



GLOBAL WRAP[®] INC.
NATIONWIDE CONTAINMENT COMPANY

**FIELD EMPLOYEE
HANDBOOK
&
COMPANY POLICIES**

REVISED - April 2017

WELCOME & MISSION STATEMENT



Welcome to Global Wrap, Inc.

This Employee Handbook will acquaint you with the basic personnel policies and practices of Global Wrap, Inc. These policies apply to the company as a whole, while providing adequate leeway for special situations that may arise from time-to-time.

It is not possible to cover every situation in a single handbook. Any questions about the policies contained herein, or subjects not specifically covered, should be addressed to your immediate supervisor.

The success of Global Wrap, Inc. depends on the performance, dependability, and courtesy of each employee. These personnel policies and practices have been established to ensure that through you, our customers receive the very highest standards of service. Best wishes for your success!

Our company goal is to supply customers with the highest standard of performance. We will be able to accomplish this goal by giving proper attention to each job, completing quality work, while maintaining a professional appearance and demeanor.

The authority of the Management of Global Wrap, Inc. has approved the following handbook, and it supersedes all previous handbooks and any written or oral description of terms or conditions of employment.

NO POLICY OR PROVISION OF THIS HANDBOOK IS INTENDED TO CREATE A CONTRACT BINDING THE EMPLOYEE OR THE EMPLOYER TO AN AGREEMENT OF EMPLOYMENT FOR A SPECIFIC PERIOD OF TIME.

EMPLOYMENT CAN BE TERMINATED BY EITHER THE EMPLOYEE OR THE EMPLOYER AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT NOTICE.

ALL POLICIES AND PROCEDURES OUTLINE IN THIS HANDBOOK ARE SUBJECT TO CHANGE OR MODIFICATION AT THE EMPLOYER'S DISCRETION AT ANY TIME THAT PARTICULAR CIRCUMSTANCES WARRANT.

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GENERAL INFORMATION



Purpose of this Handbook

This manual is provided to all employees the “ground rules” or guiding principles to operate in an orderly and efficient manner. Therefore, this manual has been prepared to inform you of our optimum operating procedures.

You will also find information about your job and pay to which you are entitled as an employee of Global Wrap, Inc.

All employees are expected to be familiar with, and abide by the policies in this manual. Any employee who does not feel that our policies have been administered fairly should refer his / her case directly to his / her supervisor or manager. No employee will be penalized or discriminated against in any way for having requested consideration of the application of these policies, or for having registered a complaint or grievance in accordance with the procedures outlined in this manual.

No employee handbook can anticipate every circumstance or question about policy. As Global Wrap, Inc. continues to grow, the need may arise and Global Wrap, Inc. reserves the right to reserves the right to revise, supplement, or rescind any policy or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to this statement of change would be the at-will employment policy, permitting you or Global Wrap, Inc. to end our relationship for any reason at any time without stated cause.

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Equal Employment Opportunity Policy

It is the policy of the Company to employ; retain; promote; terminate; discipline and otherwise treat all employees and job applicants fairly. All staffing decisions are based on merit, experience, competence and that harmonious spirit which fosters a safe work environment.

The company is an equal opportunity employer and does not discriminate based on an applicant’s or employee’s race; color, religion; creed; pregnancy; sexual orientation; gender; national origin; ancestry; citizenship; age; physical or mental disability; marital status; veteran status; genetic predisposition to disease or any other characteristic protected by State, Federal or Local Law.

Any employee of Global Wrap, Inc. found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

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Non Discrimination and Anti-Harassment Policy

Consistent with Global Wrap, Inc. policy of equal employment opportunity, harassment in the workplace based upon a person's race, color, sex, religion, marital status, national origin, ancestry, age, disability, sexual orientation or veteran status will not be tolerated concerning employees or applicants for employment.

The Company is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Company expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

Sexual harassment will not be tolerated at any time. It may range from inappropriate sexual innuendo to coerced sexual relations. This type of harassment includes any type of conversation that can be considered as offensive to anyone.

Any employee who feels that he or she has been subject to unlawful harassment is to report this conduct immediately to his / her immediate supervisor. In the event such employee is uncomfortable with discussing such matters with his / her immediate supervisor or the employee is not satisfied after bringing the matter to the attention of his / her immediate supervisor, the employee is directed to report the matter promptly to the Operations Manager.

Global Wrap, Inc. will investigate all allegations of harassment in as thorough prompt and confidential a manner as is reasonably possible, and will take appropriate corrective action when warranted. Global Wrap, Inc. will undertake all investigations with due regard to the privacy of all parties involved consistent with a thorough and appropriate investigation.

Any employee who is determined, after an investigation, to have engaged in any incident of harassment in violation of this policy will be subject to disciplinary action, up to and including termination.

Employees may raise concerns and make complaints without fear of reprisal. Retaliation in any form against an employee who exercises, in good faith, the right to make a complaint under this policy is strictly prohibited and will itself constitute a basis for appropriate disciplinary action.

Americans with Disabilities Act Policy Statement

Global Wrap is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

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Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Operations Department. Global Wrap encourages individuals with disabilities to come forward and request reasonable accommodations.

Business Ethics

It is the policy of Global Wrap to conduct business in a manner that is ethical and promotes the best interests of its customers, employees and the Community in general. Global Wrap will comply with all applicable laws and regulations, and expects all employees to conduct business in accordance with relevant laws and to refrain from dishonest or unethical conduct. Global Wrap will not engage in any unfair or deceptive trade practices nor tolerate those who do.

Employees shall, during both working and nonworking hours, act in a manner which will inspire public trust in their integrity, impartiality and dedication to the best interests of Global Wrap, its customers, shareholders and employees.

Examples of a violation of the business ethics policy include: accepting gifts of value from vendors or customers, offering money (bribing) as a way to influence the recipient to do business with Global Wrap; using a position of authority to gain special advantage or favors for personal gain, or an employee having a financial interest in a business entity or transaction that would personally benefit the individual, or influencing Global Wrap to do business with such an entity.

Global Wrap will not do business with dishonest companies or individuals. Global Wrap will pursue civil and criminal charges against fraudulent companies and individuals' practices.

Diversity

Global Wrap,[®] Inc. treasures the diversity of the people who comprise our company. Our goal is to support a diverse workforce in which all employees receive equitable treatment. We all benefit from the diversity of the talented people who work for us.

Each of us is unique. Obvious differences are age, gender, race, and physical ability. We also vary in language, geographic origin, religion, intellectual ability, education, personality, sexual orientation, family status, personal habits, interests, income, work experience and job assignment. Our individual blends of differences and likenesses make each of us unique, and uniquely able to contribute to the success of our company. Global Wrap is committed to developing and maintaining a diverse workforce by recognizing and embracing employee diversity and by encouraging fresh perspectives and new approaches.

By embracing the diversity of our employees and customers, it makes us value the uniqueness of others; gives us a variety of ideas and cultures; helps us through the meshing of ideas and people into a cohesive team; keeps our mindsets open to new ideas, but most of all, the embracing diversity enriches all our lives.

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Reporting Unlawful or Unethical Behavior

Global Wrap will conduct its business in a lawful and ethical way. Therefore, it is important that employees who are aware of unlawful or unethical behavior on the part of a Global Wrap employee, report such behavior to company officials.

Any employee who reasonably suspects a company officer or manager has committed a criminal offense, violated the law, knowingly provided false information to regulatory authorities, violated the business ethics policy or intentionally suppressed, destroyed or manipulated information regarding any of these offenses will be protected from retaliation or retribution of any kind when reporting such incidents or actions to the Operations Manager.

This type of behavior can put the company at great risk; therefore, management must be made aware of any potentially unethical behavior, in order to protect the Company and the jobs of the employees of Global Wrap.

Employee Issue Complaint Procedure

Any Global Wrap employee who feels that they are the victim of harassment or any other issue should notify their immediate supervisor or the Operations Manager.

Any complaint of any nature should be filed using the **“Employee Issue Report Form”** which will be signed off on by the Operations Manager. The employee filing the complaint will receive a copy of the form signed off on within 24 hours of filing the complaint. Then, a full and complete investigation of the complaint will be conducted.

Confidentiality will be maintained to the extent possible to conduct a comprehensive investigation. Prompt corrective action will be taken against any individual found to have violated this policy.

No employee will suffer adverse consequences as a result of bringing a charge of harassment to the attention of management or for participating in an investigation.

Confidentiality

In the course of performing your duties on behalf of the Company, you will, from time to time, be placed in a position of trust and confidence in which you receive or contribute to the creation of confidential and / or proprietary information relative to the operations of the Company as well as client matters. This **confidential and / or proprietary information** includes, but is not limited to:

Business, marketing, legal and accounting methods, policies, plans, procedures, strategies and techniques; Information concerning the Company's earnings, production volumes and methods of doing business; The names, addresses and telephone numbers of the Company's employees, vendors, and suppliers; Client lists and the names, addresses and telephone numbers of the client and prospective client; Pricing, credit and financial

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information; Client documents and files, including privileged and confidential communications of any kind; and Any and all other data or information relating to the operations and business of the Company which is not known generally by and readily accessible to the public.

During your employment:

You must protect this confidential and / or proprietary information and use and / or disclose such information only as necessary to further the Company's business interests and the interests of the Company's clients; and

You may not use or disclose such confidential and / or proprietary information for personal gain or for any purpose which does not further and / or which is inconsistent with ethical and legal responsibilities to the Company's clients and / or the business interests of the Company;

Upon your separation from the Company, regardless of the reason and whether initiated by the Company or you;

You must return to the Company, retaining no copies, any and all files, records, correspondence, documents, electronic, diskettes, computer compact discs, computer and electronic-mail printouts, drawings, specifications, writings and similar items, retaining no copies, which relate to or reflect the Company's business operations, clients, prospective clients, employees, suppliers, vendors, etc., regardless of where such items were kept or prepared.

You may not use and / or disclose the Company's confidential and / or proprietary information at any time, at any place, for any reason.

Any employee who violates the Policy will be subject to appropriate disciplinary action, up to and including immediate discharge.

Exempt (salary) and non-exempt (hourly) employees who violate this policy also may be suspended without pay. Exempt (salary) employees will be suspended in full day increments only.

Suggestions

You are encouraged, as a part of your job, to make suggestions for improvement of our operations.

As we are in a very competitive business, it is to the benefit of all of us that our activities be conducted in the most productive, cost-conscious manner possible, while providing the best possible service to our clients. Please speak to your supervisor if you believe this is a "better way."

EMPLOYMENT



At-Will Employment

Global Wrap is an “at will” employer. We hope that your employment relationship with us is long and rewarding, although employment is not for any definite period of time. Either the employee or the company can end the employment relationship at any time and for any reason.

Nature Of Employment

Field employees, also referred to as Technicians, work on an “as needed” basis. As jobs become available, field employees will be called to work on specific projects.

Field employees are selected based on many criteria. Technicians are chosen for job assignments based upon the requirements of each individual job's scope, and the ability to perform the level of work and to work well within the particular group of employees chosen.

Employees with negative attitudes towards following instructions, performing the job without attention to detail, or negative attitudes towards other employees will not be chosen. Seniority with the company is no guarantee that any employee will be selected as a crewmember ahead of others with less seniority.

Since our crews work and live together out of town for extended periods, the harmony of the crew is essential to having a successful job, executed smoothly and safely, and performed to the satisfaction of the client.

Job notification will be made as far in advance as possible. Prior notification is dependent on the notification from the customer.

Field employees are expected to accept jobs as they become available. Turning down one job for good and sufficient reason may be tolerated, but turning down work on a regular basis sends your name to the bottom of the roster.

Introductory / Training Period

All newly hired employees are required to complete a 90 - working days introductory and training period before attaining regular employment status. During this time, you are considered a Probationary Employee. In the case of Field Employees, this introductory period is interpreted as 90 actual work days (which, due to any lack of work times between jobs, might take longer than three actual calendar months).

During this employment introductory period the employee's work habits, behavior, job performance and ability to satisfactorily perform the essential functions of the job will be assessed. If, at any time, during the introductory period an employee's job performance is determined to be unsatisfactory, either:

1. employment will be terminated, or
2. the introductory period may be extended.

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Upon satisfactory completion of the introductory period, the employee will be evaluated and given a copy of the written performance evaluation. Upon satisfactory evaluation, the employee, will then be classified as a regular employee, with an increase in hourly pay.

Employment Levels & Payscale

Probationary Employee - Technician-in-Training | this is the Tech level that all field crew start at unless they come into the company with prior Interior Protection and Exterior Containment experience. At this level is where a new tech would learn to be responsible for his/her own safety; comprehend all safety equipment, safety training and job specific training; pass drug test when asked; perform physical labor indoors or outdoors; work in man-lift, scaffolds, roofs and heights; use hand tools and learn the installation processes.

This level lasts for a **minimum** of 90 working days.
This level starts at the rate of pay at \$16.00 per hour.

Regular Employees | this is the Level that is achieved when a Tech has successfully passed the 90 working days and was given a positive written evaluation. Tech is now a regular employee.

The date you achieve this level is now considered to be your company “Anniversary Date”.

Reaching this level earns a rate increase of \$1.00 per hour – Technician is now at \$17.00 per hr. for work time.

Project Crew Lead | this is the level that upon obtaining the Regular Employee status and the Tech feels that he / she has leadership experience that would be beneficial to the company could request to be assigned lead on an upcoming project. If granted the request, GW would evaluate all upcoming project levels of 1 or 2 to possibly place the candidate into this position for a trial period.

Upon being given the opportunity to work in Lead position the candidate would be responsible for successfully overseeing a project and the crew. Lead is also responsible for daily reporting, daily safety meetings and communication between the field and the office.

Crew Lead is assigned on a job to job basis depending upon the success of the Tech’s ability to lead on previous jobs.

This level increases the rate of pay by \$1.00 per hour for the duration of the project in which the Technician is considered to be in Lead position.

EMPLOYMENT



Employee Reviews

The performance of all employees will be reviewed. Evaluation of employee performance will aid in recognition of excellence and to encourage individual improvement when needed. The ultimate purpose of evaluation is to improve job performance and promote development. An evaluation is an appraisal of performance based on expectations.

During the Employee Review, there will be a discussion and summary of job performance and when appropriate, recommendations for improvement. To determine the overall performance of the employee, the supervisor will consider all evaluation data. The purpose of the Employee Review is to help the employee achieve a satisfactory of conduct and performance. To accomplish this goal, employees need to clearly understand what is expected and be committed to achieving quality results. Open communication between the employee and the evaluator is needed to conduct a successful review. Performance is evaluated as follows:

- STRENGTH: Consistently Exceeds Requirements.
- SATISFACTORY: Consistently Meets Requirements.
- DEVELOPMENT OPPORTUNITY: Room for Improvement or Needs Exposure.
- UNSATISFACTORY: Performance has Negative Effect on results and Improvement **must** occur.

Information concerning your wages is strictly confidential, and, from the company's standpoint, it is carefully guarded.

Employment of Relatives

It is the policy of Global Wrap to hire, promote, and transfer employees based on individual merit and to avoid any hint of favoritism or discrimination in making such decisions. The employment of relatives in the same area of an organization may cause serious conflict and problems with favoritism and employee morale.

Therefore, relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Global Wrap also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of employment decisions.

For purposes of this policy, a relative is defined as a parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relative, or any person with whom the employee has a close personal relationship such as a domestic partner.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management.

This policy is at the discretion of Management.

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Non-Fraternization Policy

This policy has been developed to ensure that personal relationships between employees do not interfere with or disrupt business operations or jeopardize working relationships with other employees.

Field employees are prohibited from having a romantic relationship with other field employees.

Therefore, if it is found that two employees in the field are having a romantic or sexual relationship, both employees will be immediately removed from the job site. The employees involved will be given two weeks to decide on their own which employee will remain with the Company. If a decision is not made within this period, the Company will decide.

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Pay Period

All field employees will be paid on an hourly basis. Overtime is paid at one and one-half times regular hourly rate and is to be paid for any hours worked in excess of 40 hours in any work week.

Employees are paid weekly. The pay period starts Sunday 12:00 a.m. (morning) and ends at 11:59 p.m. Saturday evening.

Breaks & Lunch

Lunch break is a 30 minute **UNPAID** meal break. Lunch breaks are required to be taken as outlined by Federal Labor Law Regulations. In addition to meal breaks, all employees are permitted two 15-minute break during a (8 hour or more) work day. These breaks do not need to be documented on the timesheets and no deduction will occur for these breaks. Under No Circumstances are Global Wrap employees permitted to Smoke at the Jobsite, unless the employee is in a designated Smoking Area.

Per Diem

Per Diem is paid daily, when you are away from home overnight and is included in your weekly check. Global Wrap's current rate of per diem is \$35.00 per day.

Overtime Pay

Prior approval of the immediate supervisor is required before any employee is permitted to work overtime.

Overtime is calculated on time worked beyond 40 hours per pay period week. Travel time does not count as hours worked, and therefore do not count toward overtime hours. Overtime is paid at one and one-half times regular hourly rate of the employee

Staging Day Pay

Some projects have the necessity of a "staging day" prior to actual start of the installation process. Field employees will be paid a minimum of 4 hours at their current pay scale for attending / working the staging process. Should the staging day exceed 4 hours, the employee will be paid for the correct number of hours for that day.

Travel Pay

Employees traveling to jobsites for Global Wrap projects in the company vehicles will be paid travel time pay based upon having a current driver's license and driving record with the ability to be added to our Auto Policy. Those who meet these criteria are paid at the rate of \$15.00 / hr. Those who have no Driver's License or are unable to be added to our GW Auto Policy will be paid at the rate of \$10.00 / hr.

Those sent to the jobsite location by plane will be paid \$100.00 flat rate from the door of their home to the door of the hotel where they are scheduled to stay.

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Downtime Pay

Global Wrap field crew employees that are out of town on a project location, but unable to work due to inclement weather or lack of access to a facility by the client; therefore unable to work, will receive downtime pay at the rate of \$12.50 per hour up to 8 hours total per day up to 6 days total per week as down time pay (seventh day is a rest day). **Downtime pay does not qualify towards overtime hours.**

Downtime pay will **ONLY** be paid in the case of the client not permitting Global Wrap to work that day, **AND** if the Crew Lead notifies the sales representative and office of the shut down. In no instance will anyone be paid for shut down if the office and sales rep are not notified within 1 hour of the shutdown's occurrence.

Payroll Deductions

All companies are required by law to withhold certain income taxes. The required amount for each deduction is determined from information given by you on your signed withholding statement. (W-4 form) Your check stub will indicate the amounts of these deductions broken down.

You will be issued a statement of total earnings once each year between January 1 and January 31. This statement, your W-2 form, will indicate your total wages and deductions from the previous year.

Benefits and Vacation Pay

Currently, Global Wrap does not offer Benefits (e.g., Health Insurance, Retirement or Paid Vacations) to its Field Employees. Global Wrap is anticipating at some point in the future to be able to offer these benefits.

Time Sheets for Compensation

Global Wrap form **Daily Work Report** is to be filled out and submitted daily to the office by the Project Crew Lead. This form reports work hours, lunch breaks, total hours for the day, daily job expenses, inspections and square footage for the day's progress. This form is also used to track Travel Time and should be submitted for such reporting.

All hourly paid employees on the project are required to personally sign off on the report for his / her own hours being reported for that day, confirming the accuracy. Tampering, altering or falsifying time records, or signing off for another crew member is not permitted and is grounds for disciplinary action, up to and including termination.

Please use the form labeled **No Work Day Report** on days that you and your crew are unable to work, indicating the reason for being unable to work.

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Expense Reimbursement

Mileage must be indicated on first day travel report of the vehicle being used to travel to any project. The driver is responsible to give the current mileage number to the crew lead prior to departure. Upon returning the vehicle, the driver is responsible to provide the crew lead with the ending mileage number at the end of the project and travel.

Expenses must be submitted with receipts and/or an automobile mileage log.

Charges to a Global Wrap credit or debit card must be *bona fide* business expenses. If in doubt, contact the Operations Manager before spending on questionable items.

Employees working on jobsites requiring an overnight stay will be reimbursed a per diem of **\$35 per full day**, including weekends and days when we are unable to work, for each day requiring an overnight stay (not at your home during the dinner hour).

Employees will be reimbursed for gasoline, oil or other automotive expenses for company-owned vehicles that they pay for from their own funds, provided they provide proper receipts for all such expenses.

Field Employees will be reimbursed \$50.00 per day plus the cost for gas if they are authorized to make use of their own vehicles on company business.

Employees traveling for Global Wrap will not be reimbursed for movie viewing, video rentals, alcoholic beverages, snack food or hotel internet connection fees.

Employees who smoke or allow smoking in their rooms, and who stay in no-smoking rooms booked by the company, will be held responsible for any cleaning fees in the event that the motel charges us a "smoking violation" cleaning fee. Be Aware, most hotels charge \$250 for a smoking violation fee.

Only Global Wrap employees are permitted to stay in a Global Wrap paid hotel room. Friends and family can only stay with previously requested and confirmed permission from GW management.

Reward points for hotel stays, flights, rental cars are property of the company / person who is paying for the flight or stay. Field employees cannot use their personal rewards point cards for these items unless they are paying for the expense personally.

EMPLOYEE EXPECTATIONS

AND PERFORMANCE



Standards of Conduct

All employees of Global Wrap are to treat their co-workers as well as customers, vendors and visitors with the utmost of respect and dignity. Certain actions are inappropriate in the work setting. Listed below are some of the behaviors that are not appropriate while working at Global Wrap. This is by no means an all-inclusive list. This list is illustrative rather than exhaustive and management reserves the right to decide upon appropriate disciplinary action for breaches of conduct not listed below.

1. Theft or unauthorized possession of company property, the property of a fellow employee or customers' property.
2. Willful destruction or damage of company or customer property or the property of a fellow employee.
3. Deliberate misuse of or unauthorized use of company supplies, materials, machines, or tooling.
4. Dishonesty, including falsifying an application for employment, an injury or claim, expense report or other data requested by the company.
5. Recording the time of another employee; having another employee record your time; unauthorized altering a time records card or falsifying a timesheet.
6. Visiting, loitering, loafing, lounging or sleeping during scheduled working hours, or leaving the work area without permission.
7. Creating or contributing to unsanitary or unsafe conditions.
8. Insubordination or refusal to follow direct instructions or treating a supervisory employee with disrespect.
9. Failing to meet company work standards in terms of quantity and quality.
10. Interfering with efforts to meet company work standards, or a slow-down, interference or delay of your work or another employee's.
11. Tampering with or mishandling any mechanical equipment.
12. Unauthorized disclosure of confidential information.
13. Possession of a firearm in a company building or company vehicle or possession of another type of weapon, ammunition, fireworks or explosives on company property.
14. Gambling, lottery or any other game of chance on the company's property.
15. Accepting gifts or tips from customers or vendors outside policy guidelines.
16. Any illegal conduct or conduct either while working or on personal time that is contrary to Global Wrap's best interest is grounds for discharge.

EMPLOYEE EXPECTATIONS AND PERFORMANCE



Jobsite Procedures

The Field Supervisor is responsible for ensuring that work is done in a safe and satisfactory manner.

Field employees are expected to:

- Dress in clean appropriate company uniform before arriving on jobsite.
- Perform their work in a safe and efficient manner.
- Bring problems with work procedures or equipment to the attention of the supervisor.
- Obey the orders of the supervisor unless the employee has a good faith belief that the supervisor's orders violate standard rules of safety and put themselves or others in danger.
- Technicians will work in a professional manner while on customer premises. This means no foul language or use of loud or profane language.
- Due to the safety requirements of the job, English will be spoken at all times while on the job site. Other languages can be spoken during breaks.
- When the job is deemed to be "complete," the Supervisor must get an authorized representative of the customer to sign off that the job is acceptable and complete. That document must be FAXed to the GW Operations Manager.

Care for and Return of Rental Equipment

- a. All lifts or other rental equipment shall be inspected daily, at the beginning of each shift. If a technician finds any defects with rental equipment, the Field Supervisor is to be notified immediately of the problem.
- b. All lift keys will be the responsibility of the Field Supervisor who will issue keys as necessary. Keys must be returned to the supervisor at the end of each shift.

Lifts or other rental equipment shall be picked up (or arranged to be picked up) before the last employee leaves the jobsite

Safety Training

All Technicians and Field Employees must attend OSHA training as required by Global Wrap, before being permitted to work in the field.

Security and Searches

Global Wrap makes reasonable efforts to provide security for our employees, visitors and property. The company has implemented limited access policy to preserve and maintain a safe and secure environment for our employees. This policy permits only authorized individuals to enter the company's property. In order to ensure the safety of all employees,

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the company also reserves the right to conduct searches whenever, in the company's judgment, the situation warrants.

Global Wrap reserves the right to inspect and search all employees. These searches may be conducted at the discretion of Management. The company may search items such as desks, computers, cell phones, credenzas, file cabinets, tool boxes, lockers, outer clothing, packages, including handbags, brief cases, lunch bags, employee's orders, and bundles being brought into or from the building or grounds. Vehicles parked on company property will also be subjected to searches.

To promote security, all employees are encouraged to promptly report any unauthorized persons on the company's property.

The following guidelines will help to ensure that Global Wrap is a safe place to work:

- Security is the responsibility of each employee.
- All employee personal items should be secured in lockers, cabinets, desks, or work areas.
- Employees who refuse to cooperate with searches under this policy will be subject to disciplinary action up to and including separation of employment.
- Employees are authorized to enter the company's property thirty minutes before the start of their work schedule and remain on the company property no longer than thirty minutes after the completion of their work.
- Vendors, suppliers, contractors, and their employees are permitted access, but only as invited by authorized company officials.

Jobsite Housekeeping

Every employee has to contribute to the neatness and cleanliness of the following.

Work Spaces:

- A. Maintain neat and clean workspaces.
- B. Store unused articles in appropriate areas.
- C. Properly dispose of waste materials.
- D. Store materials and equipment in properly designated areas.
- E. When materials and equipment are shared, it is every employee's responsibility to do their work in a timely and tidy manner.

Common Areas:

Break areas are for the benefit of all employees. It is important for each employee to contribute to the tidiness of this common area.

EMPLOYEE EXPECTATIONS

AND PERFORMANCE



Accidents and Incidents

If an employee is involved in an accident or incident on the jobsite the crew lead **MUST IMMEDIATELY REPORT THE INCIDENT** to the office / sales rep via phone call or text message including description and photographs. If an employee is involved in an accident in the shop, in the office, or on the road, he / she must report that accident to the office immediately.

In every accident / incident case the job lead must complete an Accident / Incident Report which can be found in their job folder.

Vehicles

- a. GW company vehicles are for company use only. Employees may not use company vehicles for any other purpose, **except** as authorized in writing by the Operations Manager (OM), e.g. for shopping/dining/laundry, etc., while working at remote jobsites where crew does not have access to personal vehicles.
- b. GW vehicles and trailers will be kept neat and organized.
- c. Any accident, no matter how minor, must be reported immediately to the Operations Manager.
- d. No one will consume alcohol, possess illegal drugs or have open alcoholic beverages in company vehicles.
- e. Employees must be authorized as an approved driver by the Global Wrap insurance carrier to drive a company vehicle.
- f. Non-employees of Global Wrap are not permitted to ride in a company vehicle or rental vehicle.
- g. The duration of automobile rentals are not to be extended by Field Crew or anyone else without permission from the Operations Manager.
- h. Firearms or any type, of explosive devices, are not permitted in company vehicles.

Drugs and Alcohol

Refer to the Drug Free work Place policy included at the end of this manual.

Tobacco Use Policy

Global Wrap is committed to providing a work environment that promotes the health, hygiene, and well-being of its employees. The company recognizes that smoking in the workplace can adversely affect employees. It also recognizes that chewing tobacco in the workplace raises hygienic issues. Therefore, smoking and chewing tobacco are not prohibited inside all company facilities. The policy applies to all Global Wrap employees and visitors while on the company's premises. Employees are expected to exercise common courtesy, and to respect the needs and sensitivities of co-workers with regard to the smoking policy. Smokers have a special obligation to keep smoking areas litter-free and not to abuse break and work rules.

Smoking is only allowed during scheduled breaks and in designated areas.

EMPLOYEE EXPECTATIONS

AND PERFORMANCE



Attendance and Punctuality

In the event that an employee is not able to report to work for any reason, every effort must be made to notify the immediate supervisor well before the scheduled reporting time. If the supervisor is not available, employees must leave a message on the supervisors voice mail.

Failure to report an absence or tardiness within 30 minutes of normal reporting time will be considered unexcused. The company understands that in some instances there are extreme circumstances, and they will be considered on a case-by-case basis, and may be excused with supervisory approval.

The company reserves the right to request proof of illness through a doctor's note or other document, explaining the reason for an employee's absence.

More than six occurrences of unscheduled absence, lateness and/or early departures within a 12-month period, or two occurrences of unscheduled time off within a three-month period, is borderline excessive. Recurring absences and/or tardiness are reasons for disciplinary action, up to and including dismissal. Extenuating circumstances may occur however, and reasons for an employee's absence will be considered before any corrective action is taken.

Patterned absences before or after weekends, holidays or specific days of the week will also be monitored and could constitute a disciplinary action.

Use of Company Telephones

Telephone systems and all information transmitted, received or stored in these systems, are the property of Global Wrap and are to be used for business purposes only. Any personal use should be incidental.

While personal phone calls are not prohibited, their frequency, duration, and volume should not interfere with ongoing business or distract fellow employees.

Use of Cellular Telephones or Similar Devices

Unless otherwise instructed by a member of the Management Team, personal use of cellular telephones during work hours is prohibited. Cellular telephones for personal reasons can be used during breaks and lunch periods as long as used away from the normal work area.

Employees may not use cellular phones or similar devices to receive or place calls, text messages, surf the Internet, check phone messages, or receive or respond to email during work hours, especially while driving on company business.

EMPLOYEE EXPECTATIONS

AND PERFORMANCE



Where job or business needs demand, the company may issue cellular phones to certain employees for work-related communications. Employees in possession of company-issued cellular telephones are expected to protect them from being lost, stolen or damaged. Lost phones are the responsibility of the employee to whom the phone was assigned, and that employee will be held accountable for the associated replacement costs.

As with any equipment, it is important to keep safety in mind when using a cellular telephone. Therefore, employees are expected to refrain from driving while talking or texting on a cellular telephone. In the event a call is received, the employee is expected to pull the car over to a safe place away from traffic, in order to continue the conversation. If this is not a viable option, employees are to either use a hands-free option or keep the call very short and to the point.

All GW Employees are Prohibited from Phone Use, including Texting While Driving!

Cameras and Camera Phones

This policy serves to define the use of camera-equipped phones and related mobile devices that individuals may bring into the work site. While the company does not wish to unreasonably constrain the use of such devices, the company has a more fundamental responsibility to ensure that they are used in a reasonable manner and to ensure the integrity of proprietary information and employee privacy.

Therefore, unless expressly and specifically authorized by a member of the Management Team, no employees is to use their smart phones or similar devices to take pictures in the workplace.

Social Networking/Blogging

Global Wrap respects the right of employees to write blogs and use social networking sites, and does not want to discourage employees from self-publishing or self-expression. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

As the old saying goes, “If you can’t say something good, don’t say anything at all.” This applies to employees posting information on blogs and social networking sites. When posting information about Global Wrap or co-workers on the internet, employees must use common sense and good judgment.

Here are a few guidelines to be aware of when posting information on the internet.

Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage employees or anyone associated with or doing business with Global Wrap.

EMPLOYEE EXPECTATIONS

AND PERFORMANCE



Employees may not post on a blog or social networking site during work time or with Global Wrap equipment or property, unless it is the employee's job to do so.

If an employee chooses to be identified as a Global Wrap employee, some readers may view the employee as a spokesperson for Global Wrap. Because of this possibility, employees are asked to state that the employee's views expressed in the blog or social networking area are those of the employee not those of Global Wrap or of any person or organization affiliated or doing business with Global Wrap.

Here are a few other guidelines expected of employees using personal blogs or social networking. Employees should not post:

- The name, trademark or logo of Global Wrap or any business with a connection to Global Wrap;
- Company-privileged information, including copyrighted information or company-issued documents;
- Photographs of other employees, clients, vendors or suppliers, nor can employees post photographs of persons engaged in company business or at company events;
- Advertisements or photographs of company products, nor sell company products and services.

If contacted by the media or press about their post that relates to Global Wrap business, employees are required to speak with their immediate supervisor before responding.

DISCIPLINARY ACTIONS



Disciplinary Actions

Periodically, it may be necessary to correct the behavior or performance level of employees.

Discipline can be rendered for a number of reasons, and the type of disciplinary action taken depends on two criteria: the number of times the same infraction occurs and the severity of the offense.

Global Wrap has a policy on disciplining employees. In the spirit of fairness, in most cases employees will be given a chance to improve their substandard performance or unacceptable behavior through disciplinary action.

Keep in mind that the company reserves the right to discharge employees without taking formal disciplinary action, when management deems that such action is in the best interest of the company.

Regardless of the action taken, employees will always receive a copy of all disciplinary actions taken against them. All disciplinary action notices will be placed in the personnel file of the employee.

Disciplinary actions for multiple violations of company policy (attendance, performance, safety, behavioral, etc.) will be combined with other disciplinary infractions under the discipline policy.

Employee Discipline

Summary:

The Company may use corrective actions to assist supervisors and staff members in resolving unsatisfactory job performance, misconduct, or behavior that violates Global Wrap policies, procedures or practices. Disciplinary procedures will be administered consistently and in a manner that is intended to be corrective. This process is an important part of the Company's goal of maximizing and supporting the performance of its employees. It is also part of maintaining a safe and productive work environment. Our Employee Discipline Policy shall be incorporated with the Drug and Alcohol Policy attached at the end of this manual.

Disciplinary actions are usually corrective and progressive in nature; however, serious misconduct and work performance problems, or violations of laws or Company policies, procedures and practices, may warrant disciplinary action outside of the progressive approach which is described below, including termination of employment.

Process:

There are three types of disciplinary action that may be taken: WARNING, SUSPENSION and TERMINATION. Supervisors should consult with the Operations Department prior to taking any disciplinary action, in order to determine the most appropriate action. Originals

DISCIPLINARY ACTIONS



of all disciplinary action should be given to the Operations Manager; copies are given to the employee and maintained in the Employee's file.

WARNING: Initial disciplinary actions can be oral or written, depending on the severity of the situation. The supervisor should meet with the employee to discuss the performance problem or inappropriate behavior and outline the steps necessary to correct it. Documentation of the types of conversations should be maintained in the confidential file of the employee. If the problem continues, or if the severity of the offense warrants, the supervisor should give the employee a formal written warning. The warning should include a description of the problem, specific steps needed to correct it, timeline for correction and a scheduled time for a follow up meeting. Space should also be available for the employee's comments.

If, after the written warning, the problem continues, further disciplinary action may include a final written warning, suspension or termination, depending on the situation.

SUSPENSION: Suspensions may be used as a disciplinary action, or to facilitate an investigative action. Disciplinary suspensions are used to address serious misconduct. They may also be used when oral and written warnings have not corrected deficient work performance or inappropriate behavior. Disciplinary suspensions are generally unpaid, and range from one to three consecutive working days.

Investigatory suspensions may be used in situations where actions of an employee are being investigated. The staff member may be suspended with or without pay, depending on the circumstances. Based on the outcome of the suspension, the employee may be issued a disciplinary suspension, or other type of disciplinary action, including termination of employment.

TERMINATION: An employee may be terminated for performance deficiencies that are not corrected, or for serious misconduct. All terminations must be approved by Management. Supervisors will discuss the reason for termination with the employee and provide him / her with a letter documenting the reason for termination. A copy of this letter must be placed in the employee's personnel file. **The employee must return all Company property at the time of termination.**

These are some examples of violations which, after investigation, may result in discharge:

1. Absences or tardiness.
2. Unsatisfactory work performance.
3. Unsafe practices.
4. Obscene or abusive language, pictures or practices.
5. Reporting for work in an unfit condition to perform your assigned duties.
6. Fighting, acts of physical violence, bringing firearms or any weapons on the premises.

DISCIPLINARY ACTIONS



7. Horseplay or practical jokes which may result in injury.
8. Stealing, removing or consuming any kind of property belonging to the company or customer without management authorization.
9. Insubordination.
10. Falsifying records, reports or time cards.
11. Failure to observe safety rules and regulations.
12. Gambling on company property after or during work hours.
13. Conducting business, other than Global Wrap business, during the work day.
14. Smoking inside the company building, customers' building, or GW company vehicles. Employees are to smoke outside and away from the entrances and windows of the building or outside of company vehicles. Smokers are to be clocked out for the time spent not working.

NOTE: This list is not comprehensive or all-inclusive and does not limit, in any way, Global Wrap's right to terminate employment at any time, with or without cause.

TIME OFF



Attendance

Global Wrap, Inc. does not pay sick days. There may be times when you are unable to report to work on time or may need to be absent. In either situation, you are expected to notify your supervisor, The Operations Manager or call the office at least one hour before your shift start time.

You are required to call in each day that you are absent. If you are absent for 3 consecutive days or more, a doctor's note may be required upon your return to work.

If you are absent from work for more than two days, and have not contacted your supervisor, Operations Manager or office, you are considered to have voluntarily terminated your employment with the company.

If an employee is consistently late, appropriate action will be taken on an individual basis, consistent with the Global Wrap Discipline Policy.

Family and Medical Leave Act

Eligibility – Employees with one year of service and with at least 150 hours worked during that year may request Family and Medical leave of absence.

Basis for Leave:

1. **Family Leave** – to care for your child within the first year after birth, adoption or placement with you for foster care.
2. **Medical Leave**
 - a. To care for your spouse, child or parent (including step parents, foster parents, and adoptive parent, but not including in-laws) who has a serious health condition (see definition below) upon medical certification as described below.
 - b. Because of the employee's serious health condition (see definition below) that makes the employee unable to perform his / her job upon medical certification as described below:

Definitions:

1. **Serious health condition** – an illness, injury, impairment or physical or mental condition resulting in absence in excess of three days involving either inpatient care or continuous treatment by a health care provider for a chronic or long-term condition that is either incurable or so serious that, if not treated, would result in incapacity; or prenatal care.
2. **Medical certification** – is a written statement requested by you from the health care provider that includes:
 - a. The date on which the serious health condition began.
 - b. The probable duration of the condition.
 - c. Appropriate medical facts regarding the condition.

TIME OFF



- d. In cases involving the serious health condition of a spouse, child, or parent, a statement that the employee is needed to care for the spouse, child or parent; or
 - e. In cases involving the employee's serious health condition, a statement that the associate is unable to perform his or her functions; and
 - f. In the case of intermittent leave (defined below), a statement of the given dates of the leave and the duration of the treatments to be given.
3. The company may require a second medical opinion.

Duration:

- a. Up to a total of 12 work weeks (60 work days) per rolling 12-month period, including any paid time such as vacation, sick, or personal days you may be required by the Company to take prior to going on unpaid leave, or disability and the unpaid leave.
- b. Intermittent leave: leave on an intermittent basis or a reduced schedule involving a reduction from the usual hours per week or per day may be taken for care of a spouse, child or parent with a serious health condition or because of the employee's serious health condition.

Compensation – Leave is unpaid except to the extent that it is covered by disability or Worker's Compensation Insurance. Salary adjustments will not be made during the leave.

Other employment – It is anticipated that employees on leave will not engage in other employment during the leave. The Company reserves the right to take all appropriate action in its discretion if an employee engages in other employment during the leave.

Procedures for Requesting Leave

Family Leave – (due to birth of a child, adoption, or placement of foster child) you must submit the "Request for Family / Medical Leave Under the FMLA" form (request from Operations Manager) to the Accounting and Operations Department not less than 30 calendar days before the leave is to begin, or, if not feasible to do so, the request is to be made as soon as possible.

Medical Leave – The request for the leave is to be made as soon as practicable.

Leave of Absence Without Pay

Employees may be granted unpaid personal leave at the sole discretion of Global Wrap, Inc. An employee desiring an unpaid personal leave of absence must submit a **GW Employee Request for Time Off** form to the Operations office setting forth the specifics of the request (i.e., specific dates, purpose necessitating leave, etc.). The amount of unpaid personal leave granted by Global Wrap, Inc. will depend upon the particular facts and circumstances of each request. The maximum amount of unpaid personal leave that will be allowed is three months in a calendar year (January 1 through December 31).

TIME OFF



An employee on unpaid personal leave, who engages in other employment or who does not return to work on the date the leave of absence expires, will be deemed by Global Wrap, Inc. to have voluntarily resigned from his or her employment with the company as of the date the leave began.

Jury Duty Leave

Global Wrap, Inc. supports its employees' civic obligation to serve on a jury. Employees who are called for jury duty must, as soon as practicable thereafter, notify their immediate supervisor or the Operations Manager of their jury duty obligation. Employees will be granted unpaid leave for the duration of their jury duty service.

Military Leave

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave, or to a position with like seniority, status and pay that the employee is qualified to perform.

Leave for Active or Reserve Duty

Upon receipt of orders for active or reserve duty, an employee should notify the Operations Manager as soon as possible, and submit a copy of the military orders.

Leave for Training and Other Related Obligations

Employees will also be granted time off for military training (normally 14 days plus travel time) and other related obligations, such as for an examination to determine fitness to perform service. Employees should advise their immediate supervisor and/or department head of their training schedule and/or other related obligations as far in advance as possible.

Return from Military Leave Notice Required

Upon return from military service, an employee must provide notice of, or submit an application for, reemployment, in accordance with the schedule published under the Uniformed Service Employment and Re-employment Rights Act.

Required Documentation

The employee is required to present the Operations Manager with documentation as to the length of the military service.

SAFETY and HEALTH



Safety Statement

It is the policy of Global Wrap, to provide a safe work environment for all employees in order to minimize the risk of work-related injuries. This is achieved through the application of proper safeguards to processes, equipment, methods and procedures, and by providing employees with the training necessary to perform their job safely. Global Wrap will take all necessary and responsible steps to comply with safety and health standards set forth in Federal, State and Local laws and regulations.

The Global Wrap Safety Goal is to Have ZERO Accidents. Every member of the team plays a very important role in contributing to this safe work environment.

Employees must report any unsafe conditions to their supervisor, use the required safety equipment, and incorporate safe work practices into each job, and to caution any employee observed working unsafely. In addition, all employees are expected to cooperate with each other in all safety matters; and supervisors are required to act promptly when unsafe conditions are reported.

We will accomplish our mission by conducting ourselves in accordance with the safety rules and regulations, and by abiding by them at all times. All safe work practices are a condition of continued employment and must be taken seriously. Violations of certain safety rules and regulations policy will result in immediate termination and will not be subject to the progressive disciplinary policy.

Safety Requirements

Equipment

All mechanical and safety equipment will be checked for defects and repaired or replaced before the commencement of work. This included all safety harnesses, lanyards, ladders, and tools to be used in the installation of the Global Wrap containment.

Site Safety

The Global Wrap supervisor will inspect the site to determine if there are any safety hazards. If there are, they are to be rectified before work commences or continues. If there is a safety hazard that cannot be rectified, the work will cease until a remedy is found. A report will be written out by the foreman and forwarded to the home office immediately.

Tailgate Meetings

Every morning before work commences, the Global Wrap Supervisor designated as Safety Representative will hold a tailgate meeting to discuss the work that must be done, and will remind employees of any potential safety hazards that may exist.

Every member of the crew will sign off on the sheet each morning; this tailgate meeting sheet will be a part of the daily responsibility of the Safety Officer, and will be part of the

SAFETY and HEALTH



final paper work and forms forwarded to the home office at the completion of the job. No one working at the job site is exempt from the tailgate meetings.

Safety Equipment

Whenever the site work calls for safety harnesses and lanyards, respiratory equipment, body and face protection or any other safety measure called for, every member of the crew will wear or use the necessary equipment called for. The GW Safety Officer or Foreman is responsible for assuring Crew Safety.

Uniform of the Day

Global Wrap employees must be in uniform any time they arrive on a jobsite. Work uniform for Field Employees is the assigned Global Wrap T-Shirt, Pants (not shorts) that are either blue jeans, tan or navy khakis. All personnel will wear a white hardhat with Global Wrap markings at all times, and have in their possession safety glasses. If the job requires safety glasses (not sunglasses), they will be worn at all times. If the job calls for protective clothing and face mask, all personnel will wear them at all times on the job site. Any field personnel that does not have the appropriate uniform upon arriving to work will be sent back to the hotel to dress appropriate for work. If you do not have T-Shirts, Hard Hat, Safety Glasses or Safety Vests, contact the Operations Manager immediately before being sent out on assignment.

Fitness for Work

No one will be permitted to work on the site if he or she is or appears to be impaired in any manner.

Every member of the team is responsible for the safety of themselves and others. Reporting a person who is not fit for work for any reason is NOT "RATTING" on them. It is protecting their safety and the safety of others. So, if you see someone who is not fit for work for any reason, report the situation to the supervisor IMMEDIATELY.

Prevention of Back Injuries

All employees MUST get assistance when lifting anything weighing more than fifty pounds. Lift with your legs and not with your back.

Injuries

If a member of the crew is injured in any way that precludes them from working safely, they are to alert the field supervisor immediately and go to the nearest medical facility. A complete report of the injury is to be filed with the home office no later than by the end of that work day; the Supervisor must also make a telephone call to the office, and verbally describe the injury, condition of the injured member and circumstances of the accident.

SAFETY and HEALTH



Scissor or Boom Man Lifts

Any personnel running the lifts, or working from lifts, will be thoroughly trained in the use of the lifts. The safety officer will document all persons using the lifts and their training to do so. All personnel working from lifts will wear a full body harness and lanyard.

Red Tag System

A red tag system identifies equipment that is not to be operated, energized, or used. All lock-out / tag-out notices and procedures must be observed and obeyed.

Violence Free Workplace

Global Wrap has ZERO TOLERANCE for acts of, or threats of, violence in the workplace. Any employee who engages in any violence in the workplace, or threatens violence, will be discharged. Any talk of violence or joking about violence will not be tolerated.

Violence includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone employed with this business, including employees and customers, never feel threatened by an employee's actions or conduct.

Weapons including guns, knives, explosives, and other items with the potential to inflict harm are prohibited. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

All employees are responsible for prevention of violence in the workplace. Employees can help by reporting incidents in the workplace which might indicate that a co-worker is in trouble. Employees are encouraged to report any suspicious activities on the part of co-workers, vendors, contractors or other visitors to the facility to their lead or the Operations Manager.

All reports will be investigated and information will be kept as confidential as possible in order to conduct a complete investigation.

SAFETY and HEALTH



Workers' Compensation

Global Wrap employees are covered under workers' compensation insurance. Employees injured on the job are to report the injury to their supervisor immediately after the incident/accident. Near-miss accidents or incidents (when an employee nearly has an accident but is able to avoid it) should be reported as well. This reporting requirement applies to all injuries sustained by employee on company property or conducting company business off-site. Failure to report an injury jeopardizes the employee's rights to workers' compensation benefits.

Note: All employees who suffer an on-the-job injury are subject to a post-accident drug and alcohol screening.

Employees returning to work after a period of absence due to work-related disability must present written evidence from their physician that certifies the employee's ability to resume their normal duties.

Drug and Alcohol Free Workplace

Global Wrap intends to provide a safe and productive work environment, free from drugs and alcohol for all employees. The use of controlled substances is not only illegal, it is inconsistent with the behavior expected of GW employees, and subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines the Global Wrap's ability to operate effectively and efficiently, and will not be tolerated.

It is the policy of the company that employees not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics in any manner or while engaged in Global Wrap business, on or off GW premises. Such conduct is also prohibited during non-working time to the extent that in the opinion of the company, it impairs an employee's ability to perform on the job, or threatens the reputation or integrity of Global Wrap.

Employees shall not possess or consume alcoholic beverages in the workplace, or in association with the workplace, or during work time, to include the employee's meal or other work breaks. Alcoholic beverages are not permitted at company-sponsored employee functions.

Noncompliance will result in immediate separation of employment, and may result in criminal prosecution.

Global Wrap reserves the right to require employees to undergo appropriate tests designed to detect the presence of alcohol, illegal drugs or other controlled substances on a random basis, or where it has reason to believe that an employee may be under the influence of any of these substances. Refusal to consent to such a test will result in immediate termination.

SAFETY and HEALTH



Any employee who sustains an on the job injury will be required to undergo a drug and/or alcohol test, which must occur within two hours of the accident. Any positive test findings will result in immediate separation of employment and possible disqualification of workers compensation benefits.

A pre-employment, post offer drug screening must be successfully passed by all applicants prior to the commencement of employment. If the drug screening results in a positive reading, the applicant will not be considered for further employment.

SEPARATION and DISMISSAL



Employment Separations

Sometimes it is in the best interest of the individual employee or the company that the employment relationship be severed. All corporate property, including this Employee Handbook, must be returned upon termination. Otherwise, the corporation may take further action to recoup any replacement costs and/or seek the return of corporate property through appropriate legal recourse.

Exiting employees should notify the Operations Manager of address changes during the calendar year in which termination occurs so that W-2 and other tax or benefit information can be sent to the proper address.

Usually, terminations of employment fall into one of the following categories:

A. Resignations

A written notification should be delivered to the employee's immediate supervisor of the employee's intention to resign. It is standard industry practice, and professional protocol, to give the supervisor a minimum of two week's notice of intention to resign.

B. Release

In the event it is apparent that the employee does not have the skills or abilities to fulfill the requirements of the position during the introductory period, the employee will be released.

C. Dismissals

In some cases, after the introductory period is completed, it may be necessary to dismiss an employee whose work record does not meet the standards set by the company. Such things as misconduct, poor work performance, excessive tardiness, absenteeism, rudeness to customers, safety related concerns, etc., may result in dismissal.

Dismissals are taken very seriously at Global Wrap and the decision to terminate someone's employment must be approved by Management. In addition, the events leading up to the decision to terminate someone will be properly documented and communicated to the individual. In all cases of involuntary termination, the intent and seriousness of the action will be considered.

Return of Company Property

Employees must return all company property at the time of separation from the company, including but not limited to: uniforms, company-issued cell phones, keys, files, personal computer, laptops, employee handbooks, company-issued personal protective equipment, timecards and identification cards. Failure to return these items may result in deductions from the employee's final paycheck.

Employees will be required to sign the Acknowledgment of Equipment Receipt, which will authorize Global Wrap to deduct the cost of unreturned or damaged company property from the final paycheck.

ACKNOWLEDGEMENT and RECEIPT **of EMPLOYEE HANDBOOK**



- I acknowledge that I have received a copy of Global Wrap Employee Handbook and policies outlined, including those on Equal Employment Opportunity, Harassment, Military Leave, Electronic Communications, Drug Free Workplace, Violence in the Workplace and the other policies as described herein.
- I understand, and agree to abide by, the rules and regulations as outlined in this handbook and as may be changed, added or amended in the future. It is also understood that this handbook is not all inclusive regarding values, work rules, procedures and policies. Global Wrap management has the right and responsibility to utilize their common sense and good judgment in making decisions regarding employees and the operations of the company.
- I understand that violation of any of the policies or procedures contained in this handbook can result in disciplinary action up to and including discharge at the sole discretion of the Management of Global Wrap.
- I acknowledge that the handbook was reviewed with me, I was asked if I understood it all, and if there was any policy or provision in the handbook that I did not understand, I had the opportunity to seek clarification.
- I understand that Global Wrap is an "at will" employer and, as such, employment with Global Wrap is not for a fixed term or definite period, and may be terminated at the will of either party, with or without cause, and without prior notice.
- In addition, I understand that this handbook reflects the Global Wrap policies and practices in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time, with or without notice.
- I understand that nothing contained in the handbook may be construed as creating a promise of continued employment, benefits, or for any other purpose, or to constitute a binding contract with Global Wrap.

Please sign and date this receipt and return it to the Operations Manager. Thank you.

Signature: _____

Print Name: _____

Date: _____

**DRUG FREE
WORKPLACE
PROGRAM**

**DESIGNED FOR:
GLOBAL WRAP, INC.**

SUBSTANCE ABUSE PROGRAM

I. STATEMENT OF POLICY – Dated July 15, 2010

In a commitment to safeguard the health of our employees and to provide a safe environment for everyone, Global Wrap, Inc. has established a drug-free workplace policy.

The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe, productive, drug-free environment. We would like to encourage those who use illegal drugs or abuse alcohol to seek help in overcoming their problem. Employees who do so will be able to retain their job position in good standing.

While this company understands that employees and applicants under a physician's care are required to use prescription drugs, abuse of prescribed medications will be dealt with in the same manner as the abuse of illegal substances.

Employees are given notice as of the above date that it is a condition of employment to refrain from reporting to work, or working with the presence of drugs or alcohol in his or her body. Employees are subject to drug testing under the standards of this policy on 10/15/2010, which is 60 days from the above date.

This policy is implemented pursuant to the drug-free workplace program requirements under Florida Statute 440.102 and Administrative Rule 59A-24 of the State of Florida Agency for Health Care Administration.

II. DEFINITIONS

A. "Legal Drug" - Prescribed drug or over-the-counter drug which has been legally obtained and is being used solely for the purpose for which it was prescribed or manufactured.

B. "Illegal Drug" - Any drug (a) which is not legally obtainable, (b) which may be legally obtainable but has not been legally obtained, or (c) which is being used in a manner or for a purpose other than as prescribed.

III. POLICY AND WORK RULE

The policy of Global Wrap, Inc. is to employ a work force free from use of illegal drugs and abuse of alcohol, either on or off the job. Any employee determined to be in violation of this policy is subject to disciplinary action, which may include termination, even for the first offense.

It is a standard of conduct for employees of the company that no employee shall report to work or work with the presence of illegal drugs or alcohol in his or her body. In order to maintain this standard, the company shall establish and maintain the programs and rules set forth below.

A. Drug Testing of Applicants

All job applicants at this company will undergo screening for the presence of illegal drugs as a condition for employment.

Any applicant with a positive test result will be denied employment at that time but may initiate another inquiry with the company after six months.

B. Drug Testing of Employees

This company will maintain screening practices to identify employees who use illegal drugs or abuse alcohol, either on or off the job. It shall be a condition of continued employment for all employees to submit to a drug screen:

1. When there is a reasonable suspicion to believe that an employee is using or has used illegal drugs or is abusing or has abused alcohol;

Circumstances that could be indicators of a substance-abuse problem and considered reasonably suspicious are as follows:

- **Information that an employee has caused, or contributed to, an accident while at work.** "Accident" includes injury to person(s) and/or damage to equipment or property.
- Observable phenomena while at work - such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- A report of drug use provided by a reliable and credible source and independently corroborated.
- Evidence that an individual has tampered with a drug test during his employment with the current employer.
- Evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery or equipment.

Whenever possible, the supervisor should have the employee observed by a second supervisor or manager before requiring testing. Employees who refuse substance testing under these circumstances will be terminated and forfeit workers' compensation medical and indemnity benefits.

2. As a follow-up to Employee Assistance.

If the employee, in the course of employment, enters an Employee Assistance Program or a drug rehabilitation program, the employer must require the employee to submit to a drug test as a follow-up to such program, unless the employee voluntarily entered the program. In that case, follow-up testing is optional. If follow-up testing is required, it must be conducted at least once a year for a two-year period after completion of the program. Advance notice of a follow-up testing date will not be given to the employee.

3. When the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group.

4. At other times and under such circumstances as deemed appropriate by company management and current state and/or federal standards. Employees will be given adequate notice of any addition/change/deletion in the company's drug testing requirements.

C. Employee Assistance Program

This company does not maintain an Employee Assistance Program (EAP). The purpose of an EAP is to provide help to employees and their families who suffer from alcohol, drug abuse or other problems. We do, however, maintain a list of local providers of employee assistance, drug and alcohol treatment and family services that employees may access without company involvement.

It is the responsibility of an employee to seek assistance from an EAP *before* alcohol and drug problems lead to disciplinary actions. Once a violation of this policy occurs, subsequently using an EAP on a voluntary basis will not necessarily lessen disciplinary action and may, in fact, have no bearing on the determination of appropriate disciplinary action.

An EAP will provide appropriate assessment, evaluation and counseling and/or referral for treatment of drug and alcohol abuse. Such employees may be granted leave with a conditional return to work, depending on successful completion of the agreed-upon appropriate treatment regimen, which may include follow-up testing.

The cost of seeking assistance from an EAP or other provider will be the responsibility of the **employee** and is subject to provisions of the company's health insurance plan, if any. Please consult the provider for specifics concerning this issue.

D. Grounds for Termination or Discipline

1. Illegal Drug Use

The following are considered violations of the Global Wrap, drug-free workplace policy and are subject to discipline, including discharge or suspension from employment without pay and loss of Workers' Compensation benefits, even for the first offense:

- Refusing to take a company-required drug test
- Failing a company-required drug test (a *positive* test result)
- An employee bringing illegal drugs onto the company's premises or property (including company vehicles)
- Possession of illegal drugs or drug paraphernalia on the employee's person
- Using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug (as previously defined) while on company business or at any time during the hours between the beginning and ending of the employee's workday, whether on company property or not.

2. Alcohol Abuse

The following are considered violations of the Global Wrap, drug-free workplace policy and are subject to discipline, including discharge or suspension from employment without pay and loss of Workers' Compensation benefits, even for the first offense:

- Refusing to take a company-required alcohol test
- Failing a company-required alcohol test
- An employee who is under the influence of alcoholic beverages at any time while on company business or at any time during the hours between the beginning and ending of the employee's workday, whether on company property or not (including company vehicles)

An employee shall be determined to be under the influence of alcohol if -

- a. the employee's normal faculties are impaired due to consumption of alcohol
- or if**
- b. the employee has a blood-alcohol level of .04 or higher.
- or if**
- c. the employee has the smell of alcohol on his / her breath.

E. Confidentiality

1. All information, interviews, reports, statement memoranda, and drug-test results, written or otherwise, received by the employer through a drug-testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with this section or in determining compensability under this chapter 440.,F.S (Workers' Compensation).
2. This subsection (confidentiality) does not prohibit an employer, agent of an employer, or laboratory conducting a drug test from having access to employee drug-test information or using such information when consulting with legal counsel in connection with actions brought under or related to this section or when the information is relevant to its defense in a civil or administrative matter.

F. Medication Reporting Procedure

Employees or job applicants may confidentially report to the company's medical review officer (MRO) the use of prescription or nonprescription medications both before and after being tested. Additionally, employees and job applicants shall receive notice of the most common drugs or medications - by brand name or common name, as applicable, as well as by chemical name - which may alter or affect a drug test. (A listing of these is attached.)

G. Reporting of Test Results

Employees or job applicants who receive a positive confirmed test result may contest or explain the result to the medical review officer within 5 working days after receiving written notification of the test result. If the employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the employer. Employees and job applicants also may contest the drug test result pursuant to rules adopted by the Department of Labor and Employment Security, as outlined below.

H. Challenges to Test Results

1. A requirement of a drug-free workplace program is that within five working days after receiving the notice of a positive confirmed test result, an employee or job applicant may submit information to the employer explaining or contesting the test result, and why the result does not constitute a violation of the employer's policy. If the employee's or job applicant's explanation or challenge of the positive test result is unsatisfactory to the employer, a written response as to why the employee's or job applicant's explanation is unsatisfactory, along with the report of positive result, shall be provided by the employer to the employee or job applicant; and all such documentation shall be kept confidential by the employer pursuant to confidentiality provisions outlined above, and shall be retained by the employer for at least 1 year.
2. An employee or job applicant may undertake an administrative challenge by filing a claim for benefits with a Judge of Compensation Claims pursuant to Chapter 440, Florida Statutes, or, if no workplace injury has occurred, the person must challenge the test result in a court of competent jurisdiction. When an employee undertakes a challenge to the result of a test, it shall be the employee's responsibility to notify the laboratory, and the sample shall be retained by the laboratory until the case is settled.

I. Drugs To Test For

The company may test for any or all of the following substances:

Drugs

Alcohol
Amphetamines
Cannabinoids
Cocaine
Phencyclidine HCl
Methaqualone HCl
Opiates
Barbiturates
Benzodiazepines
Synthetic Narcotics

Trade or Common Name

Liquor, Beer, Booze
Biphetamine, Desoxyn, Dexedrine
Marijuana, Pot, Grass
Coke, Flake, Snow, Crack
PCP, Angel Dust
Quaalude
Paregoric, Morphine, Tylenol with Codeine
Phenobarbital, Amytal, Nembutal, Seconal
Librium, Valium, Halcion, Restoril
Methadone-Polophine, Methadose
Propoxyphene-Darvocet, Darvon-N, Dolene

J. Collective Bargaining

This company has no collective bargaining agreement.

K. Consultation Rights

Employees and applicants have the right to consult the company's Medical Review Officer (MRO) for technical information regarding prescription and nonprescription medications.

OVER-THE-COUNTER AND PRESCRIPTION DRUGS WHICH COULD ALTER OR AFFECT DRUG TEST RESULTS

Purpose of this form: The use of this form is to alert you of the possible influence that prescription drugs may have on the outcome of a drug test. It is for your information only at this time. If necessary, any question about the outcome of a drug test will be addressed by a licensed physician.

Alcohol	All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof)/
Amphetamines	Obetrol, Biphetamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastin.
Cannabinoids	Marinol (Dronabinol, THC).
Cocaine	Cocaine HCl topical solution (Roxanne).
Phencyclidine	Not legal by prescription.
Methaqualone	Not legal by prescription.
Opiates	Paregoric, Parapectolin, Donnagel PG, Morphine, Tylenol with Codeine, Emprin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guaiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.
Barbiturates	Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebral, Butabarbital, Butalbital, Phenrinin, Triad, etc.
Benzodiazepines	Ativan, Azene, Clonopin, Dalmine, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.
Methadone	Dolophine, Metadose.
Propoxyphene	Darvocet, Darvon N, Dolene, etc.