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DUB-L-EE, LLC

POLICIES AND PROCEDURES HANDBOOK

IMPORTANT NOTICE

This Policies and Procedures Handbook ("Handbook") is designed to acquaint employees with DUB-L-EE, LLC business objectives and employee performance standards. The Handbook is not all-inclusive, but is intended to provide employees with a summary of DUB-L-EE, LLC guidelines, rules and procedures.

EMPLOYMENT WITH DUB-L-EE, LLC IS AT-WILL.

Employees have the right to end their work relationship with DUB-L-EE, LLC with or without advance notice for any reason. DUB-L-EE, LLC has the same right. The language used in this policy and procedures handbook and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied, nor is there a guarantee of employment for a specific duration. No representative of DUB-L-EE, LLC other than the President of the Company, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the President and the potential contracted employee, and notarized.

NO handbook can anticipate every circumstance or question. Therefore, after reading this handbook, employees who have questions should talk with their immediate supervisor or management.

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Welcome



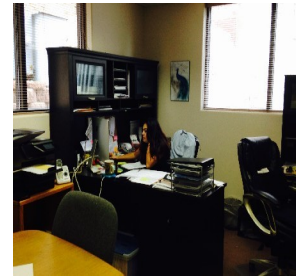
DUB-L-EE, LLC takes pride in valuing employee safety and welfare first. Therefore, it is part of your employment responsibility to adhere to all DUB-L-EE, LLC safety rules and employment policies. It is our desire to provide our employees with a safe and healthy work environment. We have identified what is important to the business: (1) keeping the employees informed and happy; and I=(2) accomplishing DUB-L-EE, LLC business objectives. The following is intended to serve as your guide in what is expected of you. Again, welcome and we are pleased to have you with us.

About Us



DUB-L-EE, LLC is a family owned and operated business. We are a residential and commercial construction company.

Our quality workmanship has earned us an excellent reputation with our clients and in the communities that we serve.



We specialize in ground-up construction, natural gas, renovations, add-ons, and remodeling.

We are experts in any natural gas piping or tie-ins.

Our goal is to safely and professionally do whatever it takes to pipe in a house or custom build. Period. No surprises or disappointments. We manage all stages of a project to ensure highest quality standards from the pre-design phase of a project through construction and delivery. We form strong relationships with property owners, architects, structural engineers, and specialized trades people. We are proud holders of a New Mexico State Contractors license with licensing and bonding for commercial and residential construction. With the help of our employees our desired business objectives and goals are:

- On schedule completion;
- Cost-effective process from beginning to end;
- Final product exceeds expectations; and
- Honesty, integrity, and great value.

1.0 New Hire Process

By accepting a position with DUB-L-EE, LLC, you agree to be bound by these policies and procedures and you shall be subject to appropriate disciplinary action, up to and including termination of employment for violation(s) of the policies and procedures contained herein. As a condition of employment, all employees agree to abide by this Handbook and agree to the notification provision herein. All employees must sign an acknowledgment of this Handbook and, if necessary, applicable consent form(s) as a condition of their employment.

All new employees will be asked to sign *DUB-L-EE, LLC POLICIES AND PROCEDURES ACKNOWLEDGEMENT FORM* stating that you have read this Handbook and that you will abide by all the policies and procedures contained herein. Additionally, all employees may be required to sign new acknowledgement forms when this Handbook is updated from time to time. *The Acknowledgement Form is located at the back of this Handbook.*

In addition, the employer and employee must complete the following new hire paperwork:

- IRS Form W-4, *Withholding Allowance Certificate*. Employees will use this form to tell us how many allowances they are claiming for tax purposes and, therefore, how much will be withheld from their paychecks.
- USCIS Form I-9, *Employee Eligibility Verification*. Employer and the employee each complete a portion of this form to verify that the employee is eligible to work in the United States.
- New Hire Reporting Form. (See NM State “New Hire Reporting” Policy below).
- Direct Deposit Authorization Form. Employees use this form to provide banking information if they seek to have their pay direct deposited into their bank account.
- Signed Offer Letter. Employees will sign and date the offer letter evidencing agreement to hourly wage or salary was offered.
- Safety Regulation Policy and Safe Equipment Operator Passbook Acknowledgement. New employees will be provided with copies of these important safety materials.

1.1 NM State “New Hire Reporting” Policy

Under New Mexico law (§50-13-1 to 50-13-4) and the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A, all employers are required to report newly hired and re-hired employees to a state directory within 20 days of their hire date. **All employers and/or labor organizations in the State of New Mexico are required to report.** No one is exempt from this law. New hire reporting speeds up the child support income withholding order process, expedites collection of child support from parents who change jobs frequently, and quickly locates alleged fathers/non-custodial parents to help in establishing paternity and child

support orders. New hire reporting helps children receive the support they deserve. Employers are a key partner in ensuring financial stability for many children and families and DUB-L-EE, LLC takes pride in its role. 

Call the New Mexico New Hires Directory toll-free at (888) 878-1607 with any questions regarding the new hire reporting process.

1.2 Probationary Period Policy

All new employees are subject to a 90-day probationary period. After 90 days, DUB-L-EE, LLC will conduct a probationary performance review. Unsatisfactory results may result in termination of employment.

2.0 Equal Employment Opportunity

2.1 Anti-Discrimination Policy

DUB-L-EE, LLC is committed to maintaining an employment environment in which all individuals are encouraged to reach their full potential free from illegal discrimination. Each individual has the right to work in an atmosphere that promotes equal opportunities and prohibits discriminatory practices.

- Discrimination on the basis of an individual's race, gender, color, religion, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, parenthood, national origin, age, physical or mental disability, Vietnam era or disabled veteran status, ancestry, or any other classification protected by applicable federal, state or local law ("Protected Characteristics"), is strictly prohibited and will not be tolerated by DUB-L-EE, LLC.
- This anti-discrimination policy prohibits any type of discrimination or harassment by any DUB-L-EE, LLC owner or employee against any individual in our workplace, and in other work-related settings such as business trips and business-related social events. DUB-L-EE, LLC also will not tolerate any form of discriminatory behavior against a DUB-L-EE, LLC employee by any visitor, customer, associate, or person providing services or products to the DUB-L-EE, LLC.
- Violation of this policy is a zero tolerance infraction, meaning employment may be terminated upon the first violation.
- If you believe you have been subjected to discrimination while performing work for DUB-L-EE, LLC, you should immediately report your concerns to your immediate supervisor or if you do not feel comfortable doing so, then to the Human Resources Department contractor at (505) 404-9847. We cannot properly investigate and resolve your concerns if we do not know about them. Reports should include as much detail as possible including dates/times and witness information. Investigations into these matters

will be handled with as much discretion and confidentiality as possible, however complete confidentiality is not possible and cannot be guaranteed.

2.2 Anti-Harassment Policy

Harassment in the work place is demeaning to the person(s) against whom it is practiced and destroys the safe and harmonious working environment essential to the continued success of DUB-L-EE, LLC.

- Harassment based upon Protected Characteristics, including sexual harassment, is prohibited by Title VII of the Civil Rights Act of 1964 and 1991, and by the New Mexico Human Rights Act.
- Harassment refers to unwelcome behavior that is based upon a protected characteristic of the person(s) being harassed, and that either (1) creates an intimidating, hostile or offensive working environment (a.k.a hostile work environment harassment); or (2) is conducted by a supervisor and submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (a.k.a. quid pro quo harassment).

Prohibited harassment may take many forms, including, but not limited to, the following:

- Harassing, prejudiced, or discriminatory remarks or actions against an individual or group on the basis of their protected characteristic(s).
- Crude/vulgar/racist language, sexual advances or other verbal, visual, or physical conduct of a sexual nature, intimidation, baiting, hazing, bullying, banter/teasing, offensive rumors, sharing of offensive or lewd materials (including pictures, sayings or cartoons), ridicule, hostility and threats or acts of violence attributed to the protected characteristic.
- Communication of harassing, prejudiced, or discriminatory content via email, text message, or over social media.
- Violation of this policy is a zero tolerance infraction, meaning employment may be terminated upon the first violation.
- If you believe you have been subjected to harassment while performing work for DUB-L-EE, LLC, you should immediately report your concerns to your immediate supervisor, or if you do not feel comfortable doing so, then to the Human Resources Department contractor at (505) 404-9847. We cannot properly investigate and resolve your concerns if we do not know about them. Reports should include as much detail as possible including dates/times and witness information. Investigations into these matters will be handled with as much discretion and confidentiality as possible, however complete confidentiality is not possible and cannot be guaranteed.

2.3 Americans with Disabilities Act

Under the Americans with Disabilities Act (ADA) an employer cannot discriminate against employees with disabilities. If an employee qualifies as disabled as defined by the ADA, they may be entitled to reasonable accommodation(s) to facilitate their continued employment. Qualified individuals with disabilities should contact their direct supervisor to request an ADA interview, or they can contact the Human Resources Department contractor at (505)404-9847.

2.4 Anti-Retaliation

It is your right to report illegal conduct. No employee will face retaliation for exercising this right. If you have reported discrimination or harassment and you feel that your employment has been adversely impacted because you did so, you must immediately report the retaliatory conduct to your immediate supervisor, or if you do not feel comfortable doing so, then to the Human Resources Department contractor at (505)404-9847.



3.0 Orientation and Training

3.1 New Hire Orientation

As a new hire we know how hard it is to take in all the information about your job, and DUB-L-EE, LLC policies and procedures during the first few days of work.

Every newly hired employee must attend a new hire orientation prior to performing work for DUB-L-EE, LLC. This meeting is a time to review information about DUB-L-EE, LLC policies and procedures, the division you work for, pay days, overtime, time cards, safety and to answer any questions you may have. If at any time you have a question about any DUB-L-EE, LLC policy or procedure, or anything in this Handbook, please feel free to contact your supervisor or management.

3.2 Employee Safety Training & Licensure

All employees will receive training and instruction regarding DUB-L-EE, LLC Safety Regulation Policy and the Safe Equipment Operator Passport. Each employee in a particular work section/unit will be given information and training as required. DUB-L-EE, LLC reserves the right to implement any training necessary to comply with state and federal laws. Employees are expected to comply with these safety standards at all times while performing work for DUB-L-EE, LLC. Failure to abide by the Safety Training and manuals provided by DUB-L-EE, LLC, as well as common safety practices will result in disciplinary action up to and including termination of employment. Additionally, any licenses required to perform an individual employee's tasks must be maintained by the employee and be valid and unexpired anytime the employee is performing work for DUB-L-EE, LLC.

3.3 Employee Hazardous Communication Program Training

All employees will receive training in DUB-L-EE, LLC Hazard Communication Program.

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	Flame  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	Exclamation Mark  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  • Gases Under Pressure	Corrosion  • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	Exploding Bomb  • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  • Oxidizers	Environment (Non-Mandatory)  • Aquatic Toxicity	Skull and Crossbones  • Acute Toxicity (fatal or toxic)

3.4 Specialized Training

From time to time, DUB-L-EE, LLC, may elect to offer individual employees the opportunity to receive additional training, either due to a specific need for a project or in order to provide professional development to employees who regularly go above and beyond. These training opportunities are offered with the expectation that the knowledge acquired will be applied to the employee's work for DUB-L-EE, LLC. Therefore, if an employee receives specialized training at DUB-L-EE, LLC's expense, the employee agrees that he or she will not voluntarily resign from employment with DUB-L-EE, LLC in order to pursue an opportunity with a competitor for at least ninety (90) days following completion of the training. Should an employee voluntarily resign in order to pursue an opportunity with a DUB-L-EE, LLC competitor during this timeframe, DUB-L-EE, LLC reserves the right to pursue the employee for the total cost of the training program.

3.5 Physical Exam/Fitness for Duty/Pre-Employment Drug Screening Policy

DUB-L-EE, LLC reserves the right to ask applicants and/or employees for a physical examination including a drug screening showing that the employee has the ability to perform specific job duties required by the employee's job description that require physical and mental alertness and fitness.

3.6 Medical Records Safe Keeping Policy

All employee medical records will be kept at DUB-L-EE, LLC main office where they will be maintained securely in separate files from general personnel records, and kept confidential.

4.0 Ongoing Employment

4.1 Employee Annual Performance Evaluations

Employees are encouraged to discuss their performance with their supervisor throughout the review period. Each year every employee will receive an annual performance review. These reviews will be conducted on or near the employee's anniversary date. Performance will be measured by the employee's ability to perform their assigned job and their compliance with DUB-L-EE, LLC, policies and procedures.

4.2 Employee Personal Information Changes

It is the employee's responsibility to notify DUB-L-EE, LLC management immediately to make any changes to their personal information including, but not limited to, name, address, telephone number, direct deposit information, Form W-4 withholdings, and employment authorization in order to avoid incorrect withholdings, and/or delays in receiving payments and important tax documents. This information shall include points of contact in case of emergencies. Records of all employees are maintained at DUB-L-EE, LLC main office.



5.0 Compensation and Hours

5.1 Pay Day Policy

The pay period begins on every Saturday and ends on Friday, followed by a brief administrative period to process payroll, with paychecks issued on the following Thursday every week. DUB-L-EE, LLC, does not provide payroll advances or other loans.

5.2 Time Sheets

Each employee must fully and accurately record all time that he or she works each day, without exception. No employee may alter or otherwise modify his or her time record, record work time for another employee, or alter or modify in any way the time record of another employee. Time card fraud is a zero tolerance policy violation and will result in termination of employment.

No employee may work without properly recording the time worked. At the end of each pay period, the employee must sign a certification on the time record that the record accurately and completely reflects all time worked during the period in question and that no hours were worked that do not show up in the record. Time sheets must be turned in no later than Monday morning at 10AM every week for the previous week worked.

Failure to timely submit time sheets may lead to disciplinary action, up to and including termination of employment.

5.3 Notice of Wage Reduction

DUB-L-EE, LLC, does not anticipate the need to reduce wages, however if such a need should arise, DUB-L-EE, LLC agrees to provide the affected employee with as much notice as possible regarding any change to his or her wage rate before the hours are worked.

5.4 Overtime Policy

Employee must be pre-approved and authorized by management before any overtime work is performed. Any employee who works overtime (in excess of 40 hours in a seven-day work cycle) shall be paid overtime pay at the rate of one and one half (1 and ½) times his/her hourly rate of pay. Each workweek must be considered separately when computing overtime worked. Working overtime without authorization will result in disciplinary action up to and including termination of employment.

5.5 Payroll Deductions Policy

The following mandatory deductions (if applicable) will be made from all employees' paychecks:

- F.I.C.A. (Social Security & Medicare);
- Federal Income Tax;

- State Income Tax;
- Uniform Program \$4 per pay period deduction; and
- Legal Garnishment of Wages (when applicable)

5.6 Other Payroll Deductions

DUB-L-EE, LLC reserves the right to deduct the following items from an employee's paycheck:

- Cash shortages caused by the employee;
- Careless/reckless breakage, damage, or loss of the employer's property;
- Uniforms/uniform printing;
- Required tools;
- Tools purchased through the current Tool Account program; and
- Other items as agreed upon with employee.

Employee may be asked to sign a *WAGE DEDUCTION AUTHORIZATION AGREEMENT* regarding this policy.

5.7 Wage Dispute Policy

Employees who seek to address any perceived discrepancy in their pay should immediately report the alleged discrepancy to their immediate supervisor or to the Payroll Department. All reports will be immediately investigated, and the employee will be provided with DUB-L-EE, LLC's findings. Any underpayments by DUB-L-EE, LLC, will be corrected immediately. Overpayments will be addressed on a case by case basis.

5.8 Work Out of Town Policy

Travel time in "home-to-work site" travel by employees traveling in a DUB-L-EE, LLC, vehicle is not compensated. This applies to all job sites located in the Albuquerque and Santa Fe metropolitan areas.

Travel time to out-of-town work outside of the Albuquerque/Santa Fe metropolitan areas will be compensated at Employee's normal hourly rate. Additionally, employees may be required to stay out of town to complete a job. In the event employees are required to stay overnight, they are allotted a \$30/day per diem for meals as well as a hotel room that will be selected, reserved, and paid for by DUB-L-EE, LLC.

5.9 Business Reimbursement Policy

Employees seeking reimbursement must get pre-approval before any purchases. Employees must present an itemized receipt in order to be reimbursed – no exceptions. DUB-L-EE, LLC will only reimburse for business-related items. Reimbursement is pre-approved for gasoline, parking fees,

and tolls incurred while travelling to or from a job site. Employees will not be reimbursed for non-business related items.

5.10 Show Up Policy

When an employee arrives to work with the anticipation he or she will perform work, but before work is performed the employee is sent home and is free to use the time for his or her own purposes, DUB-L-EE, LLC, will not pay any wages to the employee.. Employees will only be paid for actual time worked.

6.0 Time Off & Leave

6.1 Paid Time Off

DUB-L-EE, LLC, offers all full-time employees Paid Time Off (“PTO”) pursuant to the chart below. Employees may use awarded PTO for any reason (sick, vacation, personal time, etc.). However, unless an employee is using PTO for an emergency, such as an unexpected illness, DUB-L-EE, LLC requires that the employee apply to use PTO, in writing, at least two weeks in advance of the requested time off. PTO requests will be granted on a first-come-first-served basis and may be denied when they are inconsistent with the operational needs of DUB-L-EE, LLC. In the event that properly requested PTO must be denied, employees may be given the opportunity to “cash-out” the PTO in lieu of taking the time off. This option is not guaranteed and will be assessed on a case-by-case basis. Under no circumstances will a PTO “cash-out” result in overtime pay.

PTO will begin to be awarded on each full-time employee’s second anniversary date, and will continue to be awarded annually thereafter. The purpose of PTO is to provide DUB-L-EE, LLC employees with ample opportunity to take time away from work to balance their lives. Therefore, unused PTO will not roll over from year to year. Employees are encouraged to utilize it during the anniversary year in which it was awarded.

DUB-L-EE, LLC reserves the right to amend or rescind this policy at any time based upon State or Federal law, or due to legitimate business interests.

YEARS INVESTED	PTO AWARDED
Year 2	40 hours
Years 3-4	40 + Paid Holidays
Years 5-9	80 + Paid Holidays
10+ years	120 + Paid Holidays

6.2 Executive Order 13706 Paid Sick Leave

Employees who meet all background requirements and who demonstrate excellent work ethic and loyalty to DUB-L-EE, LLC and its customers will be authorized to work on Federal contracts. For these individuals, the following policy applies in addition to the PTO policy above:

Part-time Federal Contract Employees: Part-time employees who spend greater than 20% of their hours worked in any workweek performing work in connection with a covered contract will receive one (1) hour of paid sick leave for every thirty (30) hours worked on or in connection with a covered contract. The sick leave may be carried over from year to year, however the employee's sick leave bank will be capped at 56 hours and the employee will not be eligible to earn additional sick leave until the balance drops below 56 hours.

Full-Time Federal Contract Employees: During their first year of employment, full-time employees who spend greater than 20% of their hours worked in any workweek performing work in connection with a covered contract will receive one (1) hour of paid sick leave for every (30) hours worked on or in connection with a covered contract. Up to 56 hours of sick leave may be carried over from year to year. **Each employee's combined PTO and sick leave balance will be capped at 56 hours** and the employee will not be eligible to begin to accrue paid sick leave or be awarded additional PTO until the balance drops below 56 hours.

Sick leave earned under this policy may be used for absence resulting from the following:

- (i) Physical or mental illness, injury, or medical condition of the employee;
- (ii) Obtaining diagnosis, care, or preventative care from a health care provider by the employee;
- (iii) Caring for the employee's child, parent, spouse, domestic partner, or any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship who has any of the conditions or need for diagnosis, care, or preventive are described in (i) or (ii) above; or
- (iv) Domestic violence, sexual assault, or stalking resulting in (i) or (ii) above, or to obtain counseling, seek relocation, seek assistance from a victim services organization, take related legal action, or assist an individual related to the employee as described in (iii) in engaging in any of these activities.

Sick leave under this policy may be used in increments as small as one hour. For foreseeable events, a leave request must be made at least 7 calendar days in advance. If the need for leave is unforeseeable, notice should be given as soon as is practicable.

For any period of sick leave under this policy that exceeds 3 work days, employees will be required to provide documentation supporting the need for the leave. This certification may be in the form of a physician's note or other relevant documentation supporting the need for the leave.

6.3 Holiday Closures and Holiday Pay

DUB-L-EE, LLC will be closed to observe the following holidays (at which time all employees will have off without pay, however employees with at least two years invested will be paid i.e. SEE CHART 6.1 Paid Time Off): Christmas Day, New Year's Day, Thanksgiving Day, Independence Day, Memorial Day, and Labor Day.

If a holiday falls on a day an employee is not regularly scheduled to work, the employee will not be paid for the holiday (for example, for employees working a 4x10s schedule Monday thru Thursday, a Friday holiday will not be paid). If a full-time employee scheduled to work 4x10s has worked during the holiday week, but not completed 40 hours of time, the employee will be paid the difference between actual hours worked and 40 hours in holiday pay. This time will be paid straight time and holiday pay will never result in overtime.

If a holiday falls on a Monday, a 4x10s employee's workweek may be shifted to Tuesday thru Friday. If this is the case, the employee will not receive holiday pay.

6.4 Notice of Unpaid Leave

Except in emergencies, employees are required to provide management with at least two-calendar week's advance notice of the need for unpaid leave. Employees are required to make reasonable attempt to schedule personal appointments during their non-working hours.

6.5 Jury Duty Leave

DUB-L-EE, LLC, supports its employees in performing their civil duty when summoned for jury duty. Jury Duty Leave is unpaid leave, however employees may choose to use available PTO. Employees should immediately notify DUB-L-EE, LLC upon receipt of a jury summons so the schedule can be adjusted accordingly.

In order to be granted jury duty leave, the employee must submit a copy of the summons and other forms furnished by the Clerk of the Court which relate to the time of service. The employee is expected to return to work on any day that they are released from jury duty more than 2 hours before the end of the regular work day..

6.6 Voting Leave

Employees are expected to make reasonable efforts to vote outside of regular work hours, however DUB-L-EE, LLC, will allow employees to take up to two (2) paid hours of leave in order to vote if their work schedule on election day is scheduled to begin within two (2) hours of the polls opening and does not end more than three (3) hours from the time the polls close. Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with DUB-L-EE, LLC management no later than the day prior to Election Day.

6.7 Military Leave

Employees will be granted unpaid leave to serve in the United States Armed Forces. Employees who are planning to enter military service should provide DUB-L-EE, LLC with as much notice as possible.

6.8 Bereavement Leave

Bereavement leave may be taken by an employee in the event of the death of an immediate family member. Management at its discretion may grant the employee up to three (3) days of unpaid bereavement leave and may require an employee to show proof regarding the leave. Employees may choose to use available PTO. The purpose of this leave is to attend to pre- or post-funeral matters related to the death of an immediate family member. "Immediate family" is defined as a spouse, parent, child, brother, sister, current father-in-law, current mother-in-law, current sister-in-law, current brother-in-law, grandparents, great-grandparents and grandchildren.

Employees should immediately notify their direct supervisor of the need for this type of leave.

6.9 Job Closure

In the event of a job site closure due to inclement weather, power failures, etc., employees scheduled to work at the site will be immediately notified of the closure and will not be compensated for the hours missed due to the closure (however employees may choose to use available PTO). DUB-L-EE, LLC management will decide and communicate all closures.

6.10 Family & Medical Leave Act

Should an eligible employee request time off for one of the following reasons, the leave will be evaluated for Family and Medical Leave Act ("FMLA") eligibility:

- 1) Birth and care of a child within one year of birth.
- 2) Care of an adopted or foster child within one year of placement.
- 3) To care for the employee's spouse, child, or parent who has a serious health condition.
- 4) Due to a serious health condition that makes the employee unable to perform the functions of his or her job.
- 5) Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."
- 6) To care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin.

Employees who are eligible for FMLA-covered leave will be approved to take up to twelve (12) weeks of unpaid leave per anniversary year for reasons (1)-(5) above and up to twenty-six (26) weeks for reason (6).

Employees should make every effort to request FMLA leave at least thirty (30) days in advance to give DUB-L-EE LLC the opportunity to properly evaluate FMLA eligibility, with the exception of emergencies. Failure to provide proper notice may result in denial of leave.

Employees who take FMLA leave may not work for another employer during the leave. Fraudulent use of FMLA leave is a zero tolerance policy violation and will result in termination of employment.

6.11 Workers Compensation Leave

Should an employee's workplace injury result in the need for a leave of absence in order to recover, the leave will be approved and paid at the statutory rate. Employees who are on Workers Compensation Leave may not work for another employer during the leave. Fraudulent use of Workers Compensation Leave is a zero tolerance policy violation and will result in termination of employment.

7.0 Separation From Employment

7.1 Involuntary Separation

When an employee is involuntarily discharged from employment, his or her final paycheck will be issued within five (5) business days from the last day worked. If the employee's wages were based on a task, piece, commission basis, or other method of calculation, those wages will be paid within ten (10) days of discharge.

At the time of involuntary separation, employee will be required to return all of DUB-L-EE, LLC's property in order to avoid deductions from his or her final paycheck.

7.2 Voluntary Separation

DUB-L-EE, LLC is an "At Will" employer and two weeks notice is not required, however as much notice as possible is appreciated. When an employee voluntarily leaves employment, his or her final paycheck will be issued on the next regular payday.

At the time of separation and before delivery of final paycheck, employee must return all of DUB-L-EE, LLC property in order to avoid deductions from his or her final paycheck.

8.0 Attendance

8.1 Work Schedule

All work scheduled shall be based on DUB-L-EE, LLC work demands and necessary adjustments to meet those demands. Management reserves the right to schedule all work. Non-salaried employees are paid on an hourly basis. The DUB-L-EE, LLC, workweek is from Monday through Thursday from 7:00 a.m. to 5:30 p.m. unless otherwise told by management or your immediate supervisor with a mandatory 30-minute unpaid lunch. Employees are responsible for keeping their own timesheets.

8.2 Call-In Policy

If an employee is ill or an emergency arises, and the employee cannot report to work for a scheduled shift, the employee is required to notify their supervisor immediately. Employees must use all reasonable means to contact their supervisor and should not discontinue efforts until they have received confirmation that the supervisor received their call-in.

8.3 Attendance and Punctuality

Employees are expected to be on time at their designated work site. The locations of many of DUB-L-EE, LLC, job sites require employees to travel some distance (See Out of Town Work Policy). The same punctuality expectations apply to those work locations. The call-in policy above applies to all tardies and absences. Any combination of repeated tardiness and absenteeism will be addressed as follows:

- 1) Verbal warning.
- 2) Written warning.
- 3) Written disciplinary action.
- 4) Termination of employment..

8.4 No Call No Show Policy

Employees who miss a scheduled shift but fail to call in shall subject to disciplinary action. The first offense will result in a written warning. The second offense will result in a written disciplinary action, and the third offense will be grounds for termination of employment. Additionally, two no call no show absences in the same month may result in termination of employment.

8.5 Work Week Policy

All employees are required to work Monday through Thursday the hours assigned by their immediate supervisor. This may include required overtime. Pre-approval by the employee's immediate supervisor is required for overtime hours. Unauthorized overtime will result in disciplinary action up to and including termination of employment.

8.6 Lunch Break Policy

All employees are required to take a 30 minute unpaid lunch break during every shift.



8.7 Work Site Area Policy

Employees are urged to focus on health, safety, and an overall efficient work site. Therefore, all work sites must be kept clean and in a neat and orderly fashion. Put away unnecessary items; make sure there are proper waste containers; store flammables properly; make sure exits are not blocked; mark aisles and passageways; ensure there is adequate lighting, etc.. DUB-L-EE, LLC requires all employees to be safe but also wants its employees to help maintain a professional appearance for our customers. A clean workstation reflects to other employees and to our customers how DUB-L-EE, LLC, runs a professional business.

For further instruction and procedures, please contact DUB-L-EE, LLC management.

8.8 Company Tools and Equipment

Each employee must take responsibility for his or her individual safety and should encourage coworkers to do the same. Employees entrusted with company items are responsible for their proper use and handling in accordance with safety, motor vehicle state and federal laws. Employees must also report those employees observed abusing or allowing others to abuse DUB-L-EE, LLC vehicles, tools and/or equipment to the offending party's immediate supervisor. Neglect, abuse, or theft of company property are a zero tolerance policy violations and will result in immediate termination of employment.

Any abuse or neglect of tools or equipment may result in a management decision to deduct replacement cost from the employee's wages.

8.9 No Solicitation/Personal Financial Gain

Employees are prohibited from any solicitations, selling of merchandise, and/or distributing any unauthorized materials while on the job. Moreover, employees are prohibited from having any undisclosed financial relationship with any DUB-L-EE, LLC, supplier.

8.10 Dress Code/Personal Protective Equipment ("PPE")

Employees are required to wear the approved DUB-L-EE, LLC, uniform at all times that they are performing work for the company. The uniform consists of the following:

- DUB-L-EE, LLC Uniform Shirt (Long Sleeves) – see below for purchase information.
- DUB-L-EE, LLC Uniform Pants that fit at the waist (no sagging) and do not have holes or fraying.
- Steel-toe reinforced work boots.
- Appropriate PPE shall be worn 100% of the time that employees are on the work site. This includes, but is not limited to, gloves, glasses, vests, hard hats, etc.

For further instruction and regulations procedures, please refer to DUB-L-EE, LLC Safety Regulation Policy and DUB-L-EE, LLC Equipment Operator Passport.

Uniform Program

All DUB-L-EE, LLC, employees are required to participate in the Uniform Program. This program provides each employee with eleven (11) uniform shirts and matching pants. The program also provides for replacements when uniforms become worn. The cost of the program is \$8 per pay period, however DUB-L-EE, LLC, will pay ½ of this amount for all employees, leaving a \$4 automatic deduction per pay check. This program is an excellent cost-effective way for employees to have the uniforms they need.

Employees must return all uniforms upon separation from employment.

For all New Mexico Gas Company (NMGCO) job sites, employees are required to wear 100% cotton long sleeve shirts.

8.11 Personal Appearance/Hygiene

All employees are expected to arrive to work in uniform and act appropriately and in a professional manner that reflects positively upon DUB-L-EE, LLC's, reputation and good will.

It is important for all employees to present themselves in the following manner:

- Uniforms clean and in good condition.
- Showered and having applied deodorant, with no offensive body odor.
- Mustaches and beards must be clean, well-trimmed and neat.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs are prohibited.
- Unnaturally colored hair such as blue or magenta and extreme hairstyles are also prohibited.
- Tattoos and other body art must be covered during business hours. Facial tattoos are prohibited.

8.12 Working Conditions Problem Solving

Employees who disagree or are dissatisfied with a DUB-L-EE, LLC practice should promptly discuss the matter with their immediate supervisor. Normally, this discussion should be held within 24 hours of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while it's fresh in everyone's mind. The majority of misunderstandings can be resolved at this level. If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to Eddie Jr. or Eddie Sr. for review and final decision about the situation.

9.0 Employee Code of Conduct

9.1 Disciplinary Action and Termination of Employment

Disciplinary action can range from a verbal warning with the employee about the matter up to immediate termination. No provision in this manual is intended to guarantee that progressive discipline will be followed. Action taken by management in an individual case is not intended to establish a precedent in other circumstances. DUB-L-EE, LLC reserves the right to automatically terminate employment at any time.

9.2 Impairment in the Workplace

To ensure a safe and productive work environment for all employees and our clients, DUB-L-EE, LLC prohibits its employees from being on job sites or performing work while impaired. Impairment is not limited to the abuse of illegal drugs or alcohol. Impairment can result from the lawful use of prescribed drugs, emotional trauma, and severe lack of sleep. Alert and rational behavior is required for the safe and adequate performance of job duties for DUB-L-EE, LLC. For the benefit of employee safety, and to comply with the requirements of state and federal laws including the Drug-Free Workplace Act of 1988, DUB-L-EE, LLC has adopted and hereby enforces the following policy:

1. The unlawful manufacture, distribution, dispensation, sale, possession, or use of any controlled substance, substance known to cause impairment, or unauthorized use of alcohol at the workplace is prohibited.
2. Reporting to work while impaired is a zero tolerance policy violation and will result in termination of employment. This includes consumption of substances known to cause impairment prior to the employee's shift such that the consumption results in a detectable amount of the substance being present in the employee's system while on duty.
3. Any arrest for a criminal drug offense or operating a vehicle while under the influence must be immediately reported to DUB-L-EE, LLC.
4. Any conviction for a criminal drug offense must be immediately reported to DUB-L-EE, LLC.
5. Any employee who violates the above provisions shall be subject to appropriate disciplinary action, up to and including immediate termination of employment.

6. Employees who feel that they might need assistance with addiction are urged to seek and obtain help, however seeking such help will not be a defense to termination for violating the above provisions.

As a condition of employment, all employees agree to abide by these policies and agree to the notification provisions above.

9.3 Alcohol Policy

The following acts are prohibited:

1. The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol.
2. Reporting to work or performing work for DUB-L-EE, LLC, while under the influence of alcohol is a zero tolerance policy violation and will result in termination of employment.
3. Operating a vehicle on company business while under the influence of alcohol is a zero tolerance policy violation and will result in termination of employment..

9.4 Drug Free Policy

The following acts are prohibited:

1. The use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of any illegal drug or other controlled substance.
2. Reporting to work or performing work for DUB-L-EE, LLC, while under the influence of any illegal drug or other controlled substance is a zero tolerance policy violation and will result in termination of employment.
3. Operating a vehicle on company business while under the influence of any illegal drug or other controlled substance is a zero tolerance policy violation and will result in termination of employment.

9.5 Legal Drug Policy

Legally prescribed drugs are permitted on DUB-L-EE, LLC premises or work locations if they are in the original prescription container and are prescribed by an authorized medical practitioner for the current use of the person in possession and do not cause impairment or present a hazard to the individual, customer, guests, or fellow workers. Any person in possession of or using a valid prescription drug used in the manner authorized when on or entering the work place locations must notify their immediate supervisor or management. Such communication will be kept confidential.

The following acts are prohibited and could warrant employee termination from employment:

1. The unlawful use, possession, purchase, sale, manufacture, distribution, transportation, or dispersing of any legal drug.
2. Failure to notify your supervisor or management when taking a drug or course of treatment that impairs the ability for alert, rational and safe behavior.
3. Operating a vehicle on company business while under the influence of any drug or course of treatment that impairs the ability for alert, rational and safe behavior is a zero tolerance policy violation and will result in termination of employment.

9.6 Drug and Alcohol Screening

Due to the tremendous safety concerns presented by the use of drugs and alcohol on DUB-L-EE, LLC, work sites, DUB-L-EE, LLC, reserves the right to conduct drug and alcohol screening on a random basis, where reasonable suspicion arises due to an individual employee's behavior (for example stumbling, red eyes, slurred speech, smell of alcohol or drugs, etc.), and post-accident where the circumstances of the accident suggest potential impairment. Additionally, DUB-L-EE, LLC, reserves the right to inspect all facilities including, but not limited to, company vehicles, desks, lockers, equipment, tool boxes, etc. to ensure compliance with these policies.

If the results of a drug/alcohol screening or inspection indicate a violation of these policies, or if an employee refuses to submit to testing/inspection under this policy, immediate termination of employment will result.

9.7 Searches and Surveillance

DUB-L-EE, LLC reserves the right to monitor all workers' phone calls, text messages, voicemail, email, or internet use on DUB-L-EE, LLC-owned phones, computers, servers, or email accounts, or, if necessary, to conduct any workplace search or surveillance reasonably calculated to reveal a violation of this Handbook or other applicable policies, procedures, and law. Police will be called if a search of the employee's body is necessary. Employee will be asked to sign a *PRIVACY WAIVER* Acknowledgement, Consent and Release regarding this policy. *This form is located at the back of this handbook.*

9.8 Code of Ethics and Personal Conduct (Including Social Media)

DUB-L-EE, LLC, conducts its business in an ethical and proper manner, and in compliance with all laws and regulations. DUB-L-EE, LLC, is committed to conducting its business with integrity underlying all relationships, including those with individual members of the community, clients, suppliers and communities, as well as among employees. The highest standards of ethical business conduct are required of DUB-L-EE, LLC, employees in performance of their responsibilities. Employees will not engage in conduct or activity that may raise questions as to DUB-L-EE, LLC's honesty, integrity, impartiality, or professional reputation, or otherwise cause negative associations with DUB-L-EE, LLC. Employees shall not share confidential information ("Confidential Info") about DUB-L-EE, LLC, with anyone outside of the company unless expressly authorized to do so by the owners of DUB-L-EE, LLC. Confidential Info includes, but is not limited to, the following:

financial information, confidential and or proprietary information, identity of current customers as well as former and potential customers, identity of current or former employees, competitors, strategic plans, project plans, and/or employee complaints.

This policy extends to all employees' personal **social on-line multi- media** (i.e., Facebook, Twitter, Instagram, etc.). Employees are expected to use good judgment and take personal and professional responsibility for all employee-generated online content. Employees are restricted from posting about Confidential Info. Moreover, employees are not to post about their DUB-L-EE, LLC employment in any fashion, unless permission is granted by management. Any employee's social media communication regarding DUB-L-EE, LLC that is false or misleading will be grounds for immediate termination and legal action may be taken against the employee. Nothing in this section is intended to prohibit legal group action protected by the Fair Labor Standards Act.

Every employee has the responsibility to ask questions, seek guidance, and report suspected policy or legal violations and express concerns regarding compliance with this policy. This policy constitutes the standard of ethical business conduct required of all DUB-L-EE, LLC employees. Employees should be aware that it is their duty to serve customers in a courteous and efficient manner, sometimes under the most trying situations. DUB-L-EE, LLC expects all employees to observe the highest standards of conduct and integrity in the performance of their duties.

9.9 Prohibited Conduct

The following conduct is a violation of a zero tolerance policy and will result in immediate termination of employment:

- Fraud: Falsification of business records (including employee time records), dishonest use of leave, and/or any other misrepresentations to DUB-L-EE, LLC, that impact the operations of the business or decisions with regard to employee's employment.
- Theft: Unauthorized removal or possession of money or property belonging to DUB-L-EE, LLC, its employees, customers, vendors, and/or guests.
- Workplace Violence: Fighting, attempting to agitate a fight, or threatening violence against a DUB-L-EE, LLC, owner, employee, customer, vendor, and/or guest.
- Weapons & Explosives: Bringing weapons or explosives to DUB-L-EE, LLC work sites, off-site meetings, or offices. Any legally-carried weapons must remain in employee vehicles.
- Destruction of Property: Willful destruction of DUB-L-EE, LLC's property or the property belonging to its employees, customers, vendors, and/or guests.
- Sabotage: Intentional sabotage of a DUB-L-EE, LLC, project or the work of its employees.
- Breach of Trust: Public or other unauthorized disclosure of confidential information
- Safety Violation Resulting In Injury or Fines: Failure to follow safety policies and procedures, and/or safety laws resulting in an injury or fines.
- Violation of any policy located elsewhere in this Handbook that is designated as a "zero tolerance" policy.

The following conduct is against DUB-L-EE, LLC, policy and will result in disciplinary action up to and including termination of employment:

- Insubordination: Failure to follow the reasonable direction of a supervisor.
- Overall Work Performance: Failure to satisfactorily complete tasks as assigned, including failure to abide by
- Lack of Productivity: Failure to maintain a reasonable level of productivity and/or inefficiency while performing job tasks. This includes, but is not limited to, sleeping while on the clock, engaging in long personal conversations or phone calls that impact productivity, taking significantly longer than coworkers to complete the same or similar tasks, and taking an excessive number of breaks.
- Workplace Relationships: Inability to maintain professional working relationships, disruptive behavior such as gossip, and/or inability to work as part of a team.
- Safety Violations: Violation of DUB-L-EE, LLC, safety policies and procedures, and/or safety laws when the violation is caught and corrected prior to an injury or fines.
- Failure to Report: Employee's failure to report any reportable instance included in this Handbook, including, but not limited to, discrimination, harassment, and safety violations.
- False Reports: Making malicious, false, and harmful statements about others.
- Language: Employees should communicate in a professional manner, avoiding the use of abusive or obscene language.

10.0 Communication Systems

DUB-L-EE, LLC, employees may be granted access to DUB-L-EE, LLC, phones (including cell phones), computers, and other communications devices/systems ("Communication Systems").

The Communication Systems are property of DUB-L-EE, LLC and intended for **business use**. 

All information regarding access to DUB-L-EE, LLC Communication Systems, such as user identifications, modem phone numbers, access codes, and passwords are considered DUB-L-EE, LLC, Confidential Information and may not be disclosed to non-DUB-L-EE, LLC, personnel.

Any employee found misusing DUB-L-EE, LLC, Communication Systems will be subject to disciplinary action up to and including termination of employment.

10.1 Voicemail & Email

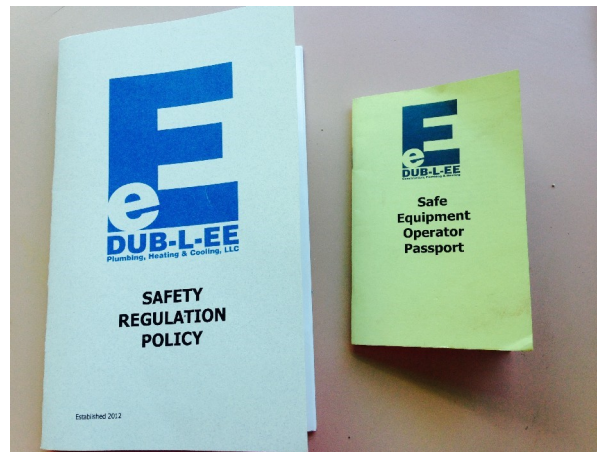
Employees with access to voicemail and/or email are responsible to make certain their voicemail messages and emails are reviewed within 48 hours. When employees know that they are going to be out of the office for more than 48 hours, they must leave an "out of office" outgoing message on their voicemail and email stating when they will be returning messages, and designating who will be an alternative contact in the meantime.

10.2 Telephone/ Cell Phones

In the interest of good business practice, personal telephone calls, including those made with cell phones must not interfere with employees' performance of their jobs. Use of DUB-L-EE, LLC, telephones for personal long-distance calls is not permitted. DUB-L-EE, LLC, may provide cell phones to those employees who need them to perform their jobs. These cell phones are intended for business use ONLY. Therefore, personal calls should not be made from these cell phones. For safety reasons, employees shall not use any cell phones while driving and must follow and comply with all applicable motor vehicle laws.

11.0 Safety and Health

At DUB-L-EE, LLC our employees are our most important resource, therefore safety is management's highest priority and compliance with all federal and state health and safety laws is imperative. During working hours, all employees shall adhere to DUB-L-EE, LLC SAFETY REGULATION POLICY (shown below) and shall keep on their person at all times during working hours the most recent version of the DUB-L-EE, LLC SAFE EQUIPMENT OPERATOR PASSBOOK (shown below). Employees will be asked to sign *SAFETY AND HEALTH POLICY ACKNOWLEDGMENT FORM* regarding these safety manuals. *This form is located at the back of this handbook.*



DUB-L-EE, LLC Safety Regulation Policy and Safe Equipment Operator Passport

If you witness a violation of these safety standards, you are required to report the violation to your supervisor immediately. If you do not feel comfortable reporting the violation to your supervisor, you can report it to the Human Resources Department contractor at (505)404-9847.

11.1 OSHA Federal Laws

The major federal health and safety law applicable to our business is the Occupational Safety and Health Act ("OSHA"), 29 U.S.C. §§ 651 to 678. OSHA requires employers to provide a workplace that is free of "recognized hazards" that are likely to cause serious harm or death to employees.

As you can imagine, the term “recognized hazards” encompasses a wide range of things, from sharp objects and dangerous chemicals, to radiation. You will be provided with ongoing training to ensure that your workplace as well as your work for DUB-L-EE, LLC, is compliant with OSHA standards. If you ever have a question regarding OSHA compliance, DO NOT GUESS, please ask your supervisor for assistance. If you witness a violation of OSHA standards, you are required to report the violation to your supervisor immediately. If you do not feel comfortable reporting the violation to your supervisor, you can report it to the Human Resources Department contractor at (505)404-9847.

11.2 New Mexico State Occupational Safety Laws

In addition to OSHA, employers must also comply with NM State laws regulating workplace health and safety. You will be provided with ongoing training to ensure that your workplace as well as your work for DUB-L-EE, LLC, is complaint with these standards. If you ever have a question regarding these state standards, DO NOT GUESS, please ask your supervisor for assistance. If you witness a violation of New Mexico Occupational Safety standards, you are required to report the violation to your supervisor immediately. If you do not feel comfortable reporting the violation to your supervisor, you can report it to the Human Resources Department contractor at (505)404-9847.

11.3 Anti-Retaliation for Reporting Safety Violations

Federal and state laws give employees the right to complain about hazards in the workplace without fear of retaliation. They also give employees the right to refuse to do something that endangers their safety or the safety of others. Employees will not be disciplined or face any adverse employment action for exercising their rights under these laws.

11.4 Safe Driving

Employees assigned to driving duties ("Drivers") must at all times meet the following criteria:

- Drivers must have a current, valid driver's license issued by the state in which the employee performs his or her driving duties; and
- Drivers must maintain a clean driving record, i.e., must remain insurable under our company's automobile liability insurance policy.
- Drivers must comply with the Impairment in the Workplace and drug and alcohol policies contained in this Handbook.

Any employee driving a company vehicle or driving on company business must observe all safety, traffic, and criminal laws of this state.

No driver may pick up or transport non-employees while in a company vehicle or on company business, unless it is a work-related necessity. Any illegal, dangerous, or other conduct while driving that would tend to place the lives or property of others at risk is prohibited.

Anything a driver does in connection with the operation of motor vehicles can affect that driver's fitness for duty or insurability as a driver. Regardless of fault, circumstance, on- or off-duty status, time, or place, any driver who receives a traffic citation from or is arrested by a law enforcement officer, or who is involved in any kind of accident while driving, must inform his or her supervisor about the incident as soon as possible thereafter. Any penalty, fine, imprisonment, fee, or other adverse action imposed by a court in connection with such an incident must also be reported immediately to the employee's supervisor. In both of the above situations, the matter will be reported to the Company's insurance carrier so that a prompt decision on continued coverage of the employee can be made. The driver involved in an accident or cited by a law enforcement official for violating a motor vehicle law must turn over any documentation relating to such incident as soon as possible to the employer, and must cooperate fully with the employer in verifying the information with other parties involved and with law enforcement authorities. While parking tickets will not affect a driver's insurability, any parking ticket issued on a vehicle that is being used for company business should be reported to the employee's supervisor at the earliest possible opportunity. Employees will be responsible for payment of all fines or fees incurred due to their operation of a company vehicle, including, but not limited to parking tickets and speeding tickets.

Any employee who violates any part of this policy, or who becomes uninsurable as a driver, will be subject to reassignment and/or disciplinary action, up to and possibly including termination from employment.

11.5 Health Care

DUB-L-EE, LLC, offers Affordable Care Act-compliant health insurance coverage to all full-time employees upon completion of 90 days of employment. Information about this coverage including the available plans will be provided to you at that time. Additionally, DUB-L-EE, LLC, has a voluntary benefit program through Aflac that will also be offered to you after 90 days of employment.

11.5 Smoking

No smoking in workplaces, work trucks or at work sites except where smoking is designated.

12.0 Accident Reporting

Employee Workplace Accident, Injury, and Illness Reporting Policy

Employees are required to immediately report any accident, injury, or illness that occurs while they are working. Employees are required to cooperate with DUB-L-EE, LLC to properly report the accident, injury, or illness through both the OSHA Form 301, and the Workers' Compensation Administration "Notice of Accident" Form. These forms along with their instructions are readily available upon request from management and shall be used to report any work-related injury and illness. Depending on the nature of the accident, injury, or illness, you may also be required to cooperate in an insurance investigation by providing a sworn statement or other relevant information/evidence.

DUB-L-EE, LLC POLICIES AND PROCEDURES

HANDBOOK ACKNOWLEDGMENT

I hereby certify that I have received a copy of DUB-L-EE, LLC POLICIES AND PROCEDURES HANDBOOK dated January 2019 and have read and understand the policies and procedures concerning my employment.

I understand that my employment with DUB-L-EE, LLC is “at-will” and is not for a fixed period of time. Both DUB-L-EE, LLC and I have the right to terminate this employment at any time for any reason. The language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, neither expressed nor implied, nor are they a guarantee of employment for any specific duration.

I understand that no representative of DUB-L-EE, LLC other than the President of the organization, has authority to enter into an agreement of employment for any specific period and such an agreement of employment for any specific period and such agreement must be in writing, signed by the President and myself. We have not entered into such an agreement.

Further, I understand that the contents of this handbook are summary guidelines for employees and therefore not all-inclusive. Except for the at-will nature of employment, DUB-L-EE, LLC reserves the right to suspend, terminate, interpret or change any or all of these guidelines mentioned, along with any other procedure, practices, benefits or other programs of DUB-L-EE, LLC. These changes may occur any time, with or without notice.

By signing this acknowledgement, I agree to adhere to these policies and procedures as a condition of my employment with DUB-L-EE, LLC. I understand and agree that in acknowledging and signing this form, no contract of employment is hereby created, and further understand that no promise or guarantee of employment for any particular term is hereby made.

Employee Signature

Employee Name (Please Print)

Date

SAFETY AND HEALTH POLICY ACKNOWLEDGMENT

I hereby certify that I have received and reviewed the following:

_____ DUB-L-EE, LLC, SAFETY REGULATION POLICY and
Initial here

_____ SAFE EQUIPMENT OPERATOR PASSPORT
Initial here

Further, I understand I must keep my Safe Equipment Operator Passport with me at all times I am performing work for DUB-L-EE, LLC, and that I also must adhere the contents of the Safety Regulation Policy at all times while working.

I understand that DUB-L-EE, LLC reserves the right to terminate my employment for violating or failing to adhere to the above Safety Regulation Policy and my Safe Equipment Operator Passport.

By signing this acknowledgement, I agree to adhere to the policies as a condition of my employment and/or continuing employment with DUB-L-EE, LLC. I understand and agree that in acknowledging and signing this form, no contract of employment is hereby created, and further understand that no promise or guarantee of employment for any particular term is hereby made.

Employee Signature

Employee Name (Please Print)

Date

CONSENT FOR BACKGROUND INVESTIGATION

Your offer of employment is contingent upon successful completion of a background investigation, including a check of your employment references. Your offer may be rescinded based upon data received during the background investigation. Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the background investigation.

I, _____, hereby authorize DUB-L-EE, LLC, to conduct an investigation into my background and qualifications for purposes of evaluating whether I am qualified and eligible for the position that I have been offered. This investigation includes the following: criminal history reference searches for felony and misdemeanor convictions at the county, state, and federal levels of every jurisdiction where I currently reside or where I have resided during the past 7 years. The investigation will also include sex offender registry searches, and motor vehicle records searches. The investigation may include a credit check for positions involving cash handling or driving. I understand that DUB-L-EE, LLC, will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by such outside entities of the company's choice.

I understand that records of arrests on pending charges and/or convictions are not an absolute bar to employment, however such information will be used to determine whether the results of my background investigation reasonably bear on my trustworthiness or my ability to perform the duties of my position in a manner which is safe and does not expose DUB-L-EE, LLC, to liability.

All background investigations will comply with the Fair Credit Reporting Act and NMSA 56-3-1.

I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my employment will not proceed further.

Signature of Employee

Date

Employee's Name - Printed

SEARCHES & SURVEILLANCE POLICY

ACKNOWLEDGMENT

Acknowledgement, Consent, and Release

I acknowledge that I have received a copy of DUB-L-EE, LLC Policy and Procedures Handbook and that I have been given the opportunity to read and ask any questions.

In accordance with DUB-L-EE, LLC Searches & Surveillance Policy regarding being monitored or searched, I understand that all desks, storage areas, lockers, and all vehicles owned, financed, or leased by DUB-L-EE, LLC, or used by DUB-L-EE, LLC, to transport employees, goods, and/or products are subject to search at any time without my knowledge, presence, or permission. With the exception of my personal vehicle, I understand I am prohibited from locking or otherwise securing any desk, storage area, locker, or vehicle with any lock or locking device not supplied or approved by DUB-L-EE, LLC. If I use my own lock on any such item, I agree to give my supervisor a copy of the key or combination to the lock so that the company may open the lock at any time that it may deem such action necessary. In the event that a search of my personal vehicle becomes necessary, I agree to allow personnel designated by DUB-L-EE, LLC, to conduct such a search at any time the company may direct during my duty shift.

I further understand that in order to promote the safety of employees and company visitors, as well as the security of its facilities, DUB-L-EE, LLC may conduct video surveillance or monitoring of any portion of its premises at any time, the only exception being private areas of restrooms, showers, and dressing rooms, and that video cameras will be positioned in appropriate places within and around DUB-L-EE, LLC buildings and used in order to help promote the safety and security of people and property. I hereby give my consent to such video surveillance or monitoring at any time the company may choose.

I hereby release DUB-L-EE, LLC from all liability, including liability for negligence, associated with the enforcement of these policies and/or any searches or surveillance undertaken pursuant to these policies.

Signature of Employee

Date

Employee's Name - Printed