



Employee Handbook

Policies & Procedures

Revised 3/1/20

HANDBOOK INTERPRETATION

This Employee Handbook is an important document intended to help you become acquainted with Colony Construction, Inc. This Handbook will serve as a guide and is not the final word in all cases. Individual circumstances may call for individual attention.

This handbook is intended to provide employees with a general understanding of policies and procedures at Colony Construction, Inc. This handbook supersedes and replaces all prior published or unpublished policies.

The information in this handbook should be helpful in familiarizing employees with Colony Construction, Inc. This handbook, however, cannot anticipate every situation or answer every question about employment. This handbook does not constitute an employment agreement, a contractual relationship, nor does it guarantee employment for a specific period of time. Colony Construction, Inc. must demonstrate flexibility in the administration of policies and procedures, and reserves the right to change or revise policies and procedures without notice when such action is deemed necessary.

Section One

EMPLOYMENT INFORMATION

Equal opportunity for all is the policy at Colony Construction, Inc. We have strict guidelines to ensure that the same standards are applied to all employees for all issues of employment, including promotion, recruiting, hiring, compensation, benefits, termination, education, or receiving any business opportunity. These standards will be applied in accordance with *Colony Construction, Inc.'s EEO Policy* (attached), regardless of sex, race, religion, ethnic origin, sexual orientation, marital status, age, military background, or disability. Further, as stated in *Colony Construction, Inc.'s Anti-Harassment Policy* (attached) we will ensure that all employees are treated fairly and without discrimination by management, vendors, customers, and other employees. All employees are expected to follow company standards in all employment dealings. Violations will be viewed as a breach of policy at Colony Construction, Inc. If you believe your equal opportunity rights have been violated, speak with Catherine P. Claud, Secretary-Treasurer and EEO Officer for Colony Construction, Inc.

- **Age Requirements** Candidates for employment must be at least eighteen (18) years of age.
- **Attendance** Good attendance is important, as every job at Colony Construction, Inc. relates directly or indirectly to turning out a quality product. If you are not able to report for work as scheduled, notify your direct Manager as soon as possible. If appropriate notification of an absence is not given, this will be cause for disciplinary action. Management reserves the right to request a doctor's note upon return to work, and it is the employee's responsibility to provide medical documentation upon request.
- **Tardiness** If you are late for work or find it necessary to leave early, you must report to your direct Manager. Common courtesy requires a word of explanation for tardiness. Habitual lateness will be regarded as a cause for disciplinary action.
- **Seasonal Work/Layoffs** It is policy at Colony Construction, Inc. to try and keep all employees working. However, weather conditions and work availability dictate whether all employees are able to work through the year. The work we perform at Colony Construction, Inc. is seasonal; therefore, there will be some layoffs near December of each year. Job positions based on work able to be performed in the off-season winter months, determine which employees will be on seasonal layoff. Weather and work availability also determine when the layoff period ends in the following year.

Section Two

EMPLOYEE WAGES & BENEFITS

It is Colony Construction, Inc.'s policy to maintain a competitive position among similar companies in the Richmond area. Full-time employee wages and increases for outstanding performance are the basis for our wage program. Increases are not automatic but rather based on job requirements, the employee's work performance and attitude. Benefits are a financial lifesaver and provide peace of mind for now and the future. Colony Construction, Inc. offers Full-time employees a medical, dental, vision and life insurance plans as well as a 401K and Profit Sharing plan for your retirement needs.

- **Pay Periods/Direct Deposit** The seven (7) day pay period at Colony Construction, Inc. for all employees begins on Sunday and ends every week on Saturday. Pay is issued every week on Friday for the prior weeks' work via mandatory Direct Deposit. A *Colony Direct Deposit Form* (attached) must be on file at all times, with current account information to ensure no interruptions in the deposit of your pay. Weekly wages will be deposited per the account (or accounts) shown on the Direct Deposit Form on file. Therefore, any account changes must be submitted to HR as soon as possible using the Colony Direct Deposit Form. It is the employee's responsibility to review their check for accuracy. Paycheck information will not be released to anyone other than the payee, or with written permission by the payee.
- **Mandatory Deductions from Pay** Colony Construction, Inc. is required by law to make certain deductions from your pay each week. Among these are your federal and state income taxes, and your contributions to Social Security and Medicare as required by law. These deductions will be itemized on your pay stub. The amount of deductions may depend on your earnings as well as the information you furnish on your current W-4 and VA-4 Forms regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be submitted to HR immediately on the *Colony Employee Contact Form* (attached), to ensure proper credit for tax purposes. Other mandatory deductions may be required by official court-order, child support or other garnishments.
- **Overtime** It is the policy of Colony Construction, Inc. to work the overtime necessary to meet the customer's need, while being conscious of the employee's need for sufficient relief and rest. Employees will be required to work overtime to meet the demands of the operation. Hourly employees will be paid an overtime rate in accordance with applicable state and federal laws. Overtime will accumulate when the employee's weekly hours exceed forty (40) hours. However, holiday and paid time-off will always be paid at your regular pay rate. Ride time will be paid at \$12 per hour for hourly employees, if applicable. Holiday, paid time-off and ride time do not accumulate with hours for overtime pay.

- **Pay Adjustments** Many of the VDOT projects Colony Construction, Inc. performs are in accordance with Federal wage guidelines. There are certain wage rates which must be paid for specific job duties and in certain counties. This will not affect all employees and depending on your base rate, it may not affect you at all. In accordance with the *Colony Employee Wage Agreement*, if you work on a project with Federal wage requirements, and if your base wage rate is under Federal guidelines; your pay may be increased. Overtime will be calculated on your base wage rate in those circumstances. Further, certain VDOT projects require we work at night. Therefore, any hourly employee who works at night will receive a \$2.00 per hour pay increase for the hours worked at night.
- **Performance Evaluations** Your performance will be evaluated annually, and all pay increases or promotions will be based on attitude, attendance and performance.
- **Holidays** Colony Construction, Inc. will observe six (6) holidays per year. Full-time employees who have (90) ninety days of continuous employment are eligible for the following holidays, which is subject to change based on work availability. No holiday pay will be issued during the lay-off period.
New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving; Christmas
- **Time Off** Everyone deserves time-off for rest and relaxation. Colony Construction, Inc. provides paid time off (PTO) for full-time employees as one of the many ways in which we show our appreciation for your loyalty and continued service. Time-off (paid or unpaid) must be requested in advance, and submitted to Management. Every effort will be made to grant time-off when you desire. However, time-off cannot interfere with operations and must be approved by Management. You are not eligible for paid time off if you are a part-time employee. If a company paid holiday falls during your scheduled time off, holiday pay will be paid in addition to your scheduled time off.

Full-time Hourly Employees Paid Time off (PTO):

Year 1 5 days pro-rated based on date of hire

Years 2 – 10 (consecutive employment) one additional day per year, up to a maximum of 15 days

Salaried Employees Paid Time off (PTO):

Upon hire you will be given a time-off arrangement as part of your total benefit package

If any full-time employee has unused paid time-off, you can be paid out at the end of each year. You may choose not to have these days paid, but accumulate them for future use and you may carry over up to 40 hours per year.

- **Workers' Compensation** The Workers' Compensation Law is an employee insurance plan, which is supervised by the state, and is one hundred percent (100%) paid for by Colony Construction, Inc. This law guarantees wages and benefits to an employee if you are injured while at work. You must report to Management all work-related injuries immediately, no matter how minor the injury may seem.

- **401K Retirement Plan** After 1 year (12 months) of consecutive employment, you are eligible for retirement plan participation. You will receive a notice of eligibility and will be required to complete certain forms for participation. Employees must be age 18 or older and work more than 1,000 hours per year to participate. If you elect to participate in the 401K plan, you can choose the contribution amount to be deducted from your weekly pay (wage deferral). This amount is not taxable and Colony Construction, Inc. will match 50% of all your contributions up to 4%. Based on company profitability, Colony Construction, Inc. may also make an annual Profit Sharing Contribution to all eligible participants. You will have anytime access to your Retirement Plan funds, and if you have any questions regarding your account or plan investments, please contact HR.
- **Group Medical, Dental, Vision and Life Insurance** Colony Construction, Inc. is interested in the health and well-being of both you and your family. A comprehensive health insurance program is available to all full-time employees. We provide group insurance underwritten by national insurance carriers. After completion of thirty (30) days employment, you become eligible for coverage beginning the first day of the next month. At that time, you may choose to accept or reject Colony Construction, Inc.'s insurance package for yourself or you and your dependents.

If you choose insurance coverage, you will receive a detailed description of benefits. The cost of Medical and Dental employee coverage is shared between the company and the employee. The employee pays a portion of the premiums for insurance coverage for himself/herself or eligible dependents through payroll deduction each week.

In the event of termination of employment with Colony Construction, Inc. or loss of eligibility to remain covered under our Medical or Dental plan, you are eligible for continued coverage under Colony's group plan (COBRA insurance). This coverage is 100% employee paid. You will receive information by mail outlining the cost and effective period of this continued coverage.

A Life Insurance policy of \$25,000.00 is paid for by Colony Construction, Inc. An employee must work for the company for six (6) months in order to receive this benefit. In the event of termination of employment with Colony Construction, Inc., the life insurance policy is also terminated. You also have the option of electing Voluntary Life Insurance for yourself and/or your dependents. This is a very affordable way to increase the coverage provided to you by Colony Construction, Inc.

- **Uniforms and Boots** Colony Construction, Inc. realizes there is a need for certain employees to have uniforms. It is Colony Construction, Inc.'s policy to provide three company T-shirts per year at no cost to you. Colony will also from time to time provide hats, sweatshirts and other items to employees. If an employee works in operations, Colony will provide personal protective equipment (PPE) as required by VDOT and OSHA. These items must be worn on all job sites as required by law. Each employee is responsible for keeping and maintaining their own PPE and maybe subject to charges if these items or lost or misplaced. Colony Construction, Inc. will also reimburse each employee \$50.00 per calendar year for the cost of obtaining work boots. Please present a receipt to the office, and this amount will be added to your weekly paycheck. PLEASE NOTE: Any items to be reimbursed to employees through payroll are not taxed.

Section Three

EMPLOYEE SAFETY & CONDUCT

The goal of Colony Construction, Inc. is to provide a safe and healthful environment for all employees and visitors on company premises or on jobs sites. This goal can only be achieved by all employees working together to promote safe work practices, observing all rules and regulations and maintaining property and equipment in safe working condition.

- **Safety** You will receive a copy of Colony's Safety Program upon hire. This plan contains safety policies for all employees stressing importance of employee participation. It is mandatory for employees to attend scheduled training meetings and tool box talks. Communication is KEY when it comes to safety.
- **Disciplinary Action** An employee may receive a written reprimand for violation of Colony Construction, Inc.'s Policies. Colony Construction, Inc. reserves the right to the appropriate disciplinary action based on the nature of the offense. In cases of extreme misconduct, removal of employment may result.

Examples of Disciplinary Actions:

- UNEXCUSED TARDINESS.
- UNEXCUSED ABSENCES.
- LEAVING ASSIGNED AREA OR PREMISES DURING WORKING HOURS, WITHOUT PERMISSION.
- LOAFING, WILLFUL IDLENESS OR WASTING TIME.
- CARELESS OR NEGLIGENT IN WORKMANSHIP.
- FAILURE TO OBSERVE PRECAUTION FOR PERSONAL SAFETY, POSTED RULES, WRITTEN SAFETY INSTRUCTIONS.
- ENDANGERING THE SAFETY OF, OR CAUSING INJURY TO OTHERS THROUGH CARELESSNESS OR NEGLIGENCE.
- FAILURE TO REPORT PERSONAL INJURY OR ACCIDENT.
- FAILURE TO SAFEGUARD CONFIDENTIAL MATTERS.
- DELIBERATE FAILURE OR UNREASONABLE DELAY IN CARRYING OUT INSTRUCTIONS.
- SLEEPING ON DUTY.
- FIGHTING, THREATENING, ATTEMPTING OR INFLECTING BODILY INJURY TO ANOTHER; ENGAGING IN DANGEROUS HORSEPLAY.
- DISRESPECTFUL CONDUCT, USE OF INSULTING, ABUSIVE OR OBSCENE LANGUAGE, TO OR ABOUT OTHERS.
- INSUBORDINATION DELIBERATE REFUSAL TO CARRY OUT AN ORDER FROM PROPERLY CONSTITUTED AUTHORITY
- REPORTING FOR DUTY OR BEING ON DUTY WHILE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL, OR BRINGING DRUGS OR ALCOHOL ON THE PREMISES.
- ATTEMPTING TO PROVIDE DRUGS AND ALCOHOL TO OTHERS ON COLONY CONSTRUCTION'S PREMISES OR WORK SITES.
- THEFT OR REMOVAL FROM THE PREMISES OF COMPANY PROPERTY OR PROPERTY OF ANOTHER PERSON.
- MAKING FALSE OR UNFOUNDED STATEMENTS THAT ARE SLANDEROUS OR DEFAMATORY ABOUT OTHERS.
- WILLFULLY MISUSING, DESTROYING, OR DAMAGING COMPANY PROPERTY OR PROPERTY OF ANOTHER PERSON.
- ACCEPTING OR SOLICITING TIPS OR GRATUITIES FROM CUSTOMERS OR THEIR FAMILIES.
- POSSESSION OF LOADED FIREARMS, WEAPONS OR EXPLOSIVES.

- **Drug & Alcohol Policy** Whenever use or abuse of Drugs or Alcohol interferes with a safe workplace, appropriate action must be taken. Whether at home or at work involvement and/or abuse of Drugs or Alcohol effects Colony Construction, Inc.'s ability to provide a safe and secure workplace. Therefore, all employees are expected to report to work with no evidence of any Drugs or Alcohol. Furthermore, it is a violation of Company policy to manufacture, distribute, dispense, possess, or use any Drugs or Alcohol, including but not limited to cocaine, marijuana, heroin, barbiturates and valium. The violation of any aspect of this policy will result in immediate termination.

To implement this policy, Colony Construction, Inc. will require drug and alcohol testing as a condition of employment as follows:

1. Passing a pre-employment drug test.
2. In the event of a vehicular or other accident, the employee or employees involved can be subject to an immediate alcohol or drug test in accordance with OSHA guidelines.
3. In accordance with our insurance company, quarterly random testing will be performed from a pool of all current employees.

Colony Construction, Inc. reserves the right to terminate or suspend any employee who tests positive for alcohol or drugs under any circumstances.

- **Termination of Employment** Resignation is a voluntary separation from employment initiated by the employee. An employee who is resigning is expected to notify Management at least two weeks prior to leaving Colony Construction, Inc. Removal is a Colony Construction, Inc. initiated termination.

Examples for removal may include, but are not limited to the following:

1. Failure to meet required performance standards.
2. Failure to adhere to Colony Construction, Inc.'s procedures and work rules.
3. Consecutive days of absence without "calling-in"
4. Testing positive for Drugs and Alcohol.



EEO Policy and Affirmative Action Policy

Colony Construction, Inc. is committed to provide equal employment opportunities (EEO) and advancement to all qualified individuals. Colony Construction, Inc. takes affirmative action to assure equal employment and/or employee advancement for all qualified minorities, women, disabled persons, and disabled veterans as set forth under laws, executive orders, rules, regulations (28CFR, 35, 29 CFR 1630, 29 CFR 1625-1627, 41 CFR 60 and 49 CFR 27) in compliance with Executive Order 11246, 41 CFR 60, 29 CFR 1625-1627, Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), Title VI of the Civil Rights Act of 1964 as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230 and 633, and Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212 (2001) ("Section 4212" or "VEVRAA").

I. Statement of Policy

Colony Construction, Inc. is an EEO Employer. It is the Policy of Colony Construction, Inc. not to discriminate against any applicant for employment, or any employee because of race, color, religion, creed, national origin, handicap, age, sex, or veteran status. Colony Construction, Inc. will take affirmative action to insure that the Policy is implemented, particularly with regard to: employment; compensation; promotion; demotion; transfer; termination; recalling of employees due to layoff; training; recruitment and recruitment advertising.

All employees of Colony Construction, Inc. will be treated equally and will continue to make it understood the foregoing is company Policy; and all employees will continue to be compensated, trained, advanced, demoted, terminated, and transferred based on individual qualifications, experience and performance.

Colony Construction, Inc. realizes that it is sound business practice to use the entire human resource pool available. Therefore, it is Policy that Colony Construction, Inc. will continue to encourage Minorities and Females to make application for employment.

It is the Policy of Colony Construction, Inc. to notify all bidders that it will insure in any contract entered into that Minority and Female-Owned Business Enterprises will be afforded full opportunity to submit bids in response to invitations and will not be discriminated against on the grounds of race, color, religion, creed, national origin, handicap, age, sex, or veteran status in consideration for an award.

II. Responsibility for the Program

Catherine P. Claud, EEO Officer
Colony Construction, Inc.
2333 Anderson Highway, Powhatan, VA 23139
(804) 598-1400 Ext. 304

The EEO Officer is hereby designated the responsibility of implementing, overseeing, and maintaining Colony Construction, Inc.'s EEO Policy. The EEO Officer is given full authority to carry out the program.



III. Dissemination of the Plan

a. All members of Colony Construction, Inc.'s staff who are authorized to hire, supervise, promote, and discharged employees, or who recommend such action, or who are substantially involved in such action, will implement Colony Construction, Inc.'s EEO and Affirmative Action Policy and contractual responsibilities.

b. In order to make Colony Construction, Inc.'s EEO and Affirmative Action Policy known to all employees, prospective employees, and potential employees, Colony Construction, Inc. will take the following actions:

1) Notices and posters setting forth the Company's EEO and Affirmative Action Policy will be placed in areas readily accessible to employees, applicants for employment and potential employees. This will include bulletin boards, offices and construction sites.

2) Colony Construction, Inc. will notify Minority and Female organizers that it is interested in soliciting bids from available Minority and Female subcontractors and suppliers.

VI. Personnel Actions

a. Wages, working conditions, and employees' benefits shall be established and administered, and personnel action of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, will be taken without regard to race, color, religion, age, sex and national origin;

b. It is the Policy of Colony Construction, Inc. to ensure and maintain a working environment free of harassment, intimidation, and coercion at all job-sites, and in all facilities at which employees are assigned to work. The Policy will be rigidly adhered to at all times. Any violation of the Policy should be reported immediately to the supervisor or to the Company's EEO Officer.

c. Periodic inspections will be conducted to insure that all working conditions and employee facilities do not indicate discriminatory treatment of any personnel. It is the Policy of Colony Construction, Inc. that all job-sites and facilities, including company activities are non-segregated. Colony Construction, Inc. will investigate all complaints of alleged discrimination made, and will take appropriate action.

IX. Sub-Contracting

a. Colony Construction, Inc. will utilize all efforts to use Minority and Female subcontractors, suppliers and vendors.

b. Colony Construction, Inc. expects all of its subcontractors, suppliers and vendors to comply with all applicable obligations under Executive Order 11246, the Rehabilitation Act of 1973, Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Civil Rights Act of 1964 and will continue to make it understood the foregoing is company Policy.



Anti-Harassment Policy

Colony Construction, Inc. strives to create and maintain a work environment in which all employees are treated with dignity, decency and respect. Colony Construction, Inc. will not tolerate discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, we will seek to prevent and correct behavior in violation of this policy. All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to human resources (HR), are in violation of this policy. In accordance with Colony Construction, Inc.'s EEO and Affirmative Action Policies, and in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy with the following definitions and guidelines:

Discrimination

It is a violation of this policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status. These provisions are in accordance with, Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment

Colony Construction, Inc. prohibits harassment of any kind, including sexual harassment, and will take immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of Colony Construction, Inc.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding an employee's national origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, insults, or shows hostility, aversion or disrespect toward an employee or group because of national origin, race, color, religion, age, gender, sexual orientation, appearance, disability, sexual identity, marital status or other protected status.



Sexual harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under the guidelines of this anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment."

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

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful and pleasant interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment
- Appearing as a witness in the investigation of a complaint
- Serving as an investigator of a complaint



Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and HR will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

Complaint procedure

Colony Construction, Inc. has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. HR may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, HR will dictate the verbal complaint.
2. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, HR will notify senior management and ownership. HR will initiate an investigation to determine whether there is a reasonable basis for the alleged violation of this policy.
3. Upon conclusion of an investigation, HR will submit a written report to senior management and ownership. If it is determined that a violation of this policy has occurred, HR will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:
 - a) the severity, frequency and pervasiveness of the conduct;
 - b) prior complaints made by the complainant;
 - c) prior complaints made against the respondent; and
 - d) the quality of the evidence (e.g., firsthand knowledge, credible corroboration).
4. Senior management and ownership will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with HR, and decide what action, if any, will be taken.
5. Once a final decision is made, HR will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.



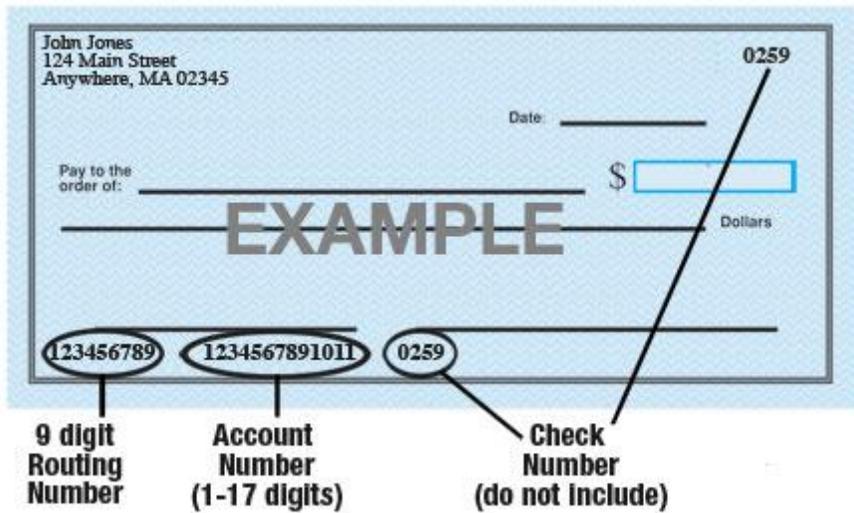
Direct Deposit Authorization Form

Please print and complete ALL the information below.

Name: _____

Address: _____

City, State, Zip: _____



Name of Bank: _____

Account #: _____

9-Digit Routing #: _____

Amount: \$ _____ _____% or Entire Paycheck

Type of Account: Checking Savings (Circle One)

Please attach a voided check for each bank account to which funds should be deposited.

Colony Construction, Inc. is hereby authorized to directly deposit my pay to the account listed above. This authorization will remain in effect until I modify or cancel it in writing.

Employee Signature: _____

Date: _____

**Receipt & Acknowledgement of
Colony Construction, Inc. Employee Handbook**

Due to periodic changes in the general business and economic atmosphere of Colony Construction, Inc. the contents of this Handbook may be revised at any time at the discretion of Colony Construction, Inc. No changes in any benefit, policy or rule will be made without due consideration of the impact on you as an employee, and on Colony Construction, Inc. Please read the following statements and sign below to indicate your receipt and acknowledgement of the Colony Construction, Inc. Employee Handbook.

*I have received and read a copy of the Colony Construction, Inc. Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Colony Construction, Inc. at any time.

*I further understand that my employment is terminable at will, either by myself or Colony Construction, Inc. regardless of the length of my employment or the granting of benefits of any kind, including but not limited to profit sharing benefits which provide for vesting based upon length of employment.

*I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and a Representative of Colony Construction, Inc.

*I am aware that during the course of my employment confidential information may be made available to me, including but not limited to, customer lists, pricing policies and other related information. I understand that this information is critical to the success of Colony Construction, Inc. and must not be disseminated or used outside of Colony Construction, Inc.'s premises. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company for five years.

*I understand that, should company policies and procedures be changed in any way, Colony Construction, Inc. may require an additional signature from me to indicate that I am aware of and understand any new policies.

*I understand that my signature below indicates that I have read and understand the above statements and have received and read a copy of the Colony Construction, Inc. Employee Handbook.

Employee Signature _____ Date _____

Employee printed name _____

**Ambre Trevillian, HR Coordinator
Colony Construction, Inc.**

Signature _____ Date _____