



Gibraltar Construction Company, Inc.

Apartment Remodeling Specialists

42 Hudson Street, Suite #107

Annapolis, MD 21401

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An AA/EOE Employer

Fax (410) 573-1004

EMPLOYEE MANUAL

THIS MANUAL DOES NOT CREATE A CONTRACT OF EMPLOYMENT BETWEEN YOU AND GIBRALTAR CONSTRUCTION CO., INC.

YOUR EMPLOYMENT WITH GIBRALTAR CONSTRUCTION CO., INC. IS "AT WILL" MEANING THAT EITHER YOU OR GIBRALTAR CONSTRUCTION CO., INC. MAY TERMINATE YOUR EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE.

THIS EMPLOYMENT MANUAL SUPERSEDES AND REVOKES ANY PREVIOUSLY ISSUED EMPLOYEE MANUAL(S) OR HANDBOOK(S).

NO ONE OTHER THAN THE COMPANY'S PRESIDENT HAS THE AUTHORITY TO CREATE A CONTRACT OF EMPLOYMENT BETWEEN YOU AND COMPANY OR TO ALTER THE AT WILL NATURE OF YOUR EMPLOYMENT RELATIONSHIP WITH THE COMPANY.

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Acknowledging Receipt of Policy Manual

I have received my copy of the Employee Manual that outlines the policies, practices, and benefit guidelines of the company, and I have read and I understand the information contained in the manual.

1. I also understand that Gibraltar Construction Co., Inc. may conduct investigative activities as part of the background review of my prospective employment. My signature on this Acknowledging Receipt of the Policy Manual form indicates that I understand these activities as described in this manual and authorize them to be performed.

Since the information in this manual is necessarily subject to change as situations warrant, it is understood that changes in the manual may supersede, revise, or eliminate one or more of the policies in this manual. These changes will be communicated to me by my supervisor or through official notices. I accept responsibility for keeping informed of these changes.

I understand that misrepresentation or omission of facts herein is cause for termination, if employed.

I have read and understand the attached application and have answered all portions of the application truthfully and correctly with no omissions.

ACKNOWLEDGED AND ACCEPTED:

DATE: _____

SIGNATURE: _____

PRINTED NAME: _____

This form is to be signed and kept with employees records

Acknowledging Receipt of Policy Manual

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I understand that misrepresentation or omission of facts herein is cause for termination, if employed.

I have read and understand the attached application and have answered all portions of the application truthfully and correctly with no omissions.

ACKNOWLEDGED AND ACCEPTED:

DATE: _____

SIGNATURE: _____

PRINTED NAME: _____

This form MUST be SIGNED and RETURNED for the company's records

Welcome Message from the President

Dear Employee,

Welcome to Gibraltar Construction Co., Inc.!

Gibraltar Construction Co., Inc. is committed to quality work and superior customer care in all aspects of our business.

We value our employees and encourage them to make productive suggestions. We want you to succeed at your job.

This Employee Manual inclusive of an Acknowledgement Form sets forth the general administrative policies, goals, and benefits of Gibraltar Construction Co., Inc. and replaces and supersedes any prior manual(s). The contents of this Manual are confidential and are not to be distributed to or shown to anyone else inside or outside the Company.

You should use this manual as a reference as you pursue your career with us. Each of the policies is dated and is current as of that date, but may be unilaterally amended by Gibraltar Construction Co., Inc. at any time, with or without notice, we shall also reserve the right to deviate from policies herein in our sole discretion. When there is a change in a policy we will update this Manual as soon as possible. Feel free to discuss with us any questions you may have about this Manual or about your employment with us.

To your success at Gibraltar Construction Co., Inc..

Sincerely,

Phillip Bernhardt
President

THE COMPANY

Employment Policies and Background Review Activities

Policies

Among the policies that have been adopted at Gibraltar Construction Co., Inc. are the following that we believe are important for an applicant to know in advance of employment. These are listed below. Your signature on the Acknowledging Receipt Form indicates that you have read, understand, and would agree to operate under these policies if employed at Gibraltar Construction Co., Inc.

1. This firm is an equal opportunity employer and does not discriminate because of age, sex, race, color, national origin, disability, or religious preference.
2. GCCI is a drug and alcohol free workplace. To ensure worker safety and integrity of the workplace, GCCI prohibits the illegal manufacture, possession, distribution, or use of controlled dangerous substances or alcohol in the workplace by its employees or those who engage or seek to engage in business with GCCI. Offers of employment, therefore, may be conditioned on a physical examination, including a drug and alcohol screening.
3. Smoking is not permitted inside the building at GCCI. For the safety and health of its employees, GCCI is committed to a smoke free building. Smoking is also not permitted on any job sites.
4. Your signature on the Acknowledging Receipt of Policy Manual form indicates that you understand and agree that if employed, that employment is for no definite period, and may, regardless of the date of payment of your wages and salary, be terminated at any time without previous notice.

Background Review Activities

Gibraltar Construction Company, Inc may conduct the following investigative activities as part of the background review of prospective employees. Your signature on the Acknowledging Receipt of Policy Manual form indicates you understand these activities and you authorize them to be performed with the conditions specified as listed below.

1. You authorize Gibraltar Construction Company, Inc to undertake a criminal records check with state police officials. Persons convicted of specific crimes may not hold certain positions at this company. If you have been convicted of a felony, please note this to your supervisor.
2. You authorize Gibraltar Construction, Inc to obtain a Motor Vehicle Record report. Our insurance company may also obtain report through its sources. If the position you are applying for involves driving a motor vehicle, it is imperative that a good driving record exist.
3. You authorize and request any and all of your former employers to furnish any and all information regarding your prior job performance. You agree to hold your former employers and their agents harmless from all liability that could relate in any way to the disclosure of private information or an assessment or opinion of your suitability for employment.
4. You authorize Gibraltar Construction, Inc to obtain a copy of your Worker's compensation Record. Our insurance company may also obtain a copy of this report through its sources.

Equal Opportunity

Equal Opportunity is a Gibraltar Construction Company, Inc policy. It is our policy to select the best-qualified persons for each position in the organization.

No employee of the company will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age, or other physical or mental disability. No employee of the company will discriminate against any applicant or fellow employee because of the person's veteran status.

This policy applies to all employment practices and personal actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay, and other forms of compensation or overtime.

Gibraltar Construction Company, Inc has adopted an affirmative action policy which essentially means that the company will aggressively seek out, hire, develop, and promote qualified members of protected groups- defined as racial minorities, women, physical or mentally disabled, disabled veterans, veterans of the Vietnam era, and persons aged 40 and over.

Immigration Law Compliance

In accordance with the Immigration reform and Control Act of 1986 (IRCA), GCCI only employs individuals who are legally authorized to work in the United States. Furthermore, GCCI does not continue to employ any individual whose legal right to work in the United States has been terminated.

CIS Form I-9 is used to verify your identity and employment eligibility. You must complete the employee section of Form I-9 and provide the required documentation supporting your identity and employment eligibility before you may begin working

Americans with Disabilities Act Compliance

GCCI adheres to the American with Disabilities Act (ADA) and makes every effort to ensure that qualified individuals with disability are not discriminated against in any terms, conditions, or privileges of employment. The ADA requires employers to provide a reasonable accommodation to qualified individuals with known disabilities in all aspect of employment, unless the accommodation would cause an undue hardship to the employer.

An individual with a disability is a person who:

- (1) Has a physical or mental impairment substantially limiting one or more major life activities; or
- (2) Has a record of such impairment; or
- (3) Is regarded as having such an impairment (however, no reasonable accommodation is required in this instance).

Harassment and Discrimination Policy

GCCI is proud of its work environment in which all employees are treated with respect and dignity. It is our policy that all employees have the right to work in an environment free from any type of illegal

discrimination or harassment, including racial and sexual harassment. Any employee found to have engaged in any form of discrimination or harassment, whether verbal, physical, or arising out of the work environment, and whether in the work place, at work assignments off-site, at Company- sponsored social functions, or elsewhere, is unacceptable and will not be tolerated.

GCCI's general harassment policy is designed to ensure that all individuals can work in an environment that promotes equal opportunities and prohibits discrimination and harassment on the basis of race, religion, color, sex, age, national origin, mental or physical disability, veteran or family status, or any other status or condition protected by applicable federal, state, or local laws.

Remember, GCCl is a multi-cultural firm and we must all be sensitive to and tolerant of the background of others. When in doubt, don't say it or do it.

Sexual harassment

For purposes of this policy, sexual harassment is defined as follows:

Unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when (1) submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in decision affecting hiring, evaluation, promotion, or other aspects of employment; or (2) this conduct is substantially interferes with an individual's employment or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtation, advances, or propositions; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling; touching; pinching; assault; coerced sexual acts; suggestive insulting; obscene comments, gesture, and email; and display in the work place of sexually suggestive objects or pictures

Racial Harassment

For purposes of this policy, racial harassment is defined as all inappropriate conduct and activity taken against an individual because of his or her race and/ or national origin.

Examples of racial harassment include, but are not limited to, racial comments, racial jokes or emails, treatment of an individual differently because of his or her race, and all other activities defined by Title VII of the U.S Civil Rights Acts of 1964

If you believe that you have been a victim of sexual or other harassment or discrimination in the work place, you should take the following steps:

- A. Report and discuss the matter with your supervisor.
- B. If you believe your supervisor or manager to be the source or a participant in the harassment, report this to another supervisor or member of management.

GCCI will investigate and attempt to resolve your complaint, as well as take any warranted disciplinary action, as soon as possible. If for any reason you believe this has not occurred within a reasonable period of time, refer this problem to any other supervisor in the company, or to the Company president.

Retaliation against any individual who makes a good faith complaint, or who cooperates in the investigation of any complaint, is strictly prohibited and should be reported immediately.

Equal Employment Opportunity Affirmative Action Program

Pursuant to Executive Order 11246, as amended, Title 41, Code of Federal Rules and regulation developed there from GIBRALTAR CONSTRUCTION COMPANY, INC., 42 Hudson Street, Suite #107, Annapolis, MD 21401, submits this EEO Affirmative Action Program to comply with the EEO provisions on all contracts. The commitments hereunder are made in consideration of any award of any contracts.

It is this contractor's policy to assure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. This applies, but is not necessarily limited to employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates to pay or other forms of compensation; and election for training, including apprenticeship, and on-the-job training.

The purpose of the contractor's commitment to specific goals as to minority manpower utilization is to meet his affirmative action obligations under the equal opportunity clause of the contract. This commitment is not intended and shall not be used to discriminate against any qualified applicant or employee. Whenever it comes to the bidder's attention that the goals are being used in discriminatory manner, he must report it to the Contracting Equal Employment Opportunity Officer in order that appropriate sanction proceedings may be instituted.

The contractor agrees to take positive steps to eliminate discrimination and establish a viable Affirmative Action Plan to ensure Equal Employment Opportunity for all.

The basic policy is more specifically outlined as follows:

1. We will make every effort to find and employ qualified minority group journeyman and other minority employees when needed through the notification of established community organizations of employment opportunities. This notification will be initiated via telephone or written communication and records on our communications, the subsequent responses from such organizations, and their disposition will be maintained
2. We shall maintain records on all applications by women and members of minority groups applying or referred for employment. These records shall include the name and address of the applicant, the disposition of the applicant, and if such applicant was not employed by the contractor, the reasons will be indicated
3. All subcontractors, whether union or non-union, will be required to conform to the standards of our EEO Affirmative Action Program as a condition of the subcontract. If there is any indication that a subcontractor on this project fails to consider for employment a woman or member of a minority group, or in any way whatsoever impedes the efforts for the utilization of women and members of minority groups, such will be reported to the Contracting Equal Employment Opportunity Officer
4. The Contractor shall utilize local training programs to locate and qualify applicants for employment and to increase the skills of his minority employees. Consistent with his manpower requirements, and as permissible under Federal and State regulations, the contractors shall participate in local training programs, including pre- apprenticeship, apprenticeship, and on-the-job training programs, including those funded by the United States Government.
5. Employees will be notified of the contractor's Equal Employment Opportunity policy through special memorandums, posting at both the job site and in the general office, staff and employee meetings, and by specific review with employees who are women or members of minority in all recruitment advertisement in the media.
6. Our Equal Employment Opportunity will also be emphasized to all recruitment sources and discussion with subcontractors or suppliers. We shall also include this notice in any subcontractor or supplier purchase orders

7. When new employers are needed, we shall make every effort to contact minority organizations, schools with minority students, and minority recruitment and training organizations by telephone or written correspondence
8. Our only requirement of employment is that the employee can perform the work relating to the construction program on hand. We have no particular selection requirements or tests relating employment
9. If at all possible and construction activity permits, we will promote summer or vacation employment of minority youth.
10. We make every attempt to encourage all personnel, especially women and minority personnel, to advance to a more skilled or supervisory classification.
11. We shall continue to make every effort to review our seniority practices and job classifications to ensure that they do not have a discriminatory effect.
12. As we have done in the past, we shall continue to personally check all job site activities both with our superintendents and job site personnel to ensure that our EOP Policy is being carried out.

In the event of failure to meet goals, the contractor shall be given an opportunity to demonstrate that he made every effort to meet his commitment.

Substance Abuse

Gibraltar Construction Company, Inc recognizes that individuals use substances such as alcohol and drugs, sometimes to an extent that their abilities and senses are impaired. Our position regarding substance abuse is the same whether alcohol or marijuana, illegal drugs, prescription drugs, or controlled substances are involved ["substances"].

This policy is implemented because we believe that the impairment of any Gibraltar Construction Company, Inc employee due to his or her use of substances is likely to result in the risk of injury to other employees, the impaired employee, or third parties, such as a customer or business guests. Moreover, substance abuse adversely affects employee morale and productivity.

“Impairment” or “being impaired” means that an employee’s normal physical or mental abilities, or facilities, while at work is guilty of a major violation of company rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer, or sale of any substance on company premises or in any Gibraltar Construction Company, Inc parking lot, storage area, or job site is prohibited. Violations are subject to severe disciplinary action. In all instances, disciplinary action to be administered shall be at the sole discretion and determination of the company.

Employees who are taking prescription drugs shall report to their supervisor/foreman. This is for the protection of the employee and for safety purposes in case of an adverse reaction to the drug while at work, or so the employee is not falsely accused of taking an illegal substance.

When an employee is involved in the use, possession, transfer, or sale of a substance in violation of this policy, the company may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the employee’s supervisor, the personnel director, and the President. GCCI is aware that substance abuse is a complex health problem that has both physical impact and an emotional impact on the employee, his or her family, and social relationships. A substance abuser is a person who uses substances, as defined above, for non-medical reasons, and this use detrimentally affects job performances or interferes with normal social adjustment at work. Substance abuse is both a management and a medical problem.

A supervisory/foreman who suspects a substance abuse case should discuss the situation immediately with his or her supervisory/foreman. Because each case is usually different, the handling and referral of the case must be coordinated with the supervisor/ foreman and the personnel director.

We have resources available to assist an employee who request help with substance abuse. The employee must ask for help. The company will not require it. Should disciplinary action be pending against an employee who asks for help, the company will assist to the extent of its resources assuming that the employee remains employed. Nonetheless, regular disciplinary action will proceed. If the employee is terminated, the company will be unable to continue any program. Voluntary, successful participation in a recovery or rehabilitative program by an employee may be a mitigating factor in any disciplinary action, depending on the facts and circumstances of each individual case. In some cases, disciplinary action may be suspended, or the employee placed on probation pending a successful completion of a recovery program.

Employees who are placed in a rehabilitation program because of performance or behavior problems due to substance abuse are subject to dismissal for failure to successfully complete the program or change their performances or behavior.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

The company is concerned with its employee’s privacy, especially when matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, the company shall maintain employee medical and personal information in confidence and release this information to authorized company personnel on a “need to know” basis. An exception to this policy is when the employee signs a release for the transfer of such information on forms acceptable to the company to designated persons or agencies.

Nothing contained in this section shall eliminate or modify the company’s right to terminate any employee at any time for any reason.

Smoking

There is no smoking permitted on company or customer premises at any time. No smoking will be allowed in any company or customer office area or residence at any time. This policy is for the health and safety of all employees, tenants, and residents. Smoking will be allowed only in designated areas (i.e. off premises, off job- sites, etc.).

Your cooperation is requested, as this policy must be rigidly enforced to comply with the company health and safety requirements, to maintain proper insurance coverage for our building, as well as customer policies.

Employee Safety

Gibraltar Construction Company, Inc strives to provide its employees with a safe and healthful workplace environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety.

The company, through its supervisory personnel, shall develop and implement safety rules and regulations. This process will be ongoing and will require periodic safety audits. Safety audits will be undertaken to determine the necessity and feasibility of providing protective clothing, devices, or safeguards to make the work place safe and healthful. The company shall also undertake the responsibility to educate employees as to hazards of the workplace and to train employee as to such hazards and the proper and safe methods to perform job tasks.

Employees shall devote their full time skill and attention to the performance of their job responsibilities utilizing the highest standard of care and good judgment. Employees will follow all safety rules and regulations at all times including the use of protective clothing, devices, or equipment, attendance at all training sessions related to the employee's job description, and follow the directions of warning signs or signal or the commands or directions of supervisory personnel.

Finally, all job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury and employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject Gibraltar Construction Company, Inc to fines and penalties.

Safety rules and regulation will be issued or modified from time to time and shall be effective immediately. Rules and regulations will be distributed to employees and posted on the employee bulletin board. Safety first!

Return to Work after Serious Injury or Illness

Gibraltar Construction Company, Inc is concerned about the health and good work habits of its employees. In the event you are injured and unable to perform your job, we want to assist in obtaining the best treatment and the return to your regular job as soon as possible. Whenever possible, Gibraltar Construction Company, Inc will provide modified work while you are recovering from your injury. The following information has been prepared to help you understand the procedure for notifying concerning your condition and your work restrictions.

1. Inform your doctor that Gibraltar Construction Company, Inc does provide modified work and have your doctor provide you with physical limitations.

2. Return your work limitations to your supervisor immediately following your doctor appointment or at the beginning of your next work shift.
3. Gibraltar Construction Company, Inc will then provide a Job Analysis of a modified job which is within your work restrictions to your doctor for his/her approval if necessary.
4. Once your physician has approved the Job Analysis, Gibraltar Construction Company, Inc will provide you with a written job offer letter, describing the details of the light duty assignment when available
5. Modified jobs are temporary and it will be the employee's responsibility to provide their supervisor with a current work status report following every doctor appointment,
6. If your physician does not release you to any work activities, then you will need to contact your supervisor on a weekly basis, either by the phone or in person.

Failure to accept an offer for light duty assignment can be the basis for termination of the employment.

Termination

An employee may be terminated at any time with or without notice and for any reason whatsoever.

Compensation

Equal Pay

Gibraltar Construction Company, Inc will not pay wages at a rate less than the company pays employees of the opposite sex for the same work that is substantially equivalent requiring comparable skills.

This policy is to be construed in accordance with applicable federal and state laws and regulations.

Job Descriptions

Job descriptions are available in the Human resource Office for all positions in the company. The items included in each position description are the following:

- Job Identification
- Essential job qualifications
- Summary statements
- Assigned responsibilities or duties; and
- Supervisor or rater

Position descriptions are used to determine employee selection, job requirements, performance appraisals, organizational structure, and the relative worth of jobs in relation to each other.

Company management annually reviews all company positions to endure equity and consistency in our human resource system.

Workday

Specific workdays and workweek hours for each employee will be determined from time to time by the appropriate department manager based on the operational needs of the company.

Gibraltar Construction Company, Inc will attempt to notify employees of any changes in workdays or workweek hours two weeks in advance of the effective date of any such change.

Payday

Our employees are paid weekly, payday is on Thursday, unless this day falls on a holiday, then pay will be available the previous day. GCCI uses a web based payroll company, Paylocity(www.paylocity.com) and

you may log into and set up an account to view/edit your information from the internet or phone app. Edits are subject to management approval.

Gibraltar no longer issues paper checks, for employees that do not have a personal bank account for direct deposit of their wages GCCI provides a debit pay card, Global Cash Card, which can be used as any other bank debit card, fees apply.

Overtime Compensation

Non-exempt salaried employees will be paid at the rate of one-half times their regular hourly rate of pay for all time worked in excess of 40 hours in any one workweek.

Overtime pay is never at the employee's discretion. It shall only be incurred and paid at the request of the company through the employee's supervisor/manager. Supervisors/managers shall ensure that no unauthorized hours are worked.

Garnishments

Wage garnishments are unpleasant for you and an added expense to the company. State and Federal law requires Gibraltar Construction Company, Inc to honor garnishment orders against your earnings. In some instances GCCI is allowed to deduct an administration fee for processing your garnishment that will also be deducted from your wages.

Employee Benefits

Insurance

GCCI provides health insurance for its employees at a reduced cost to the employees. Coverage for dependants of employee is available to the employee at the same costs subject to terms of the insurance plans.

GCCI makes effort to obtain the best coverage for our employees at the most reasonable cost to all involved. Employees are required to pay a portion of their premiums. This is through direct reduction of weekly paychecks.

The health insurance program includes (but is not limited to), hospital physician, accidental injury, psychiatric, and prescription drug benefits,

GCCI also offers dental, long term disability, and life insurance coverage. For specific questions on coverage of the programs, contact the insurance representative in our office. The company benefit programs are explicitly defined in legal documents, including insurance contracts and official plain texts. In the event of conflict between these documents and this policy, the formal language of the plan documents and not the informal working of this policy must govern. All of these official documents are readily available in our office.

GCCI reserves the right to change insurance companies or to modify or terminate eligibility requirements, benefits, or coverage at any time.

Eligibility

1. The employee is eligible for coverage after completing the length of service specified in the current plan, the first of the month following 60 days of employment.
2. Applications for coverage can only be made at the time of eligibility, or at the annual enrollment and renewal period.
3. Dependants of the employee are eligible for participation in the group medical and dental insurance program if the following is true:
 - The employee is a full time employee
 - The employee elects dependants coverage when enrolling in the plan, or
 - A qualified ,medical support is received from a court
 - The dependent(s) are defined as the employee’s current spouse or child(ren)

Vacation

Gibraltar Construction Company, Inc does not provide paid vacation benefits for employees.

Holidays

Gibraltar Construction Company, Inc provides several paid holidays each year. The company is officially closed on the following days;

New Year’s Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Day After Thanksgiving
Christmas Day	

Also Included are any additional days required by specific construction contracts.

Eligibility

1. Employees are eligible for paid holidays after completing 6 months on the job.
2. Only regular full time employees are eligible for full holiday pay. Temporary employees are not eligible for holiday pay.
3. Employees must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay unless time off on these days has been allowed by the employee’s supervisor/manager.

Leave of Absence and Military Leave

It is Gibraltar Construction Company, Inc policy to support the United States, and in that regard, those of its employees who are members of the armed forces or military reserves. The company will grant such unpaid leave as may be required in order to enable its employees to comply with required reservist activities.

Such leaves will be granted in accordance with applicable laws and regulations of the United States, and such laws and regulations will control such matters as re-employment or continuation of benefits.

Paid Sick Leave

Pursuant to Executive Order 13706 Effective January 1, 2017

Paid sick leave will be accrued by any full time employees performing work on or in connection with the Federal Government and whose wages under those covered contracts are governed by the DBA, SCA, or FLSA, including employees who qualify for an exemption from the FLSA's minimum wage and overtime provisions.

This leave is accrued at 1 hour for every 30 hours worked with a maximum of 56 hours per calendar year.

This leave is to be used for any personal injuries, illnesses, or other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member who is the victim of, domestic violence, sexual assault, or stalking.

In order to receive paid sick leave employees must request, in advance, either in writing, by phone, orally, or by email. The request needs to contain enough information for the supervisor to determine if it is a qualified paid sick leave request. Employees are required to request paid sick leave at least 7 calendar days in advance. If the employee is unable to request leave at least 7 calendar days in advance, the employee would have to make the request for leave as soon as is practicable.

For more information on this please visit www.dol.gov/whd/flsa/eo13706

Medical Leave of Absence

Upon written application by an employee who has at least 6 months of continuous service with the company, Gibraltar Construction Company, Inc may grant to the employee for an appropriate period of time a leave of absence without pay for illness or pregnancy. The company reserves the right to request a certificate or statement from the employee's physician establishing the employee's physical need for the leave of absence. An employee returning to work from a leave of absence in the case of illness or pregnancy will present a certificate or statement from the employee's physician indicating that the employee is able to return to work.

An employee needs not to apply for an illness or pregnancy leave of absence if the absence will not exceed five working days. However, the employee must notify his or her department manager no later than the day of the absence.

An employee who does not return to work at the end of his or her leave of absence will be considered to have voluntarily resigned from employment with Gibraltar Construction Company, Inc.

An employee who accepts other employment while on a leave of absence will be deemed to have voluntarily resigned his or her employment with the company.

Group insurance participation for employees in a leave of absence will continue during the leave but will terminate the first day after the day on which the leave of absence ends, but in no event later than eight weeks following the date of commencement of the leave, if the employee has not returned to full time employment by that.

Such leaves will be granted in accordance with applicable State and Federal laws and regulations, and such laws and regulations will control such matters as re-employment or continuation of benefits.

Family, Parental, and Maternity Leave

The company allows unpaid family, parental, and maternity leave. Employees taking a medical leave of absence shall make a reasonable effort to schedule medical treatment or supervision so as to minimize any disruption to company operations. If a serious health condition is anticipated, employee should make a request for leave at least 3 days prior to the leave.

Such leaves will be granted in accordance with applicable State and Federal laws and regulations, and such laws and regulations will control such matters as re- employment or continuation of benefits.

Bereavement Leave

Gibraltar Construction Company, Inc will provide time off for employees to attend the funerals of family members and friends. Your supervisor will approve whatever period of time is necessary and appropriate under the circumstances.

If the conditions warrant and the supervisor/manager approve, paid leave will be granted, but the amount of paid leave time will not exceed three days at regular straight-time wages. Such leave is in addition to all other paid leave time.

Typically, paid leave is reserved for the death of immediate family members. Leave for attendance at the funeral of a non-immediate family member or person with an especially close relationship may be granted with or without pay. The employee's supervisor will make determination after consultation with upper management.

Jury Duty

Gibraltar Construction Company, Inc will grant employees time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear as a result of a court or subpoena. A copy of the court order or the subpoena must be supplied to the employee's supervisor/manager when requesting time off.

The employee is entitled to full pay for each day of jury duty or service as a witness up to a maximum of five days per year, in addition to any other paid leave. However, time off for court appearances as a party to any civil or criminal litigation shall not be compensated, and the employee must arrange for time off without pay or use accrued vacation or personal leave for such appearances.

Voting

Gibraltar Construction Company, Inc encourages all employees to vote. Employees are encouraged to use flextime hours for this purpose or to take advantage of polling hours prior to the beginning or following the end of your workday.

If this cannot be arranged, your supervisor/manager will approve time off to vote either at the beginning or end of your workday, provided that you give at least one day's notice to your supervisor/manager.

Employee- Incurred Expenses and Reimbursement

Gibraltar Construction Company, Inc will pay all actual and reasonable business-related expenses incurred by employees in the performance of their job responsibilities. His or her manager must approve all such expenses incurred by an employee before the accounting department will make a payment.

Expenses reports are to be submitted and supported by evidence of proof of purchase, e.g., receipts. Expense reports are due in the Accounting Department no later than the last working day of each month to be considered for reimbursement.

Travel Reimbursement

The policy establishes the general guidelines and procedure to be followed when business travel is required.

- Travel-related expenses are to be detailed on the company travel reimbursement form.
- All parking expenses and highway tolls incurred as a result of approved business travel will be reimbursed.
- All air travel must be approved in advance by the employee's supervisor/manager unless unavoidable. All travel will be by coach class whenever possible. The duplicate airline ticket receipts should be attached to the company reimbursement form.
- Purchase of additional air travel insurance is not a reimbursement expense
- Travel reimbursement requests are due in the accounting department no later than the last working day of each month

Required Management Approval

All employee travel and relocation expenses must have a supervisor's/manager's approval. Employees are required to request approval in advance of expenditures whenever possible to ensure no delay in company reimbursement. All expense reports are due in the Accounting Department on the final working day of each month. Prior to being honored by the Accounting Department, these reports must have the employee's signature and date and must be approved by the employee's supervisor/manager.

Miscellaneous Policies

Confidentiality of Company Information

It is the responsibility of all Gibraltar Construction Company, Inc employees to safeguard sensitive company information. The nature of our business and the economic well- being of our company is dependent upon protecting and maintaining proprietary company information.

Continued employment with the company is contingent upon compliance with this policy. Each company supervisor/manager bears the responsibility for the orientation and training of his or her employees to ensure enforcement of company confidentiality. Sensitive company information is defined as trade secrets or confidential information relating to products, processing, know-how, customers, designs, drawings, formulas, test data, marketing data, accounting, pricing or salary information, business plans and strategies, negotiations and contracts, inventions, and discoveries.

All such information shall be appropriately marked or verbally identified to each employee.

When such information is transferred, from one employee to another, the transfer must do all of the following:

1. Determine that the transfer is necessary and in the interest of regular company business;
2. Determine that the transferee has a need to know the information and has the necessary clearance;
3. Ensure that all cover sheets or markings which identify the information as proprietary, or classified, are conspicuous;
4. Give the information directly to the transferee and verbally identify the proprietary or classified information as such. Do not give it to a non-cleared employee, such as a secretary or office colleague, and do not leave it on the transferee's desk unattended.

Visitors to company premises must register at the receptionist desk.

Company computers, e-mail, and telephoned systems are company property and should be used solely for company purposes.

Personal use of company computers or e-mail system is prohibited. Gibraltar Construction Company, Inc reserves the right to access the e-mail system from time to time without notice.

Employees acknowledge that the e-mail system is not considered private and that by using the system, employees consent to the company's access to it.

To facilitate access, those passwords or security devices known and approved by an employee's supervisor/manager restrict the use of passwords or other security devices by an employee.

Conflict of Interest

No employee of Gibraltar Construction Company, Inc shall maintain an outside business or financial interest or engage in any outside business or financial activity, whether as an officer, director, shareholder [other than the holder of less than five percent of a public-traded company], partner or otherwise, which conflicts with the interests of the company, or which interferes with his or her ability to fully perform job responsibilities.

For example, and not by limitation, if your job responsibilities include purchasing, or you are in a position to influence such purchases, you should have no proprietary or financial interest in any business that furnishes products, materials, or services to the company or in any related transactions. Nor may you benefit directly or indirectly from a third party who furnishes products, materials, or services to the company. Financial interests held by an employee or by his or her immediate family members in such Companies are to be disclosed immediately to the company so that a determination can be made as to whether a conflict exists. Violation of this policy will result in immediate dismissal.

Employee Privacy

Gibraltar Construction Company, Inc recognizes our employee's rights to privacy. In achieving this goal, the company adopts these basic principles:

1. The collection of the employee information will be limited to that which the company needs for business and legal purposes.
2. The confidentiality of all personal information will be limited to that which the company needs for business and legal purposes.
3. All in-house employee involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action.
4. Internal access to employee records will be to those employees having an authorized, business-related-need-to-know. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena.
5. The company will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so.

6. Employees are permitted to see the personal information maintained about them in the company records. They may correct inaccurate factual information or submit written comments in disagreement with any material contained in their records.

Customers

It is company policy to provide its customers with the best possible service in a courteous and thoughtful manner at all times. The customer comes first and should be treated in the same manner that you would want to be treated.

Visitors

Non-customer visitors present safety and security risks to the company. To minimize these risks, visitors are not allowed on property or job sites without prior written approval of the President or the job superintendents, unless in the case of emergency.

Outside Employment

Employees are expected to be working solely for Gibraltar Construction Company, Inc. Any outside employment should be promptly disclosed to the President and/ or the job superintendent. In certain circumstances, outside employment will be approved, but the company reserves the right to review and evaluate each situation on an individual basis.

Emergency Closing

Except for regular scheduled holidays, Gibraltar Construction Company, Inc will be open for business on Monday through Fridays during normal business hours. The company recognizes that circumstances beyond its control, such as inclement weather, national crisis, or other emergency, do occur. On such occasions, the company may close for all or part of a regularly scheduled workday.

In such event, the company will endeavor to notify all supervisory personnel for the purpose of contacting employees. Employees may also contact their supervisor/manager or company offices.