

EMPLLOYEE

Handbook

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Table of Contents

WELCOME LETTER FROM PRESIDENT	3
ABOUT THIS HANDBOOK	4
SECTION 1: POLICIES AND PROCEDURES.....	5
1.1 EMPLOYMENT AT-WILL	5
1.2 EQUAL EMPLOYMENT OPPORTUNITY	5
1.3 ANTI-HARASSMENT & ANTI-DISCRIMINATION.....	6
1.4 EMPLOYMENT ELIGIBILITY DOCUMENTS	9
1.5 OPEN COMMUNICATION/DISPUTE RESOLUTION	9
1.6 CONFIDENTIAL AND PROPRIETARY INFORMATION.....	9
1.7 ETHICS AND CONFLICTS OF INTEREST	10
1.8 BULLETIN BOARDS	11
1.9 BACKGROUND SCREENING	11
1.10 SECONDARY EMPLOYMENT.....	12
SECTION 2: EMPLOYMENT STATUS & RECORDS.....	13
2.1 NEW EMPLOYEE ORIENTATION	13
2.2 EMPLOYMENT RECORDS	13
2.3 EMPLOYMENT CLASSIFICATIONS.....	14
SECTION 3: WORKING CONDITIONS & SAFETY	15
3.1 HOURS OF WORK.....	15
3.2 USE OF ELECTRONIC INFORMATION SYSTEMS, INTERNET, E-MAIL AND VOICE MAIL.....	15
3.3 USE OF TELEPHONES AND MOBILE TELEPHONES.....	16
3.4 SOCIAL MEDIA.....	16
3.5 PERSONAL PROPERTY	21
3.6 RIGHT TO SEARCH/NO PRIVACY EXPECTATIONS	21
3.7 SMOKE-FREE WORKPLACE.....	22
3.8 SAFETY AND HEALTH	22
3.9 INJURY/ILLNESS ON THE JOB	23
3.10 DISTRACTED DRIVING	23
3.11 WEAPONS POLICY	24

3.12	VIOLENCE IN THE WORKPLACE	25
SECTION 4: TIMEKEEPING, PAYROLL & COMPENSATION		26
4.1	PAYDAY	26
4.2	OVERTIME	26
4.3	CORRECTIONS TO PAY	26
SECTION 5: BENEFIT PROGRAMS.....		29
5.1	ELIGIBILITY FOR BENEFITS.....	29
5.2	WORKERS' COMPENSATION	29
SECTION 6: TIME OFF AND LEAVES OF ABSENCE		30
6.1	PAID TIME OFF	30
6.2	HOLIDAYS	31
6.3	SICK LEAVE	32
6.4	PERSONAL LEAVE TIME.....	32
6.5	MILITARY LEAVE.....	33
SECTION 7: EMPLOYEE CONDUCT & CORRECTIVE ACTION		33
7.1	ATTENDANCE AND PUNCTUALITY	33
7.2	DRUG FREE WORKPLACE AND SUBSTANCE ABUSE	34
7.3	CONDUCT RULES.....	36
7.4	CORRECTIVE ACTION	38
7.5	DRESS CODE	38
7.6	RESIGNING EMPLOYMENT BY NO CALL/NO SHOW	39
7.7	LEAVING THE ORGANIZATION	39
ACKNOWLEDGMENT RECEIPT		40

WELCOME LETTER FROM PRESIDENT

Welcome to Frazier Homes!

We are happy to have you as a member of the Frazier Homes team. You are here because we believe you can make an important contribution to our future. We also believe we have an environment where you can learn and grow and gain the satisfaction of being part of a successful organization.

Frazier Homes exists to serve the needs of our customers. Our customers depend on our products and services, and we will always strive to live up to their expectations.

Thank you again for being part of our team!

I look forward to working with you!

Andre Frazier
President

ABOUT THIS HANDBOOK

This handbook is your information guide to Frazier Homes. It has been prepared to provide employees with a general overview of our policies, procedures and benefits. It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. Further, this information guide is not intended to create, nor does it create, a contract of employment or contract for benefits for any specific term, either express or implied, between you and Frazier Homes.

Although it is not a contract or a legal document, it is important that all employees read, understand and follow the provisions of this handbook. Further, circumstances will undoubtedly require that policies, practices and benefits described in this information guide may need to be clarified, modified or revoked. Frazier Homes may, at any time, in its sole discretion, modify or vary anything stated in this Handbook — except as required by law, and except for the rights of the parties to terminate employment at will, which may only be modified by an express written agreement signed by the **Vice President of Operations**.

This handbook supersedes and replaces any previous version.

SECTION 1: POLICIES AND PROCEDURES

1.1 EMPLOYMENT AT-WILL

It is the policy of the Company that all employees are employed at-will. This handbook is not a contract guaranteeing employment for any specific duration. This means that either you or the Company may terminate employment at any time, for any reason, with or without cause or notice. Please understand that no representative of the company other than the **Vice President of Operations** has the authority to enter into any individual agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the **Vice President of Operations** shall not be enforceable unless it is in writing.

1.2 EQUAL EMPLOYMENT OPPORTUNITY

As an equal opportunity employer, Frazier Homes does not discriminate in its employment decisions on the basis of race, religion, color, national origin, sex, pregnancy, childbirth and related conditions, lactation status, sexual orientation, transgender status, age, disability, veteran or military status, genetic information, ancestry, natural hair types and hair styles commonly associated with race, head wraps commonly associated with race, culture or religion, or any other protected status as required by law. The Company also does not discriminate in its employment decisions on the basis of those individuals who are limited by pregnancy, childbirth and/or related medical decisions. Our management is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay, and other forms of compensation, training, and general treatment during employment, including religious accommodations.

Any employees with questions or concerns about any type of discrimination in the workplace or other violation of this policy should bring these issues to the attention of their immediate supervisor or Human Resources. Employees can raise concerns and make reports without fear of retaliation. No employee will be subject to, and the Company prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims. Any violation of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination.

The Company will promptly investigate the facts and circumstances of any claim this policy has been violated and take appropriate corrective measures. Anyone found to be engaging in any type of discriminatory behavior in violation of this policy will be subject to disciplinary action, up to and including termination of employment. Further, anyone who retaliates against an employee for bringing forth a complaint about behavior that violates this will be subject to disciplinary action up to and including termination.

1.3 ANTI-HARASSMENT & ANTI-DISCRIMINATION

Frazier Homes strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. Our organization believes that discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of the employment relationship. The Company prohibits discrimination and/or harassment that is sexual, racial or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, , pregnancy, disability, ancestry, natural hair types and hair styles commonly associated with race, head wraps commonly associated with race, culture or religion, genetic information or veteran status or any other status protected by law, including those limited by pregnancy, childbirth and/or related medical conditions. This policy applies to all employees throughout the organization and all individuals who may have contact with any employee of this organization for business reasons, such as a vendor or customer or any other person with whom an employee has contact in connection with their employment.

Frazier Homes intends to facilitate an atmosphere where the workplace remains comfortable for all employees and in which everyone has the right to raise concerns about harassment without fear of retaliation. Accordingly, no employee will be retaliated against for making a good faith report of alleged harassment.

Sexual harassment - Sexual harassment is one form of harassment. Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a harassing nature will constitute harassment when a person involved feels compelled to submit to that misconduct in order to keep his/her position, to receive appropriate pay, or to benefit from certain employment decisions. If this type of misconduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment, it may also be considered harassment.

Sexual harassment may take different forms. The following examples are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy.

- Innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats
- Requests for any type of sexual favor (this includes repeated, unwelcome requests for dates)
- Verbal abuse
- Distribution, display or discussion of any written or graphic material that is sexual in nature or shows hostility towards someone because of sex, including calendars, posters, or cartoons
- Suggestive or insulting sounds
- Leering or staring
- Obscene gestures
- Written communications that are sexual in nature or hostile on the basis of sex, including text messages, e-mails, notes, and Internet postings or comments
- Unwelcome physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, or forced sexual intercourse or assault

Courteous, mutually respectful, and non-coercive interactions between employees that are appropriate in the workplace and welcomed by both parties are not considered to be harassment.

Discriminatory Harassment – This policy also prohibits unwelcome conduct which creates an objectively hostile work environment and which is directed against any person or group based upon national origin, race, color, religion, age, gender, sexual orientation, transgender status, pregnancy, disability, ancestry, natural hair types and hair styles commonly associated with race, head wraps commonly associated with race, culture or religion, genetic information or veteran status or any other status protected by law, including those limited by pregnancy, childbirth and/or related medical conditions. Examples of such conduct include, but are not limited to:

- Epithets, slurs, or negative stereotyping on the basis of someone's protected status
- Distribution, display or discussion of written communications or other items which ridicule, insult or show hostility toward an individual or group on the basis of someone's protected status.
- Inappropriate teasing or mocking of someone's accent.

Reporting Policy - Everyone at Frazier Homes, especially each member of management, is expected to avoid any behavior or conduct that could be interpreted as a violation of this policy against harassment and discrimination. Employees are encouraged, provided they feel comfortable doing so, to inform an individual whenever that individual's behavior is unwelcome, offensive, in poor taste or inappropriate.

Any employee who (a) believes that he or she has either been the victim of discrimination or harassment or (b) witnesses conduct which violates this policy should report the matter immediately to any of the following individuals:

- Immediate supervisor
- Vice President of Operations
- President

An employee may report it directly to VP of Operations or the Chief Executive Officer if the employee is uncomfortable reporting the incident to their immediate supervisor. Employees are not obligated to report the matter first to their immediate supervisor. The complaint will be handled with sensitivity and discretion. The Company will promptly and thoroughly investigate the complaint and, when applicable, take appropriate action to prevent further incident.

Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. Anyone who retaliates against another for complaining or participating in an investigation will be subject to disciplinary action up to and including termination. Frazier Homes will take adequate steps to ensure that the employee is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files. Any employee who has concerns about retaliation should contact their immediate supervisor, Vice President of Operations, or the Chief Executive Officer as soon as possible.

We strongly urge employees to bring forth any complaints of workplace harassment.

1.4 EMPLOYMENT ELIGIBILITY DOCUMENTS

The Company is committed to employing only individuals who are authorized to work in the United States and who comply with applicable employment and immigration law. Frazier Homes does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present acceptable documentation.

Additionally, any employee younger than eighteen (18) years of age will be required to present proof of age and certification required by state or federal law.

1.5 OPEN COMMUNICATION/DISPUTE RESOLUTION

Employees may openly discuss any work-related problems and concerns without fear of retaliation. Managers and supervisors are expected to listen to employee concerns, encourage their input and seek resolution to the issues and concerns. If an employee has a concern about discrimination and/or harassment, Frazier Homes has set up special procedures to report and address those issues. The proper reporting procedures are set forth in the organization's Harassment and Discrimination Policy.

1.6 CONFIDENTIAL AND PROPRIETARY INFORMATION

Employees of Frazier Homes will receive and have access to information that is confidential in nature to the organization, its customers, and vendors. Employees are not to disclose any such confidential information to (a) any other person in the organization unless there is a legitimate business reason for doing so; or (b) any person outside the organization unless management has expressly stated that the information can be disclosed to that person. This obligation exists after the employee leaves the organization.

The organization has developed certain proprietary products and processes that are unique to the organization. Keeping such information from competitors plays an important part in our success. The organization protects proprietary information by restricting employees' and visitors' access to certain designated areas and access to documents to only those who have business reasons to view them.

All employees are asked to sign an agreement at the beginning of employment that grants Frazier Homes the patent rights to any invention created or employed with our technology and/or the copyright to any materials created while the employees are employed with Frazier Homes.

1.7 ETHICS AND CONFLICTS OF INTEREST

Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the organization. Frazier Homes requires that the transactions employees participate in are ethical and within the law, both in letter and in spirit.

Frazier Homes recognizes that different organizations have different codes of ethics. However, just because a certain action may be acceptable by others outside of Frazier Homes as "standard practice", that is by no means sufficient reason to assume that such practice is acceptable at our organization. There is no way to develop a comprehensive, detailed set of rules to cover every business situation. The tenets of this policy outline some basic guidelines for ethical behavior at Frazier Homes. Whenever employees are in doubt, they should consult their manager.

Conflicts of interests or unethical behavior may take many forms including, but not limited to, the acceptance of gifts from competitors, vendors, potential vendors or customers of the organization. Gifts may only be accepted if they have a nominal value and only on appropriate occasions (for example, a holiday gift). Employees are cautioned not to accept any form of remuneration or non-business related entertainment, nor may employees sell to third parties any information, products or materials acquired from the organization. Employees may engage in outside business activities, provided such activities do not adversely affect the organization or the employee's job performance and the employee does not work for a competitor, vendor, or customer. Employees are prohibited from engaging in financial participation, outside employment, or any other business undertaking that is competitive with, or prejudicial to, the best interests of Frazier Homes. Employees may not use

proprietary and/or confidential information for personal gain or to the organization's detriment, nor may they use assets or labor for personal use.

If an employee or someone with whom the employee has a close personal relationship has a financial or employment relationship with a competitor, vendor, potential vendor, or customer of the organization, the employee must disclose this fact in writing to the Vice President of Operations. The organization will determine what course of action must be taken to resolve any conflict it believes may exist. If the conflict is severe enough, Frazier Homes may be forced to ask the employee to tender his/her resignation. Frazier Homes has sole discretion to determine whether such a conflict of interest exists.

Should any employee become aware of what he or she believes to be unethical or illegal action with any connection to the organization or its business employees, they should immediately report that information to management for investigation. All employees should realize that any wrongdoing is counter to our mission and vision and therefore, will therefore not be tolerated. Employees are encouraged to seek assistance from their managers with any legal or ethical concerns. However, Frazier Homes realizes this may not always be possible. As a result, employees may contact Human Resources to report anything that they cannot discuss with their manager.

1.8 BULLETIN BOARDS

The organization uses email to communicate important business information such as safety rules, job postings, statutory and legal notices, company policies, and management memos. Each employee has the responsibility to read the information that is posted.

1.9 BACKGROUND SCREENING

Pre and post-employment background screens may be conducted on employees who have consented to consumer background screens, which may include a criminal report.

1.10 SECONDARY EMPLOYMENT

While Frazier Homes does not prohibit employees from having a second job, secondary employment must not affect the employee's work hours, interfere or conflict with the employee's regular duties, raise any ethics concerns, or necessitate long hours that may impact the employee's working effectiveness.

Further, employees who are on a leave of absence from Frazier Homes may not engage in secondary employment during the leave period without first obtaining permission from Frazier Homes.

SECTION 2: EMPLOYMENT STATUS & RECORDS

2.1 NEW EMPLOYEE ORIENTATION

In an effort to insure a smooth transition into Frazier Homes, all newly hired employees will participate in an orientation. Orientation is the joint responsibility of the new employee's supervisor and the Human Resources Department. Human Resources will be responsible for providing new employees with:

- A history of the organization;
- An explanation of the operations of the organization; and
- An overview of the organization's policies, procedures and benefits.

All new employees must attend an orientation session. During the orientation session, the employee will receive an employee handbook and will be given an opportunity to ask questions about any information contained in the employee handbook.

2.2 EMPLOYMENT RECORDS

Frazier Homes is required to keep accurate, up-to-date employment records on all employees to ensure compliance with state and federal regulations, to keep benefits information current, and to make certain that important mailings reach all employees.

Employees must inform Frazier Homes of any necessary updates to their personnel file information such as change of address, changed telephone numbers, emergency contact, marital status, number of dependents or names of covered beneficiaries. Employees should also inform their supervisor or the VP of Operations of any outside training, professional certifications, education, or any other change in status.

Frazier Homes will only verify dates of employment and job titles to outside agencies inquiring by telephone about an employee. No other information will be given out about an employee without written authorization from the employee, except what is required to comply with the law.

All current employees will be permitted to review their personnel files at reasonable times after reasonable advance notice of wishing to so review. Ohio employees are permitted copies of payroll records and medical records.

2.3 EMPLOYMENT CLASSIFICATIONS

It is the intent of Frazier Homes to clarify the definitions of employment classifications so that employees understand their compensation and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the relationship "At-Will" at any time, for any or no reason or cause, with or without notice, is retained and granted to both the employee and the organization.

Each employee is designated as either "Exempt" or "Non-Exempt" according to federal and state wage and hour laws. "Exempt employees" are not subject to the minimum wage and overtime requirements of state and federal law. "Non-Exempt employees" are subject to the state and/or federal wage and hour laws and are paid at least the minimum wage and overtime for all hours worked over 40 in a workweek.

In addition to the above categories, each employee will belong to one other employment category:

FULL-TIME Employees are those who are not temporary and who are regularly scheduled to work at least thirty (30) hours (not including unpaid meal time) per week.

PART-TIME Employees are those who are not temporary and who regularly work less than thirty (30) hours (not including unpaid meal time) per week.

TEMPORARY Employees are those who are temporary and who do not regularly work longer than nine (9) months of the year. Such employees may be either full-time or part-time. **ACTIVE** Employees are those who are not on any type of leave of absence.

SECTION 3: WORKING CONDITIONS & SAFETY

3.1 HOURS OF WORK

The standard workweek is forty (40) hours. The standard workday is eight (8) hours for nonexempt workers. Workday lengths for exempt employees are determined primarily by the hours required to accomplish their current workloads. General business hours are from 8:00 a.m. to 4:30 p.m. daily. As starting and ending times vary within departments and office locations, the manager of each department will determine the schedule for his or her department. The workweek commences on Monday at 12:01 a.m. and ends the following Sunday evening at Midnight.

3.2 USE OF ELECTRONIC INFORMATION SYSTEMS, INTERNET, E-MAIL AND VOICE MAIL

Electronic information systems, internet, e-mail and telephone voice mail are efficient and valuable business tools. They are also property of the organization. In short, neither of these systems is considered to be confidential. If an employee receives a message that is not addressed to him/her, he/she is not authorized to read or use information contained in that message.

The rule of thumb when it comes to e-mail and voice mail is that employees should not say or write anything that they would not want someone other than the intended receiver to hear or read. Remember that even when an e-mail or voice mail message has been deleted from a location, it is still possible to retrieve and read that message.

Employees have no right of personal privacy in any matter viewed, stored in, created, received, or sent over the Company's, email, computer and voice mail systems. Frazier Homes can and will monitor, access, retrieve, read, and delete any matter stored in, created, received, or sent over these systems, for any reason and without the permission of any employee, in accordance with applicable law. This includes any and all information contained in computers, computer files, e-mail messages, text messages sent using Company-provided devices, or voice mail messages. Employees should have no expectation of privacy with regard to these communications and will be in violation of the organization's policies if they send, receive or access discriminatory, harassing or otherwise inappropriate e-mails, voice mails, texts, Internet postings, or other electronic communications.

[Back to Table of Contents](#)

3.3 USE OF TELEPHONES AND MOBILE TELEPHONES

Office telephones are a vital part of our business operation. Because of the large volume of business transacted by telephone, personal use of the telephone should be limited and personal calls should be brief. Personal long distance calls must be made on the employee's personal mobile phone, billed to the employee's home phone or credit card, or placed collect.

While employee personal mobile telephones are not strictly prohibited in our workplace, personal phone usage must be limited in the same way that personal calls on the office telephone is limited. This policy about mobile phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, accesses the Internet, or downloads and allows the reading of and responding to e-mail, whether the device is company-supplied or personally owned. Employees who violate this policy shall be subject to disciplinary action, up to and including termination of employment.

3.4 SOCIAL MEDIA

Electronic Communications Policy

The Company's internet, voice mail and e-mail systems are provided to employees by the Company and are intended primarily for business use. Access to the Internet through the Company's computer systems is also intended primarily for business use.

The Company may access its computer and electronic communications systems and obtain communications and information within the systems, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The Company also may inspect or monitor without advance notice any devices employees use to access the Company's computer and electronic communications systems, including but not limited to computers, laptops, notebooks, tablet computers or mobile devices. *As a result, employees should not expect that use of the Company's computer or electronic communications systems entitles them to any expectation of privacy in anything that they access, view, create, store, transmit or receive on or through the Company's computer or electronic communications systems, including any Internet usage or personal messages.*

The Company's policy prohibiting unlawful discrimination or harassment applies to the use of the Company's computer and electronic communications systems. Furthermore, since the Company's computer and electronic communications systems are intended primarily for business use, these systems may not be used to solicit for commercial activity unrelated to the business of the Company. Any personal use of the Company's computer or electronic communications systems must be limited to employees' non-work time.

No one may access, or attempt to obtain access, to another individual's computer or electronic communications without appropriate authorization.

Employees who violate this policy may be subject to discipline, up to and including termination.

Social Media Policy

This policy establishes a set of rules and guidelines for any activity and participation in "social media" by all **Frazier Homes** "users." These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior, and may be amended by the Company at any time, for any reason, without notice to users.

For purposes of this policy: The term "social media" applies to any web-based and mobile technologies, in use now or developed in the future, that enable individuals or entities to disseminate or receive information, communicate, or otherwise interact, and includes, without limitation, e-mail, texting, messaging, social networking, blogging, micro-blogging, bulletin boards, and so on, through providers such as Facebook, LinkedIn, Snapchat, Instagram, Twitter, YouTube or others. The term "users" refers to employees, directors, volunteers, and interns.

Exercise Responsibility Online.

You are personally responsible for any of your social media activity conducted with a Company e-mail address or on a Company website or page, and/or which can be traced back to a Company domain, and/or which uses the Company's Information Systems and/or which expressly or implicitly identifies you as an employee of the Company.

If from your post in a blog or elsewhere in social media it is clear you are a Company employee, or if you mention the Company, or it is reasonably clear you are referring to the Company or a position taken by the Company, and you express a political opinion or an opinion regarding the Company's

positions or actions, the post must specifically note that the opinion expressed is your personal opinion and not the Company's position. This is necessary to preserve the Company's good will in the marketplace.

Follow Existing Policies and Terms of Use.

Observe and follow (i) existing Company policy and agreements, such as our Employee Handbook and your Employment Agreement(s) with the Company, if applicable, (ii) the policies of the particular online/social networking venue, and (iii) applicable law. This means that you are prohibited from using social media to post or display comments about coworkers or supervisors or the Company that are vulgar, obscene, threatening, intimidating, or a violation of the Company's workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex, sexual orientation, , ethnicity, nationality, disability, or other protected class, status, or characteristic. Thus, the rules in the Company's Employee Handbook, including its Electronic Communication Policy and anti-harassment and discrimination policies apply to employee behavior within social media and in public online spaces.

Most websites, including Facebook and others, have rules concerning the use and activity conducted on their sites. These are sometimes referred to as "Terms of Use." You must follow the established terms and conditions of use that have been established by the venue and not do anything that would violate those rules.

Do not post any information or conduct any online activity that may violate applicable local, state or federal laws or regulations. Any conduct which under the law is impermissible if expressed in any other form or forum is impermissible if expressed through social media.

Recognize Others' Privacy.

Before sharing a comment, post, picture or video about or from a friend or colleague through any type of social media, it is a good practice to be courteous and first obtain his or her consent.

It also is inappropriate to use or disclose personal information (as explained below) about another individual or use or disclose the Company's confidential or proprietary information in any form of social media. For purposes of this Policy, personal information means an individual's Social Security number, financial account number, driver's license number, medical information (including family medical history) and other highly sensitive information, as well as, if applicable, information covered by the Company's written information security program. Company confidential or proprietary

information includes but is not limited to internal information regarding the Company's finances, future business performance and business plans, business and brand strategies, and information which is or relates to Company trade secrets. All Company rules regarding Company confidential or proprietary information and personal information, including, as applicable, the Company's written information security program, apply in full to social media, such as blogs or social networking sites. For example, any information that cannot be disclosed through a conversation, a note, a letter or an e-mail also cannot be disclosed in a blog. Sharing this type of information, even unintentionally, can potentially result in harm to the individual, harm to the Company's business, and ultimately you and/or the Company being sued by an individual, other businesses or the government.

Before posting any online material, ensure that the material is not knowingly false; instead, try to be accurate and truthful. If you find that you've made a mistake, admit it, apologize, correct it and move on. You should never post anything that is maliciously false.

Before posting a comment or responding to a blog, think before sending. If you are unsure about the effects of the post or other online action, you may wish to reach out to your supervisor or Human Resources for some assistance, particularly when unsure about a response to another employee or a client.

Use Your True Identity.

When participating in any social media, we suggest that you be completely transparent and disclose your true identity for your personal protection. Additionally, when commenting on or promoting any Company product or service on any form of social media, you must clearly and conspicuously disclose your relationship with the Company to the members and readers of that social media.

Do not use your own personal online relationships or the Company's network to influence polls, rankings, or web traffic. This is called "astroturfing" or "sock-puppeting" and is highly unethical. You are not to use the size and breadth of the Company network to unduly influence polls, rankings, or web traffic where said traffic is a measure of success or popularity of a particular political opinion.

Manage Your Expectation Of Privacy.

Consistent with the Company's Electronic Communications Policy, the Company may access and monitor its Information Systems and obtain the communications within the systems, including e-mail, Internet usage, and the like, with or without notice to users of the system, in the ordinary course of business when we deem it appropriate to do so. As such, when using such systems, you should have no expectation of privacy with regard to time, frequency, content or other aspects of your use, including the websites you visit and other Internet/Intranet activity. The reasons the Company accesses and monitors these systems include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; and complying with legal and regulatory requirements.

Interact On Your Time.

The Company respects the right of any employee to participate in social media, such as maintaining a blog or participating in online forums. However, to protect the Company's interests and to ensure employees' focus on their job duties, employees must avoid excessive use of social media during work time or at any time with the Company equipment or property which adversely affects work performance.

Avoid Personal Attacks, Online Fights, And Hostile Personalities.

If a blogger or any other online influencer posts a statement you disagree with, you can voice your opinion, but we suggest that you do not escalate the conversation to a heated, personal argument. Speak reasonably, factually, and with good humor. Try to understand and credit the other person's point of view. Additionally, avoid communicating with hostile personalities in an effort to avoid personal, professional, or credibility attacks.

Identify Any Copyrighted Or Borrowed Material With Citations And Links.

When publishing any online material through social media that includes another's direct or paraphrased quotes, thoughts, ideas, photos, or videos, always use citations and link to the original material where applicable.

Should you have any questions about this policy, please see **Adrienne Frazier-Russ Vice President Operations.**

MEDIA CONTACTS

It is the employer's policy that only the Chief Executive Officer, Vice President of Operations is authorized to speak with the media as spokesperson for and on behalf of the company. Media inquiries should be directed to them.

No part of this policy is intended to prevent or constrain an employee's exercise of rights under Section 7 of the National Labor Relations Act.

3.5 PERSONAL PROPERTY

Personal belongings brought onto Frazier Homes premises are the employee's responsibility. While the organization will do all it can to protect employees' property, it cannot be held responsible for the loss or theft of personal belongings. If employees find property missing or damaged, they should report it to their supervisor immediately.

3.6 RIGHT TO SEARCH/NO PRIVACY EXPECTATIONS

Access to Frazier Homes premises is conditioned upon its right to inspect or search the person, vehicle or personal effects of any employee or visitor. This may include, but is not limited to, any employee's vehicle, office, desk, tablets, smart-phones, electronic devices, computer & related equipment, data on the company's server, file cabinet, closet, locker, lunchbox, clothing or similar place. Employees should have no expectation of privacy in connection with any of these listed places. Because even a routine inspection or search might result in the viewing of an employee's personal possessions, employees are encouraged not to bring any item of personal property to the workplace that they do not want revealed to others in the company.

From time to time, and without prior announcement, inspections or searches may be made of anyone entering, leaving, or on the premises or property of the company (including alcohol and/or drug screens or other testing). Refusal to cooperate in such an inspection or search (including alcohol and/or drug screens) shall be grounds for disciplinary action, up to and including termination.

3.7 SMOKE-FREE WORKPLACE

Frazier Homes is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As required by state law where applicable or city ordinance, if applicable and also motivated by our desire to provide a healthy work environment for our employees, the following smoking policy has been adopted and shall apply to all employees of Frazier Homes. It is the policy of Frazier Homes to prohibit smoking on all company premises and in places of ingress and egress in order to provide and maintain a safe and healthy work environment for all employees.

Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind, including vaping.

Restricted areas include:

- All areas of buildings occupied by company employees
- All company-sponsored off-site conferences and meetings
- All vehicles owned or leased by the company
- Anywhere on company-owned property

Employees who violate this smoking policy will be subject to disciplinary action up to and including immediate termination.

3.8 SAFETY AND HEALTH

Frazier Homes promotes a safe and healthful environment for employees, customers and visitors. The management of the organization has the responsibility for implementing, administering, monitoring and evaluating safety procedures.

Frazier Homes provides information to employees about workplace safety and health issues through memos and other written communication.

Each employee is expected to follow all safety rules and policies in all work activities and use safety equipment provided by Frazier Homes at all times. Employees must immediately report any unsafe condition to the appropriate supervisor. In the case of accidents that result in injury or illness, regardless of how insignificant or minor it may seem, employees should notify the HR Manager and the appropriate supervisor as soon as the employee is aware of a work-related injury. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

3.9 INJURY/ILLNESS ON THE JOB

Any employee reporting an on-the-job injury or illness will receive immediate and appropriate medical treatment. All applicable federal, state and local laws or regulations pertaining to occupational injuries or illnesses will be followed and complied with at all times.

It is the responsibility of all employees to report in writing to their supervisor all on-the-job injuries or illnesses regardless of how insignificant or minor the injury or illness may appear at the time. Incident Report Forms are provided for this purpose and may be obtained from any supervisor or Human Resources. The supervisor will then complete a Supervisor's Incident Investigation Report Form. These reports should be sent to the Human Resources. Failure to report an injury or illness as required by organization policy could result in loss of compensation benefits and possibly lead to disciplinary action, up to and including termination.

When employees sustain an injury or illness that requires outside medical treatment, if reasonable suspicion that drugs and/or alcohol were involved, the employees will also be subject to completing a screening. When employees are involved in a mobile equipment accident that results in significant damage, if reasonable suspicion of drugs and/or alcohol use is implicated, the employees will be subject to screening. Any employee who refuses screening for the presence of drugs and/or alcohol will be subject to immediate termination.

In the event the injury is of the nature that requires outside medical treatment, employees will be paid for their entire shift and should not clock out. If subsequent medical visits are necessary, employees should schedule those during non-work hours if possible. Employees should clock out if the appointment is during their regular work shift.

3.10 DISTRACTED DRIVING

Frazier Homes requires the safe use of any handheld electronic wireless communication device, such as a mobile telephone, a text-message device, a tablet computer, a laptop or a similar device, by employees while conducting business and/or on company time. The employee should not use any handheld electronic wireless communication device while driving because of

safety concerns and to comply with applicable laws. For company-issued handheld devices, employees should disable them when driving.

This prohibition against the use of handheld electronic devices while driving applies to and includes, among other things, receiving or placing calls, text messaging, receiving or responding to e-mail, checking for phone messages, or any other purpose related to your employment; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the organization; or any other work-related activities not expressly named here. This policy does not restrict the use of hands-free devices; although, employees should exercise caution while driving.

Please be aware that in most local or state locations, text messaging while driving is against the law. Any monetary penalty and/or damages incurred as a result of using any handheld electronic wireless communication device shall be the sole responsibility of the employee.

3.11 WEAPONS POLICY

Frazier Homes believes that it is important to establish a policy addressing weapons in the workplace. The Company prohibits all employees, including, but not limited to, those with a state licensed concealed carry permit, from possessing or carrying weapons of any kind during the course and scope of performing their job for the Company, whether on company property, in company vehicles or while on company time. This prohibition against weapons includes:

- Any form of weapon or explosive;
- All firearms;
- All knives, except kitchen knives used for food-preparation; or
- Other weapons covered by law.

If an employee is unsure whether an item is covered by this policy, please contact the VP of Operations. Employees are responsible for making sure that any item they possess is not prohibited by this policy.

While the organization has a policy prohibiting weapons, nothing in this statement shall be construed as creating any duty or obligation on the part

of Frazier Homes to take any actions beyond those required of an employer by existing law.

3.12 VIOLENCE IN THE WORKPLACE

The safety and security of all employees is of primary importance at Frazier Homes. Threats, threatening behavior, or acts of violence against employees, visitors, customers or other individuals by anyone on Frazier Homes property will not be tolerated. Violations of this policy will lead to accelerated disciplinary action, not corrective action, up to and including termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. Frazier Homes can and will take any necessary legal action to protect its employees, customers and property.

Any person who makes threats, exhibits threatening behavior or engages in violent acts on company premises shall be removed from the premises as quickly as safety permits and shall remain off company premises pending the outcome of the investigation. Following investigation, the organization will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying management of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior that they have witnessed that they regard as potentially threatening or violent or which could endanger the health or safety of an employee or other individual(s) in connection with the Company. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The organization understands the sensitivity of the information requested and will keep the information confidential to the extent possible.

SECTION 4: TIMEKEEPING, PAYROLL & COMPENSATION

4.1 PAYDAY

Most employees are paid bi-weekly on a Friday. New employees should be advised by their managers when they can expect their first payroll check. Exempt employees are paid to date. Due to payroll processing time, all hours worked by non-exempt employees through the Friday one week prior to the payroll date will be included on that payroll check.

4.2 OVERTIME

When business conditions require, employees may be needed to work overtime. Such a need for overtime, when called for, is considered mandatory and employees are expected to fulfill overtime as required. Employees' supervisors must approve all overtime prior to an employee working the overtime.

All non-exempt employees will be paid one and one half times their regular rate for all hours worked in excess of 40 in one workweek. Hours for which an employee is paid but for which he or she does not actually work (such as holidays, sick leave, vacation, etc.) are not counted as hours worked for computing overtime payments. Exempt employees are not eligible to be paid overtime.

4.3 CORRECTIONS TO PAY

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked, you must record correctly all work time and review your paychecks promptly to identify and to report all errors.

All Employees: Review Your Pay Stub

Frazier Homes pays its employees for all time worked during the previous pay period. Paychecks are issued every Friday. We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

Non-exempt Employees

If you are classified as a non-exempt employee, you must maintain a record of the hours you work each day. These hours must be accurately recorded on your time record. You must sign your time record to verify that the reported hours worked are complete and accurate. Your time record must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. At the end of each week, you should submit your completed time record to your supervisor for verification and approval. Do not sign your time record unless it is accurate. If your time record is not accurate, notify your supervisor immediately. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each work week.

You should not work any hours that are not authorized by your supervisor. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time record. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your time record. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

It is a violation of the Company's policy for any employee to falsify a time record, or to alter another employee's time record. It is also a serious violation of Company policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time record to under- or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to the Human Resources Department.

Exempt Employees

As an exempt salaried employee, you receive a salary which is intended to compensate you for all hours you work for the Company. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time-to-time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons:

- Full-day absences for personal reasons.
- Full-day absences for sickness or disability, if you have exhausted the paid sick leave available to you.
- Full-day disciplinary suspensions imposed in good faith for infractions of safety rules of major significance and serious workplace misconduct in violation of our written policies and procedures.
- To offset amounts received as payment for jury and witness fees or military pay.
- During the first or last week of employment in the event you work less than a full week.
- Any workweek in which you perform no work for the Company.

Your salary also may be reduced for certain types of deductions, such as your state, federal or local taxes, social security; or, voluntary contributions to retirement plans.

In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial-day absences for personal reasons, sickness or disability.
- Your absence on a holiday when the facility is closed, or because the facility is otherwise closed on a scheduled workday.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

If you believe you have been subject to any improper deductions, you should immediately report the matter to Human Resources.

The Company will not allow any form of retaliation against individuals who report concerns and alleged violations of this policy or who cooperate in the Company's investigation of such reports. Retaliation is unacceptable, and any

form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

SECTION 5: BENEFIT PROGRAMS

5.1 ELIGIBILITY FOR BENEFITS

Please refer to the applicable plan documents and summary plan descriptions. The details contained in the official plan documents govern the precise benefits, terms, conditions, exclusions and restrictions that apply to coverage under the plans. The plan documents govern in the event of any conflict or inconsistency with the details listed in this Handbook or with any other written or oral statement or representation.

The Company and its Plan Administrators and Fiduciaries reserve the maximum discretion permitted by law to administer, interpret, enhance, modify, discontinue or otherwise change any benefit plan, practice, or procedure.

5.2 WORKERS' COMPENSATION

In connection with OHIO's workers' compensation program, Frazier Homes provides a comprehensive workers' compensation program at no cost to employees where applicable. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

SECTION 6: TIME OFF AND LEAVES OF ABSENCE

6.1 PAID TIME OFF

All regular employees are eligible for Paid Time Off (PTO) after 90 days of continuous service. PTO is a flexible form of leave that may be used for such needs as vacation, personal illness, to care for a family member, to observe a holiday (except for those recognized as paid Holidays per the policy below), volunteerism, school or any other activity of the employee's choice.

PTO must be scheduled in advance and have supervisory approval, except in the case of illness or emergency. PTO that is not scheduled at least 24 hours in advance of the employee's scheduled start time is considered unscheduled PTO (UPTO).

Accrued PTO

PTO is accrued in hourly increments each day. In an employee's first year of employment, PTO accrues from the date of hire. For every year thereafter, PTO accrual begins on January 1. The number of PTO hours accrued each day is based on each employee's length of service and the number of hours the employee actually works.

<u>Years of Service</u>	<u>PTO Accrual</u>
<u>1-3 Year</u>	10 Days
<u>3-5 Years</u>	13 Days
<u>5-9Years</u>	15 Days
<u>10 Years & Over</u>	20 days_

Part-time employees will be eligible for a pro-rata number of PTO days based on their actual hours worked.

PTO continues to accrue during periods of paid time off, including paid Holidays. PTO does not accrue during unpaid time off. (Workers' Comp/STD/LTD) PTO does not accrue in hours over 40 in a week.

PTO must be used in the calendar year it was accrued and has no cash value. Accrued but unused PTO may not be carried over into the following calendar year. Under no circumstances may an employee receive a payout of PTO in lieu of actual time off. If an employee does not use his or her PTO in

the calendar year it was accrued, it is forfeited. If employment is terminated for any reason except as provided for herein, accrued but unused PTO will be forfeited and pay will be automatically reduced for any un-accrued PTO that has been taken. Employees who resign their employment and provide two-weeks written notice of their resignation will be paid for all unused, accrued paid time off if the employee works the entire time designated by his or her notice, at the convenience of the company, without using PTO.

PTO must be taken in ½ or **full-day** increments.

Requesting PTO

One PTO day corresponds to one regularly scheduled workday. Although PTO is accrued, as set forth above, employees may request PTO in advance of actually accruing it. Employees who request advanced PTO agree to repay any used but un-accrued time, if the employee terminates prior to actually accruing the advanced PTO.

PTO must be approved in advance by the employee's supervisor. Employees must use the designated PTO request form.

6.2 HOLIDAYS

Frazier Homes will recognize the following days as paid holidays:

New Year's Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Christmas Day

All full-time employees are eligible for eight (8) hours of holiday pay beginning with their first day of employment. To be paid for a holiday, employees must work their last scheduled workday before and after the holiday. Holidays occurring during the employee's scheduled vacation PTO time are treated as

holidays and are not counted as vacation PTO days. If a holiday falls on a non-scheduled workday, the workday preceding or following the holiday normally will be observed.

6.3 SICK LEAVE

After 90 days of continuous service, regular, full-time employees will receive 3 sick days, which may be used when absence from work is necessary due to an employee's own illness/injury. Sick leave may only be used if the employee is unable to work due to illness or injury.

Sick pay due will be computed based on the employee's regular hourly rate.

Sick leave should be regarded as for illness or injury and not as extra days off from work. It must be approved by the **Immediate Supervisor**, and certification from a physician on proof of illness must be submitted if requested. Any accumulated sick leave is not payable upon termination, unused sick leave does not carry over to the next year and sick leave may not be counted as hours worked toward the computation of overtime.

6.4 PERSONAL LEAVE TIME

There may be a rare occasion when an employee is faced with an emergency or special circumstance and needs to take an unpaid personal leave of absence. The employee's supervisor, in conjunction with Human Resources, may grant a personal leave of absence without pay. Each request for a leave of absence will be evaluated on an individual basis, taking into consideration length of service, work record, staffing needs and reason and length of the leave. To qualify for a personal leave of absence, the employee must be classified as a full-time employee and must have completed at least 12 months of full-time service at the time of the request.

Employees may apply for a personal leave of absence by submitting the proper paperwork to their supervisor at least two weeks prior to the start date of the leave requested, describing the nature of the leave, the dates the employee expects to be away from work and the date the employee intends to return. If the leave is an emergency the two-week requirement may be waived by Human Resources.

Generally, a personal leave of absence shall not exceed two (2) calendar weeks. A longer personal leave of absence may be granted only under extreme

circumstances. Failure to report back to work on the first day after expiration of the leave of absence will be considered a voluntarily termination of employment.

Employees who are granted personal leaves of absence are expected to exhaust any paid time off they have accrued before their leave status changes from paid to unpaid. Unless required by applicable law, employees will not accrue additional paid time off while on unpaid leave of absence.

The organization cannot guarantee employees their original position or an equivalent position will be available when they return unless required by law.

6.5 MILITARY LEAVE

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and/or applicable state laws. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Military leave will generally be unpaid.

Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Please contact the Human Resources Department for further information about your eligibility for Military Leave.

SECTION 7: EMPLOYEE CONDUCT & CORRECTIVE ACTION

7.1 ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are required. Employees are expected to be at their worksites at the start of their shift. Excessive absenteeism or tardiness will result in disciplinary action, up to and including termination.

If you are going to be late or absent, you must contact your supervisor as

early as possible, but no later than 1 hour before the start of your work day. Asking another employee, friend or relative to give this notice is not sufficient. You must notify your supervisor of your absence or late arrival every day that you are absent or late unless you are on an approved leave of absence taken as a block of time as opposed to intermittently.

In the event your supervisor requests or in the event you are off work for more than three (3) days, you must present to your supervisor a note from your doctor explaining that your absence was due to medical reasons and stating that you are able to return to work, and explaining any restrictions on your ability to perform the essential functions of your job. Failure to present a doctor's note when required or requested may lead to discipline up to and including termination.

Unreported absences of two consecutive work days generally will be considered a voluntary resignation of your employment with the Company.

Like all other policies, if an employee suffers from a disability, the Company may modify its attendance policy as a reasonable accommodation provided that the accommodation does not impose an undue hardship on the Company.

7.2 DRUG FREE WORKPLACE AND SUBSTANCE ABUSE

The use of illegal drugs and alcohol, the use of marijuana (including medical marijuana), and the abuse of legal prescription pharmaceuticals, account for tremendous losses in efficiency, productivity, safety and poses a significant safety risk. For these reasons, Frazier Homes has adopted a zero tolerance drug and alcohol policy. With this policy, it is the intention of the company to use every lawful means to establish and maintain a drug and alcohol free workplace.

Illegal drugs are substances that are controlled or outlawed, are not obtainable by lawful methods, or are legally obtainable but were not obtained in a lawful manner.

This policy prohibits the use, sale, manufacture, distribution or possession of alcohol, medical marijuana, or other illegal drugs, drug paraphernalia or any combination thereof, on any company premises or at any location where the employee is performing his/her job duties. This includes company vehicles on or off company premises. This policy also prohibits reporting to or remaining at work under the influence of alcohol, illegal drugs, medical marijuana, or controlled substances not used pursuant to and in accordance with the

instruction of a physician. Violation of this policy will subject the employee to disciplinary action up to and including immediate termination, and may have legal consequences.

Frazier Homes shall have the right to require any employee to submit to drug and/or alcohol testing under the following circumstances:

1. Post-conditional offer - As part of our post-conditional offer drug screening procedures.
2. Post-Accident - Where the employee was involved in an accident that resulted in property damage or physical injury, requiring professional medical treatment beyond first aid, to any person if there is reason to suspect that drugs or alcohol contributed in part to the accident.
3. Reasonable Suspicion - Upon the belief of management that the employee may have alcohol, medical marijuana, or illegal drugs in his system while at work or while performing his job duties away from the workplace in violation of this policy, based upon specific aspects of the employee's job performance or specific observations concerning the employee's appearance, behavior or speech.
4. Return-to-duty - testing for employees who have been given a second chance after a positive test.
5. Follow-up - testing for employees who are allowed to retain employment following a positive test and who return to duty.
6. Random testing

This list is not meant to limit the circumstances under which a drug or alcohol test may be required. Frazier Homes can test for the presence of alcohol or illegal drugs for other lawful purposes.

For purposes of this policy, a positive result or failure of a drug or alcohol test shall consist of the presence of any detectable amount of an illegal drug (including medical marijuana) or alcohol in the employee's system when tested. Similarly, refusal to submit to a drug or alcohol test when requested by the company, the failure to provide a specimen within a reasonable time period, or any attempt to interfere with the test or alter the sample, also constitutes failure of the test and will result in a candidate being removed from the applicant pool, and will make an employee subject to discipline up to and including termination.

If an employee is using medication prescribed by a licensed physician, he is responsible for obtaining assurances from that physician that the medication will not impair the employee's ability to safely perform his job duties. If an employee is using prescription or over-the-counter drugs which may impair their ability to safely perform their job or may affect the safety of others, the

employee must notify their supervisor of the potential impairment related to such medication.

Any employee who knows or believes that there is unlawful involvement by other employees, vendors or guests with illegal drugs or alcohol contrary to this policy, should immediately refer this information to his/her supervisor or to the HR Manager. Frazier Homes will utilize all lawful investigative techniques in response to this information. Evidence obtained by the company of the unlawful use, manufacture, trafficking, distribution or possession of controlled substances will be provided to the appropriate law enforcement authorities.

Employees must notify Human Resources when taking over-the-counter medication or prescribed medication that impairs or may impair their ability to safely perform their job duties.

This policy is not meant to prohibit the consumption of alcohol when and where it is specifically authorized by management as part of a company function. However, in such circumstances, the consumption must be reasonable and responsible and not negatively impact business relations or business opportunities.

This policy does not limit the right of the company to invoke disciplinary action for any unauthorized activity not enumerated above.

7.3 CONDUCT RULES

Frazier Homes has established certain minimum standards of conduct that promote efficiency, productivity and cooperation among employees. For this reason, it may be helpful to identify some examples of conduct that are impermissible and that may lead to disciplinary action up to and including immediate termination. Employees are expected to observe these standards during the course and scope of employment, while at work or representing the company remotely and at company-sponsored events.

The following list of rules is not intended to be all-inclusive; rather the list identifies some of the more significant examples of the type of behavior that is unacceptable. Corrective or disciplinary action for violation of the Company rules will be administered based on the seriousness of the infraction, up to and including immediate termination of employment. Notices may be given for the first or second offenses, in some instances.

Examples of misconduct include:

- Refusal to adhere to any policy listed elsewhere in this Handbook;
- Falsification of company documents and/or records;
- Failing to satisfy attendance and punctuality requirements;
- Failing to carry out duties and/or to follow the reasonable instructions or requests from supervisors and/or management;
- Violating the weapons policy contained herein;
- Engaging in any form of discrimination and/or harassment related to another's race, religion, color, national origin, sex, pregnancy, childbirth and related conditions, lactation status, sexual orientation, transgender status, age, disability, veteran or military status, genetic information, ancestry, natural hair types and hair styles commonly associated with race, head wraps commonly associated with race, culture or religion, or any other protected status as required by law;
- Misuse, appropriation or destruction of company property, another employee's property or the property of anyone else on the Company's premise, including, but not limited to, electronic devices;
- Theft or the unauthorized removal or possession of property belonging to the Company, fellow employees, customers or anyone else on Company property;
- Violating the confidentiality policy contained herein;
- Sleeping while on the job;
- Violating the drug and alcohol policy contained herein;
- Violating the workplace safety policy contained herein;
- Unsatisfactory job performance;
- Frequent or excessive damage to merchandise, equipment or facilities;
- Disregard of Company safety rules or practices;
- Frequent or excessive errors; or

- Incidents leading to claims.

Failure to observe the above standards will lead to corrective or disciplinary action, up to and including termination.

7.4 CORRECTIVE ACTION

The operation of a business or organization requires certain standards of behavior. They serve to guide us in our work-related performance, conduct and responsibilities. Corrective action, or discipline, procedures are necessary measures to address unsatisfactory conduct or performance, or for violations of Frazier Home's policies, procedures and rules and regulations.

An objective of any corrective action is to formally place an employee on notice of a workplace concern that must be immediately addressed and not reoccur in the future.

This Handbook includes some examples of misconduct that may result in disciplinary action up to, and including, termination due to the seriousness of the infraction. It is within Frazier Home's sole discretion to determine the appropriate action, corrective or otherwise, in any given situation.

7.5 DRESS CODE

Business casual is acceptable attire for office employees. Some situations may call for business attire and employees are encouraged to use business sense with choice of clothing and representation of the Company. Employees meeting with customers should wear appropriate business attire. The company makes reasonable accommodation as required by law for dress directly related to an employee's race, culture, religion or disability.

Employees working during construction or shop areas, including maintenance, warehousing, or shipping, may wear blue jeans and T-shirts. No shoes may be worn in these areas that do not have hard soles with firm uppers.

For all employees, professional appearance also means that the organization expects you to maintain good hygiene and grooming while working. Rings through the nose, eyebrow, tongue or body parts (other than the ear lobe) visible to the public may not be worn while working directly with the public,

customers, or if it poses a safety risk. All tattoos must be small in size or covered at all times when interacting with the public and/or customers and may not be inappropriate in wording or visual content. Inappropriate tattoos or body art must be covered at all times.

Clothing and accessories must not constitute a safety hazard. Frazier Homes can and will determine appropriateness of dress at all times and in all circumstances and may send employees home, without pay, to change clothes should it be determined that their dress is not appropriate.

7.6 RESIGNING EMPLOYMENT BY NO CALL/NO SHOW

Employees who fail to call off or show up for work for three (3) consecutive scheduled work days will be considered to have voluntarily terminated their employment.

7.7 LEAVING THE ORGANIZATION

Employees are employed at-will. This means the employee may voluntarily resign his or her position with or without notice or reason. This also means that the Company may terminate the employee's employment at any time, with or without notice, and for any reason not contrary to applicable law.

In the event of a voluntary resignation, although not required, as a professional courtesy, a non-exempt employee is expected to give at least two (2) weeks' notice so that a smooth transition may occur in filling the vacated position. Salaried or Contract employees are expected to give at least 30 day notice so that a smooth transition may occur in filling the vacated position.

An employee who terminates employment voluntarily and provides at least two weeks' notice will be paid for any accrued but unused vacation or PTO.

When employees leave Frazier Homes they may be asked to participate in an exit interview. The primary purpose of the exit interview is to ask for valuable feedback about employees' work experiences at Frazier Homes. Participation in such exit interviews is strictly voluntary.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT RECEIPT

This is to acknowledge that I have received a copy of the Frazier Homes Employee Handbook. I understand the information contained in it represents guidelines only which may be modified from time to time with or without notice. I understand that this Handbook is not intended as a contract of employment and that neither the Handbook's policies nor any representation made by a management representative, at the time of hire or subsequently, are to be interpreted as a contract between the Company and any of its employees.

I have read (or will read) the Frazier Homes Employee Handbook. I understand that it is my responsibility to comply with the policies contained in this Handbook and that I will refer to it as questions arise.

I also understand that my employment is entered into voluntarily and I am free to resign at any time. I understand that Frazier Homes can terminate my employment at any time and for any reason not contrary to applicable law, with or without cause or notice.

I recognize and acknowledge that neither Frazier Homes nor I have entered into any contract of employment, express or implied. I also understand that no manager or other representative of Frazier Homes has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the provisions of this Handbook, except in the case of a written agreement signed by the Vice President of Operations

This handbook replaces all previous policy guides, manuals and handbooks.

Employee's Signature

Date

Employee's Name (please print)