowingly use company funds to make a direct or indirect payment that is prohibited by law.
3. Accepting a gift, favor or unusual hospitality that might tend in any way to influence independent judgment concerning the business operations of the company.
4. Making a false, fictitious, or fraudulent statement or representation concerning the company to any governmental agency or legal body.
5. Engaging in another occupation or business interest that results in a conflict and interferes with the effective performance of the individual in his/her primary job assignment with the company.

MOONLIGHTING IN ANY OCCUPATION THAT IS A DIRECT COMPETITOR OF THE COMPANY IS STRICTLY PROHIBITED.

There may be other situations in which a conflict of interest or unethical business conduct may occur. If there is an element of doubt regarding a potential conflict, the employee should discuss the matter with the President of d/s Services, Inc.

The burden of avoiding conflicts of interest is the responsibility of the employee. All employees are expected to recognize and carry out his/her responsibility.

Disciplinary actions may be taken against an employee involved in a conflict of interest or an unethical business practice.

Employees found not obeying all of these procedures and regulations may be disciplined up to and including termination.

DISCIPLINARY ACTION

d/s Services Inc., has an established policy concerning employee conduct which is deemed necessary to ensure the orderly and efficient operation of the company. The type & severity of disciplinary action will depend upon:

- a. The nature and seriousness of the offense.

- b. The employee's disciplinary and work records for current offense and other violations.
- c. The employee's length of service.
- d. Any mitigating or aggravation circumstances.

Discipline may include some or all of the following: verbal, written, suspension with or without pay, termination.

1. VERBAL WARNING

This formal step usually occurs when informal counseling has not produced the required results; or a situation has become progressively worse with respect to the same concern or another unrelated, but cumulative situation.

2. WRITTEN WARNING

Written warnings are considered a severe discipline action and are usually issued after verbal warnings have failed to correct a concern; or, the situation warrants discipline that is more severe than informal counseling or a verbal warning. Prior to issuing a written warning, the immediate supervisor shall document all pertinent facts related to the incident.

3. DISCIPLINARY SUSPENSION

Suspension from duty may occur after the written warning discipline step has failed to correct the situation and the employee has been properly advised that a suspension may occur **IF** shortcomings are not corrected. Disciplinary suspensions may also occur, without prior warnings, if the suspension is administered because of unacceptable conduct of behavior.

Immediate suspension from duty is an option **ONLY IN THE EVENT** that in the President's judgment the specific incident demands immediate serious remedial action such as gross insubordination or to protect the health/safety of employees or to protect the assets of d/s Services, Inc. In those circumstances where this option is used, the suspension will be of **INDEFINITE DURATION**, pending a review of the events surrounding the suspension. The reviewing of an immediate suspension must be concluded within forty-eight (48) hours when feasible.

4. DISCHARGE

Discharge may occur before or after the formal discipline steps have been exhausted or the review of an immediate suspension is deemed to warrant such action. The decision to discharge an employee is a serious step that can have repercussions for both the discharged employee and for d/s Services, Inc., reserves the right to terminate employment at any time.

GRIEVANCE PROCEDURES

d/s Services, Inc., operates an “open door” policy. This policy requires the employee to state their grievance to the president of the company. The following is the protocol to be followed by all employees in the event an employee has any legitimate concern that is not being taken care of.

1. Request verbally or in writing that the president address the issue.
2. The president will determine appropriate action. Alleged grievances will be handled as confidentially as possible.

USE OF COMPANY PROPERTY

Personal use of equipment/property (tools, vehicles, etc....) or facilities must be approved by the company president. Abuse of this privilege will result in cancellation to all employees.

Personal use of property/products from any customer’s facility is strictly prohibited unless special permission is granted by the customer as well as the president of d/s Services, Inc., Abuse of this privilege will be subject to immediate discipline, including possible termination of employment.

AUTOMOBILE USAGE AND OPERATION POLICY

Unless Employee notifies his or her supervisor to the contrary, Employee represents to the Company that he or she:

- a. Has and will maintain a valid driver’s license;
- b. Maintain a no-fault automobile insurance policy with coverage for personal liability and property damage; and
- c. Will operate vehicles with reasonable care while either operating Company vehicles or transacting Company business.

Employee shall not use or operate a Company vehicle to transact personal business or use his or her personal vehicle to transact personal business during the hours of his or her employment. In the event Employee violates this provision, he or she shall indemnify and hold the Company harmless from any loss or damage arising out of the transaction of any personal business which violates this policy.

If the Employee, at the request of the Company, uses or operates his or her personal vehicle to transact Company business, the Company shall:

- a. Pay him or her a mileage allowance equal to the IRS business standard mileage rate then in effect plus any parking fees and tolls incurred by the Employee; and

Indemnify and hold the Employee harmless from any uninsured (deductible or excess over insurance limits)

loss or damage arising out of the transaction of any Company business which is not caused by Employee's negligent or careless operation or maintenance of his or her vehicle

ELECTRONIC RESOURCES

The company's electronic resources are to be used primarily to conduct company business. Incidental and occasional personal use is permitted subject to main office discretion, and subject to the restrictions in other policies. Employees may not use the company's electronic resources for any of the following: creation or distribution of chain letters, passing of your own view as those of the company's; moonlighting or searching for another job; jokes; political causes or activities; sport pools or other gambling; religious activities; list serves for non-work-related purposes.

Unless specifically authorized by the company, employees may not use the company's electronic resources to post information to internet discussion groups and other such forums.

INTERNET USAGE

The use of the Internet by employees for communication and information is acceptable if approved by office personnel. Inappropriate use of the Internet will be cause for not allowing an employee to use the office Internet service.

RESTRICTIONS OF CONTENT

Employees may not upload, download, or otherwise transmit via the company's electronic resources, any material that a reasonable person would consider to be defamatory, offensive, harassing, disruptive, or derogatory. This includes but is not limited to sexual content or images, racial or ethnic slurs, and comments or images that would offend on the basis of race, gender, national origin, sexual orientation, religion, political beliefs, or disability.

OTHER PROHIBITED ACTIVITIES

Employees may not:

1. Upload, download, or otherwise transmit without company authorization, copyrighted, trademarked, patented, trade secret, or other confidential, private, or proprietary materials, unless permitted by the owner of such materials. Employees may not upload, download, or otherwise transmit illegal information or materials.
2. Use the company's electronic resources to gain unauthorized access to remote computers or other systems or to damage, alter, or disrupt remote computers or systems in any way.
3. Enable unauthorized third parties to access or use the company's electronic communications systems, nor may employees jeopardize the security of the company's electronic communications systems.
4. Read misaddressed E-mail. Employees shall delete misaddressed E-mail messages immediately upon discovering that the received message is misaddressed.

5. Send materials anonymously via the company's electronic resources.

OWNERSHIP OF MESSAGES

The company owns all information and material created, spoken, sent, received, accessed, or stored on its electronic resources. Employees should assume that any communications, whether business related or personal, may be read or heard by someone other than the intended recipient.

DISCLOSURE AND USE OF INFORMATION OBTAINED

THROUGH ACCESS OR MONITORING

Internal disclosure by the company of information or material obtained through access or monitoring will be limited to employees with a reasonable need to know.

The company may disclose externally, for any business purpose, information and material it obtains through access or monitoring.

The company reserves the right to disclose to law enforcement officials all materials created, sent, received, accessed, or stored on the company's electronic communications systems without notice to the originators or recipients of such material.

VIRUSES AND TAMPERING

Any files downloaded from the Internet and any computer disks received from non-company sources must be scanned with virus detection software before installation and execution. The introduction of viruses, attempts to breach system security, or other malicious tampering with any of the company's electronic resources are expressly prohibited. Employees must immediately report any viruses, tampering, or other system breaches to the main office personnel.

USE OF COMPUTER SOFTWARE

The company uses computer software in its business operations. In most cases, the company does not own the software but is only licensed to use it. Any duplication of software, except for backup purposes, violates both the license agreements and the copyright laws, and subjects the company and the individual to civil damages of up to \$100,000 per violation, and criminal penalties that include fines and imprisonment.

No individual may copy software or its accompanying documentation for use on any other computer at the company or elsewhere. Employees may not give company software or copies of company software to anyone outside the company.

To aid in enforcement of this policy, and to help prevent damage to our computer system through "viruses" or defective software, it is the company's policy that all computer software must be approved by the main office

personnel prior to use. Employees may not bring software from home or elsewhere for use on company computers without obtaining such approval.

The content of computer storage media used in conjunction with company operations or computers owned by the company may be inspected at any time for compliance with this policy. Software purchased by the company will be operated in accordance with the licensing agreements that regulate its use. All employees agree to follow these policies as a condition to using the company's computers and software.

SELLING AND PURCHASING

The company's standard purchase and sales policies apply to all purchases and sales-related activities conducted via the company's electronic resources. Employees are responsible for such purchases in accordance with the company's policy.

VIOLATIONS

Violations of this policy, including breaches of confidentiality or security, may result in suspension of e-mail privileges, disciplinary action, or termination. The company reserves the right to hold an employee personally liable for any violations of this policy.

SEXUAL HARASSMENT POLICY

d/s Services, Inc., endorses the principle that its' employees should be left free from any unwelcome verbal, printed, written or physical sexual harassment or any harassment based upon factors set forth in the company's Equal Employment Opportunity Policy. d/s Services, Inc., will not condone such conduct and will not permit it to affect any employment decisions.

Sexual harassment includes any unwelcome sexual advances or other verbal or physical conduct of a sexual nature if submission to such conduct is made a term or condition of employment or a basis for any employment decisions, or if such conduct substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. Sexual harassment may also be found where employees receive employment benefits solely because of submission to sexual advances, where other qualified individuals are denied such benefits.

If you feel that you are being sexually or otherwise harassed in violation of this policy, or that employment decisions are being made for discriminatory reason, please contact the president of the company immediately to discuss the situation. All such matters will be handled with the company and utmost discretion and as confidentially as is feasible in the context of effective investigation.

COMPLAINT PROCESSING SYSTEM

1. d/s Services, Inc., ("company") maintains as part of its personnel policies a policy forbidding sexual harassment, or harassment because of other legally protected factors, and providing information to employees as to where complaints may be filed.
2. The President is the company representative responsible for receiving, investigation and resolving all employee complaints.
3. Upon the filing of a complaint, a prompt and complete investigation will be conducted. The responsible company representative will do the following:
 - a) Interview the complainant and document the interview.
 - 1) Request that the complaint be put in writing, if possible
 - 2) Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them.
 - b) Interview the accused and document the interview.
 - 1) Re-emphasize the company's policy regarding sexual harassment and non-retaliation against one who complains of sexual harassment, without making judgments at this stage.
 - 2) Keep the identity of the complainant confidential if possible.
 - c) Interview all witnesses identified by the parties and document the interviews.
 - d) Review the personnel files of the complainant and the accused for any history of problems.
 - e) Make a determination on the merits of the complaint.

4. If the investigation shows that the complaint is without merit the following action will be taken:
 - a) The investigation will be closed.
 - b) The investigator's findings and reasons for them will be discussed with the complainant.
 - c) Consideration will be given to disseminating results of investigation to employees who have knowledge of it.
 - d) All references to the complaint will be removed from the accused party's personnel file.
 - e) The company's policy regarding sexual harassment and the mechanism for complaint resolution will be reiterated to all employees involved in the investigation.
 - f) All documentation regarding the complaint and the investigation will be maintained in a separate confidential file.
5. If the investigation shows that the complaint has merit, the following action will be taken:
 - a) The investigation will be closed.
 - b) The investigator will confer with appropriate management officials to determine what action is necessary to resolve the complaint and prevent recurrence.
 - 1) Complaint should be made whole for any lost earnings or employment opportunities; personnel records should be corrected, if necessary.
 - 2) Potential for continuing problem should be alleviated by reassignment, where possible.
 - c) The parties will be advised of the results of the investigation and the actions to be taken. Any party adversely affected will be informed that recourse is available through the company's regular grievance procedure.
 - d) Appropriate discipline will be imposed, as required by the strength of the evidence, the severity of the incident, and the position and prior record of the offender.
 - e) All actions taken will be documented and a record placed in the offender's permanent personnel file.
 - f) The company's policy regarding sexual and/or other protected class harassment and the mechanism for complaint resolution will be reiterated to all parties involved in the investigation.
 - g) All documentation regarding the complaint and investigation will be maintained in a separate confidential file.
6. All complaints, interviews, and investigations will be treated with the utmost discretion and as confidentially as is feasible in the context of effective investigation. Only those employees whose participation in the investigation of a complaint is essential to its resolution will be informed of it.

ADA/ADAAA Policy

Purpose

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of d/s Services, Inc. to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Procedures

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

d/s Services, Inc. will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to d/s Services, Inc. Contact human resources (HR) with any questions or requests for accommodation.

All employees are required to comply with the company's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The HR department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Terms Used in This Policy

As used in this ADA policy, the following terms have the indicated meaning:

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

- Major life activities: Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- Major bodily functions: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed “mental retardation”), organic brain syndrome, emotional or mental illness and specific learning disabilities.
- Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.
- Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- Reasonable accommodation: Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
 - The nature and cost of the accommodation.
 - The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
 - The overall financial resources of the employer; the size, number, type and location of facilities.

- The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
- Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

WHEN YOU LEAVE D/S SERVICES, INC.,

d/s Services, Inc., may not be able to retain all employees regardless of how hard we might try. This being a given, we request all employees to follow the procedure below:

1. Notify the president of the company promptly so that plans can be made for your replacement. We ask that you give at least two (2) weeks' notice if possible.
2. Go to the president of the company to file any necessary paperwork. These may include termination form, such as health/dental insurance form.
3. You will also be asked to return the following:
 - A. Keys
 - B. Uniforms
 - C. Any company assets
 - D. Company tools
 - E. Company credit cards
 - F. Cell Phone if company owned and/or company number

If equipment/property is not returned or lost, you will be billed for all expenses.

4. Any full-time hourly or salaried employee who has unused vacation/personal time for the existing year, may/may not be paid for those hours at the discretion of the president of the company. If the employee was terminated for dishonesty or insubordination, fails to give two weeks' notice, or was on lay off and not called back to work, unused vacation/personal time will not be paid.



EMPLOYEE HANDBOOK

ACKNOWLEDGEMENT OF RECEIPT

I _____
(print full name)

AS AN EMPLOYEE OF D/S SERVICES, INC., I HAVE READ, UNDERSTAND, AND AM IN FULL AGREEMENT WITH THE POLICIES & PROCEDURES AS OUTLINED IN THE D/S SERVICES, INC., EMPLOYEE HANDBOOK.

SIGNATURE: _____ DATE: _____

Please detach and turn signed and dated agreement into the company office.

Thank you,

Nathan Fritz
President