

Grants Painting Service LLC

Employee Manual

Welcome to Grants Painting Service LLC

We're very happy to welcome you to Grants Painting Service LLC. Thank you for joining us! We want you to feel that your association with our company will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality products/services. Credit for this goes to every one of our employees. We hope you, too, will find satisfaction and take pride in your work here.

This Manual provides answers to most of the questions you may have about Grants Painting Services LLC's benefit programs, as well as the company policies and procedures we abide by -- our responsibilities to you and your responsibilities to Grants Painting Service LLC. If anything is unclear, please discuss the matter with your manager. You are responsible for reading and understanding this Employee Manual, and your performance evaluations will reflect your adherence to our policies. In addition to clarifying responsibilities, we hope this Employee Manual also gives you an indication of our interest in the welfare of all who work here.

From time to time, the information included in our Employee Manual may change. Every effort will be made to keep you informed through suitable lines of communication, including postings on the company bulletin boards and/or notices sent directly to you in-house.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working -- pleasant relationships and working conditions, career development and promotion opportunities, and health benefits are just a few. Grants Painting Service LLC is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success and happiness at Grants Painting Service LLC.

Sincerely,

Grant P. Banrard
Grants Painting Service LLC

You're Part of Our Team...

As a member of Grants Painting Service LLC's team, you will be expected to contribute your talents and energies to improve the environment and quality of the company, as well as the company's products/services. In return, you will be given opportunities to grow and advance in your career.

Grants Painitng LLC is dedicated to two standards:

1. To provide our customers with the best quality products/services at the best prices with the best service.
2. To provide you with wages and benefits comparable to others doing similar work within the industry and within the region.

At Grants Painting Service LLC we always put safety first. We believe it is our duty to provide you with as safe a workplace as we possibly can. For your protection, we have an in-house safety inspection program and we enlist the services of outside safety consulting firms. We also have a substance abuse policy, because you have a right to know you can depend on your co-workers.

The only things we require for employment, compensation, advancement, and benefits are performance and a good team attitude; however, all employment at Grants Painting Service LLC is "at will" and seasonal by nature. No one will be denied opportunities or benefits on the basis of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions; nor will anyone receive special treatment for those reasons.

Your Various Benefits With [Company]

You may not have thought about it, but the value of your benefits amounts to a considerable sum each year in addition to the wages or salary you earn.

These are just some of the benefits Grants Painting Service LLC provides for eligible employees each year:

- Annual Party or Outing
- Disability Leave of Absence
- Employee Assistance Program
- Employee Purchases (Discounts on Company Merchandise)
- Funeral (Bereavement) Leave
- Paid Holidays
- Paid Vacations
- Personal Leave of Absence
- Profit Sharing Plan
- Retirement Plan
- Service Awards
- Short-Term Disability Insurance
- Sick Leave
- Workers' Compensation Insurance

That's a lot to think about!

Purpose of This Manual

This Manual has been prepared to inform you about Grants Painting Service's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this Manual will help you feel comfortable with us. We depend on you -- your success is our success. Please don't hesitate to ask questions. Your manager will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find [Company] a good place to work.

We ask that you read this Manual carefully, and refer to it whenever questions arise. We also suggest that you take it home so your family can become familiar with Grants Painting Service and our policies.

Grants Painting Service's policies, benefits and rules, as explained in this Manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, you will be notified immediately. A copy will also be given to you upon request.

Notice

The policies in this Manual are to be considered as guidelines. Grants Painting Service, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Manual at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the President of [Company] may alter or modify any of the policies in this Manual. No statement or promise by a supervisor, manager, or department head may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only the subject provision.

Receipt & Acknowledgement of Employee Manual

This Employee Manual is an important document intended to help you become acquainted with Grants Painting Service. This Manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere of Grants Painting Service and economic conditions are always changing, the contents of this Manual may be changed at any time at the discretion of Grants Painting Service. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee and at Grants Painting Service.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the Employee Manual.

- * I have received and read a copy of the Grants Painting Service LLC Employee Manual. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of [Company] at any time. I understand that this manual replaces (supersedes) all other previous manuals for [Company] as of [Month, Year].
- * I further understand that my employment is terminable at will, either by myself or Grants Painting Service LLC, 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 am aware that during the course of my employment confidential information will be made available to me, i.e., product designs, marketing strategies, customer lists, pricing policies and other related information. I understand that this information is critical to the success of [Company] and must not be given out or used outside of [Company]'s premises or with non-[Company] employees. 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.
- * I understand that, should the content be changed in any way, Grants Painting Service LLC 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 a copy of the Grants Painting Service LLC Employee Manual.

Employee's Printed Name

Position

Employee's Signature

Date

Manager's Signature

Date