



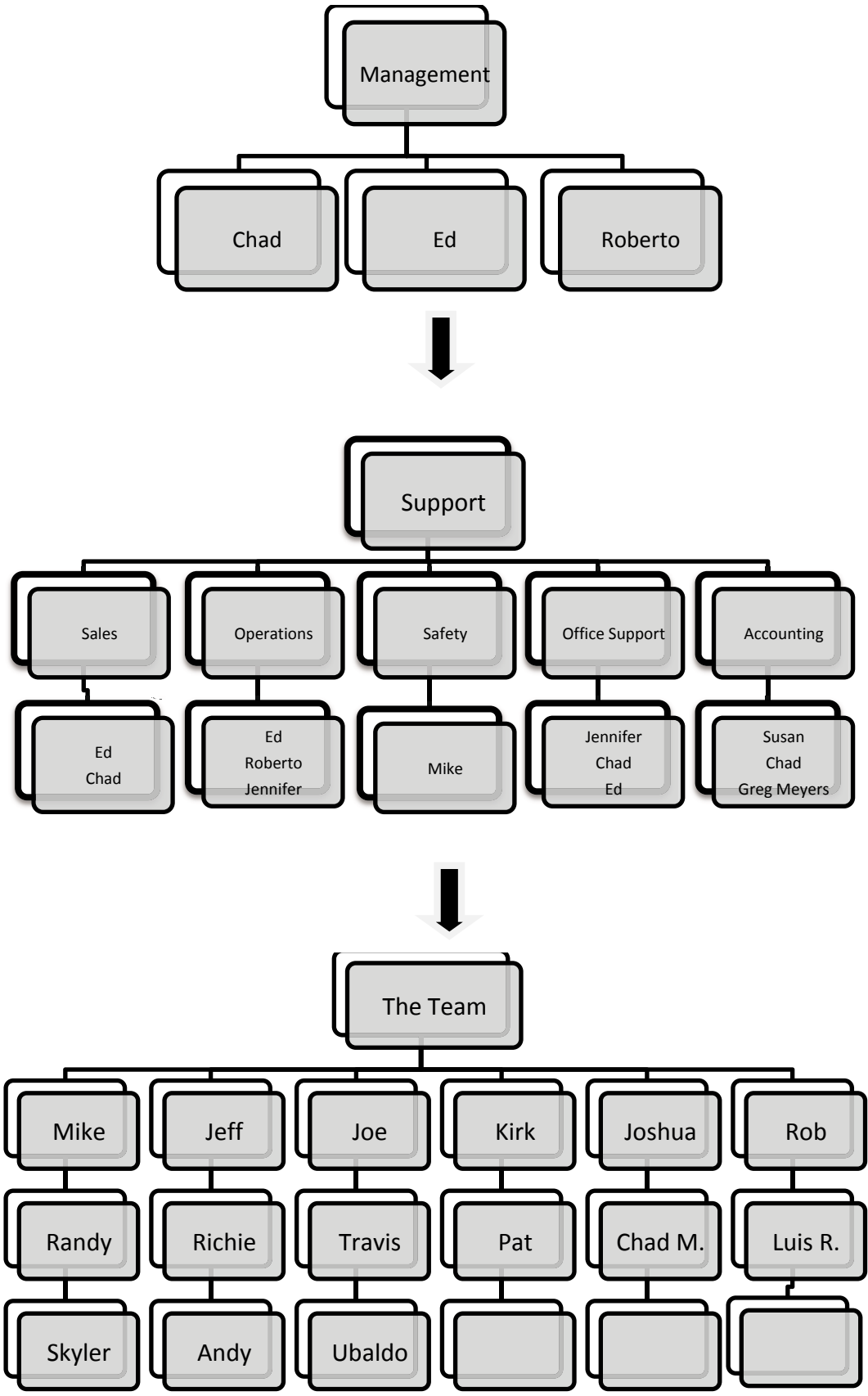
**Lyons Painting & Design  
Orientation Package**

**2016**

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Company Structure:



### **Dress Code Policy:**

- Foot Protection
  - All feet need to be fitted with close toe and close back shoes at all times
  - You must wear steel toed work boots made from leather or equally firm material when working on a Commercial Jobsite.
- Clothing
  - You must wear long painter pants and a shirt with sleeves at the job site.
    - Shirts with another company's name on it, profanity, political views, or religious views are not permitted at work.
  - During the summer you may wear painter shorts
    - There will be no sleeveless shirts, tank tops, or any torn or modified shirts

### **Driving Policy:**

- If an employee drives a business car or truck they MUST have a valid driver's license.
- While either driving or riding in a company van, an employee is required to wear a seat belt at all times. If the employee is caught by local or state police not wearing a seat belt, they are required to pay the citation and will be subject to disciplinary action up to and including termination.

### **Pay Period Policy:**

- Each employee gets paid every other Friday for the prior 2 weeks. Each pay period is for Sunday through Saturday.
- Anything under 40 hours the employee gets paid their regular wage. If the employee exceeds a regular 40 hour week, their pay rate is for time and a half.
- After an employee works for Lyons Painting & Design for 6 months as a full-time employee, they are subject to health benefits through the company.
- It is NOT custom for Lyons Painting & Design to provide employees with draws.

### **Radio Policy:**

- When playing music on a job site, employees must have consideration of our clients. Listen to family friend music or talk radio. And keep the volume low.

**Sick Day Policy:**

- If an employee is sick he/she should try to call in the day before. If for some reason the employee cannot call in the day before they should call their supervisor as soon as they wake up. Under some circumstances, a doctor's note may be required to return back to work.
- If an employee needs to schedule a doctor's appointment, Lyons Painting & Design expects you to try and schedule your appointment around your daily work hours.

**Equipment Maintenance Policy:**

- Each employee is expected to have a complete set of the tools provided on the tool list.(pg.7)
- The tools here at Lyons Painting & Design are expected to be used for only Company designated work.
- If any kind of equipment gets broke, it's expected to be brought to your supervisor's immediate attention.

**Timecard Policy:**

- Every day must have job name AND job number
- If you work on a change order, separate regular job and change order on BOTH timesheet and daily work order
- Daily work orders MUST match up with timesheet!!!!
  - Daily work order supersedes your timesheet.
- All workers must take at least a 30 minute lunch
- All workers must circle rather or not they were injured that week
- All workers must sign their timesheet and daily work order

**IMPORTANT:**

Timesheets will get returned to the employee until all things are complete correctly!! Therefore, your hours will NOT get counted until timesheets are correct.

**Side Work Policy:**

- Employees should not discuss any side work with customers of Lyons Painting & Design. If you do painting side work of any kind with potential or pre existing clients of Lyons Painting & Design, it is an immediate fire able offence.

**Disciplinary Policy:**

- We have a disciplinary policy that has appropriate consequences for failure to follow safety rules and Lyons Painting & Design Company Policies. The policy isn't intended so much to punish as to bring unacceptable behavior to your attention in a way that you will be motivated to make corrections. The following consequences apply to the violation of the same rule or the same unacceptable behavior:

- **First time**                      -- verbal warning, note in your file and retraining
- **Second time**                    -- 1 day suspension, written reprimand, and retraining
- **Third time**                      -- 1 week suspension, written reprimand, and retraining
- **Fourth time**                    -- Termination of employment

- You may be subject to immediate termination:
  - When a safety violation places you or coworkers at risk of permanent disability or death
  - If you show up to work under any alcohol or drug influence
  - If you steal from either Customer's of Lyons Painting or from Lyons Painting & Design personally
  - Scheduling side work with customer's of Lyons Painting & Design
  - If someone has conflict with another employee(s) and it escalades to violence

**Procedures of Time Off:**

- When asking for time off, the employee should ask at least 2 weeks prior to the time desired.
- If an employee wants time off they must write out the dates they want off and turn them into their supervisor.
- The employee's time off will be noted, but should be understood by the employee that it is a first come first serve basis.

**Breaks and Lunches:**

- If you work more than a 6 hours during the work day, each employee should take two 10 minute breaks and a 30 minute lunch.
- Lunches at Lyons Painting & Design should be clocked out for.

**Smoke Breaks:**

- Smoke Breaks are only allowed to be done in an employee's own vehicle or on the street of the jobsite.
- If you take a smoke break at a jobsite you must be at least 100 feet of project.
- Company vans are NOT to be smoked in.

**Required Tools- Painters:**

- Clean Paint pants, shirts, jacket or sweat shirts
- Proper foot ware and knee pads
- 5 in 1 multiple putty knife (1" 1 ½ " 3" 4" 6")
- Drill motor and an assortment of bits
- Spring loaded nail set
- Assorted tools (hammer, wrenches, sockets set)
- Drip less caulking gun
- Duster brush
- Razor knife/ Utility knife
- Hand masker with 9" blade
- 4" 9" 18" roller frames 2 each minimum
- 2' x 4' and 4' x 8' roller poles
- Assortment of brushes
- Winner roller frame (1 each)
- Bag or some kind of grip holder

Lyons Painting will supply the following:

1. Respirator, Safety glasses, hard hat (first one only)
2. Pumps, ladders, buckets
3. Proper safety equipment and training

### **Lyons Painting & Design Work Harassment Policy:**

#### **Definition**

- *Harassing conduct* means but is not limited to epithets, slurs, and negative stereotyping; threatening, intimidating or hostile acts; or written or graphic materials that denigrate or show hostility or aversion that is placed on walls, bulletin boards, electronic bulletin boards, e-mail or placed or circulated in the workplace.
- When such actions or materials are related to or directed at an individual or group because of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, disability, marital status, families with children status, veteran status, or political ideology.
- *Harassment* is a verbal or physical conduct toward an individual because of his or her race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, disability, marital status, families with children status, veteran status, or political ideology, or that of his or her relatives, friends or associates, when such harassing conduct has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affects an individual's employment opportunities. The term includes sexual harassment.
- *Harassment complaint* means any oral or written complaint alleging an incident or incidents of harassment made by an employee to a management representative, or any information obtained by a management representative indicating that harassment has occurred or may be occurring in the workplace.
- *Sexual harassment* shall mean unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Sexual harassment includes, but is not limited to, sexual comments, innuendoes, displays or jokes, unwelcome invitations to sexual activity, unwelcome physical contact, or pressure to engage in sexual activity as a condition of employment or promotion, and sexual assault.



**Nondiscrimination**

- It is the policy of Lyons Painting is to provide a work environment for its employees that is free from discrimination and promotes equal employment opportunity for and equitable treatment of all employees. Harassment of an individual is illegal conduct and a violation of this Rule. Lyons Painting & Design will not tolerate harassment of its employees by co-workers, supervisors, or managers.

**Making a Harassment Complaint**

- Employees shall promptly report to any management representative any allegations or complaints of harassment. Reporting a harassment complaint to or discussing a complaint with a management representative will result in an investigation.
- Retaliation against an employee who brings a complaint of harassment, reports allegations of harassment, or participates in an investigation of a harassment complaint is prohibited and shall not be tolerated.

**Investigating Harassment Complaints**

- A management representative who is told or otherwise becomes aware that harassment may be occurring is obligated immediately to report the allegation or complaint to Chad Lyons.
- Chad Lyons shall then notify the alleged harasser that he or she has been named in a harassment complaint and that it will be investigated. Mr. Lyons then should assess the need to relocate either or both the complainant and the alleged harasser to another work unit, or to place either or both on administrative reassignment. The complainant shall not be given work or placed at a work site that is, in the judgment of the appointing authority, in any way less desirable than his or her current position and work site.
- Chad Lyons shall complete his investigation as promptly as possible while ensuring that the investigation is fair, complete and impartial. It shall be Lyons Painting's objective to complete all investigations within 90 days unless compelling circumstances require more time. The appointing authority shall regularly inform the complainant about the status of the investigation.

### Investigation Harassment Complaints (continued)

- The investigation shall include interviews with the complainant and the alleged harasser and any other person(s) whom the investigator has reason to believe has information directly related to the complaint or the investigation thereof.
- Chad Lyons shall maintain records of the investigation and shall prepare and provide a report of the investigation for both the complainant and the alleged harasser.
- In determining from the totality of the circumstances whether conduct is sufficiently severe or pervasive to create an intimidating, hostile or offensive work environment, Mr. Lyons shall consider the conduct from the perspective of a reasonable person of the alleged victim's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, disability, marital status, families with children status, veteran status or political ideology.
- To the extent that it does not hinder the investigation or the resolution of the complaint and is permitted under local, state and federal laws, management representatives and any independent investigator shall maintain the confidentiality of a harassment complaint.

### Resolution of Harassment Complaints

- If the investigation substantiates the complaint of harassment, Chad Lyons shall make a determination regarding the appropriate resolution, including disciplinary action. Before making the decision to impose disciplinary action, the appointing authority shall ensure that the harasser has been given the opportunity to review the results of the investigation, has been told of the evidence obtained, and has had an opportunity to provide to the appointing authority a response to the outcome of the investigation. The appointing authority shall take the harasser's response into account before taking final action on the complaint.
- In addition to any disciplinary action taken, substantiated complaints shall be noted in the harasser's personnel file and referenced in his or her first performance evaluation following the conclusion of the investigation. The harasser shall be ineligible for consideration for any performance pay program or any individual performance award

## Harassment Policy (continued):

- If during the course of the investigation, the investigator determines that the allegation or complaint of harassment or discrimination was reported to a management representative, and that management representative failed to promptly report the allegation or complaint to the appointing authority, the appointing authority shall investigate and take appropriate action against the management representative, to include disciplinary action. In addition, the failure to report shall be noted in the management representative's personnel file and referenced in his or her first performance evaluation following completion of the investigation. The management representative shall forfeit for one year following resolution of the complaint any eligibility for individual performance pay or performance awards.
- Following determination of a substantiated complaint of harassment, the appropriate management representative should inquire of the complainant at a frequency and for whatever duration is necessary to ensure that the harassment has not resumed and that the complainant has not been retaliated against for making a complaint.

### **Lyons Painting & Design Drug Policy:**

#### **Purpose:**

- The use of alcohol or drugs in the workplace creates a risk of grave harm to the health and safety of our employees, our customers and the general public and it prevents our employees from performing the functions of their job

#### **Policy:**

- The following conduct is *strictly prohibited* and will result in immediate disciplinary action, including termination:
  - Reporting for work under the influence of alcohol or drugs
  - The use or possession on Company premises and/or in Company vehicles
  - The sale, purchase or other transfer on Company premises or in Company vehicles or alcohol or drugs.

#### **Testing:**

- Lyons Painting & Design will conduct testing for the presence of alcohol and/or drugs at the following times:
  - Immediately following an offer of employment
  - After an employee suffers an occupational on-the-job injury (requiring treatment from a doctor) or following a serious or potentially serious accident or incident in which safety precautions were violated
  - Randomly for specific jobs that require drug testing
- If any applicant or employee refuses to participate in testing or attempts to switch or adulterate any testing sample, such applicant shall be ineligible for employment or subject to immediate disciplinary action, including termination with Lyons Painting & Design.

#### **Test Results:**

- If the results of a test administered to an applicant or employees establishes the he/she is under the influence of alcohol or drugs, such applicant shall be ineligible for employment with Lyons Painting & Design, such employee shall be subject to immediate disciplinary action, including termination.