

# **Patriot Development Corporation**



## **Employee Handbook**

*EFFECTIVE  
June 1, 2008*



P.O. Box 230686 ★ Centreville, VA 20120 ★ Office: 703 530-9070 ★ Fax: 703 530-9071

Dear Employee:

Welcome! In order to attract and keep great employees and to provide outstanding service to our customers, Patriot Development Corporation is proud to provide competitive compensation and benefit programs for its employees. Patriot Development Corporation's success depends on the talent and commitment of our team, working together towards our common goals.

This handbook is designed to communicate the personnel policies and practices that govern our operations, although it obviously cannot address every single policy, practice, and standard. As an employee of Patriot Development Corporation, you are expected to comply with these policies and practices and uphold the principles of personal integrity and excellent workmanship that Patriot Development Corporation requires.

The contents of this guide will answer many questions about your employment with Patriot Development Corporation. If you have additional questions, or are in doubt about the proper action in any work situation, you should seek guidance from your supervisor.

We hope your experience here is challenging, enjoyable and rewarding.

Sincerely,

Donald L. Gillis  
President

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## **1. INTRODUCTION**

### **1.01 Equal Employment Opportunity (EEO) Policy**

Patriot Development Corporation is an equal employment opportunity employer and makes every effort to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other classification protected by applicable federal, state, or local law. Patriot Development Corporation is committed to an employment environment free of any discrimination. Equal Employment Opportunity applies to all personnel practices.

If you have a concern about your employment, how you are treated, how people address you, or anything else related to your work, we encourage you to communicate your concerns to the company by any method you feel most comfortable using. (For specific avenues available for you to raise concerns, see the section on the following page regarding reporting discrimination or harassment.) Patriot Development Corporation is committed to resolving difficulties and misunderstandings between employees.

### **1.02 Employment “At Will” Policy**

The policies contained in this handbook do not create any contract of employment and they do not constitute the terms of an implied agreement with Patriot Development Corporation. All employees are considered “at will.” Nothing in this handbook shall be construed to affect the employment-at-will doctrine. “At will” means your employment may be terminated with or without reason, at any time, by either you or Patriot Development Corporation.

### **1.03 Changes to Handbook**

All the policies, procedures, and benefits described in this handbook may be improved, modified, changed, or discontinued at Patriot Development Corporation’s sole discretion, without prior notice.

## **2. PERFORMANCE AND CONDUCT EXPECTATION POLICIES**

As an employee of Patriot Development Corporation, you are expected to work according to the company's policies. Although not every company standard can be included in this handbook, some of the primary policies that you must follow are included below.

### **2.01 Discrimination and Harassment Prohibited**

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

Patriot Development Corporation does not tolerate harassment in any form. We value and respect all of our employees and all employees are responsible for making sure that the workplace is free of harassment. You must avoid any action or conduct that could be viewed as harassment. Inappropriate or offensive behavior, actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, disability, religion, or any other legally-protected characteristic will not be tolerated and may constitute harassment. Other specific conduct that is prohibited includes, but is not limited to: sexual touching, advances or proposition; verbal abuse of a sexual or racial nature; graphic or suggestive comments about an individual's dress or body; sexually or racially degrading words to describe an individual; display in the workplace of sexually suggestive or racially offensive objects or pictures; and sexually or racially offensive jokes. Employees engaging in any conduct described in this paragraph will be subject to disciplinary action, up to and including discharge.

Conduct prohibited by these policies is not only unacceptable in the workplace, but also at any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

#### ***Reporting an Incident of Harassment, Discrimination or Retaliation***

Patriot Development Corporation requires the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Patriot Development Corporation's policy or who have concerns about such matters should bring their concerns to their immediate supervisor, the Office Manager, or the President immediately.

#### ***Retaliation Is Prohibited***

Patriot Development Corporation prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

### **2.02 Conduct**

Patriot Development Corporation expects you to work cooperatively. Effective crew operations come from the support, skill, and dependability of each person. Be considerate and courteous in contacts with customers, the general public, fellow employees, and management. Again, discrimination and harassment will not be tolerated.

### **2.03 Attendance and Punctuality**

The company must know as quickly as possible when you will miss or be late for work. If you are going to be absent, you are required to call your foreman or supervisor and the office at least two hours before the beginning of your shift. If you reach a voicemail when calling either your foreman/supervisor or when calling the office, you must leave a message stating you will be absent that day and why.

Steady attendance and being on-time are extremely important to Patriot Development Corporation for planning and crew operation. Lateness or absenteeism will result in discipline and possibly discharge.

*If you are absent for two consecutive days without notifying the company in advance, you will be considered to have abandoned your job.*

### **2.04 Inclement Weather**

Unless you have been informed by your supervisor or foreman that you do not need to come to work, you are expected to arrive ready and willing to work each scheduled day. If you will not be needed due to inclement weather, you will be paid two hours of “show-up time,” provided you did, in fact, show-up timely and ready and willing to work. These two hours will not count as hours worked for purposes of computing overtime.

### **2.05 Overtime**

You may occasionally be required to work overtime, meaning more than 40 hours in a week. If you are paid on an hourly basis (not a salary), you will receive overtime pay for hours worked in excess of 40 in a week. You may not work overtime without prior approval from your supervisor. If you work overtime, it is your responsibility to make sure that your hours have been accurately reported to the office.

### **2.06 Time Sheets**

Foremen are responsible for accurately completing time sheets daily for all crew members. For crew employees, if you arrived later or earlier than your scheduled shift, or left later or earlier than your scheduled shift, it is *your* responsibility to make sure that your supervisor has accurately noted your arrival and departure times. For crew employees, if you are temporarily assigned to a different crew it is your responsibility to make sure that your temporary foreman has included you on his time sheets and has accurately noted your arrival and departure times.

For office employees, you are responsible for completing time sheets on a daily basis and submitting them to the Office Manager on a weekly basis.

Superintendents are required to sign timesheets of crews/employees assigned to them and ensure that all time sheets are turned in to the office by Monday at 2 p.m.

## **2.07 Appearance and Clothing**

Your appearance is important. Neatness, sensible clothing, and care to personal hygiene are expected of all Patriot Development Corporation employees. For office employees, sensible clothing means clothing that is neat and not provocative. For all other workers, please refer to the Safety Plan for important information about clothing and equipment that are required and clothing and equipment that are suggested.

## **2.08 Confidential Information**

Patriot Development Corporation's accounting, estimating, project management and customer information are confidential and proprietary. Some of you may have access to this confidential and proprietary information because of your job with Patriot Development Corporation. You have an ethical and legal obligation not to disclose that information to anyone outside of Patriot Development Corporation, and you may only disclose such information to Patriot Development Corporation employees who have a business need to know. If you have a question about any situation that might violate this policy, you should consult with your supervisor.

## **2.09 Conflict of Interest**

It is important that, as an employee, you not accept any gifts or promises from subcontractors, vendors, or customers that would create a conflict of interest with regard to the performance of your job for Patriot Development Corporation. As a company, we treat all subcontractors, vendors, and customers fairly and with respect. To maintain that fairness and avoid the appearance of favoritism or bias, you may not accept any gift or promise from a subcontractor, vendor, or customer that has a monetary value of more than \$100. If you are unsure whether the acceptance of a gift would violate this policy, please see the President or the Office Manager.

## **2.10 Workplace Safety**

Patriot Development Corporation is committed to all reasonable efforts to protect the safety and security of its employees and its customers. You cannot bring onto company or customer property any of the following items: illegal substances, drugs, firearms, ammunition, or weapons of any sort. Possession of any of these prohibited items on company or customer property will be grounds for disciplinary action, up to and including discharge.

Protecting our employees and customers also means we have no tolerance for acts of violence in the workplace. Any act or threat of violence (including threatening, intimidating, stalking, attacking, or possessing a weapon) will be taken seriously and may result in immediate discharge.

There are hazards in every job, and the work we do is no exception. As such, you must *always* perform your job in a safe manner. We have created an entire handbook that deals with performing your job safely. It is called the Safety Plan. It is imperative that you review and comply with the requirements in the Safety Plan. Please review the Safety Manual, which is attached to this handbook.

## **2.11 Drug and Alcohol Use Policy**

Patriot Development Corporation is committed to creating a safe workplace free from drugs and alcohol. The company also complies with all applicable drug-related laws. The unlawful manufacture, distribution, sale or attempted sale, purchase, use, consumption, or possession of alcohol is prohibited while you are on work time or on company property or the property of the company's customers.

Similarly, the unlawful manufacture, distribution, sale or attempted sale, purchase, use, consumption, or possession of unauthorized controlled substances, inhalants or illegal drugs, or drug paraphernalia of any kind, is prohibited while you are on work time or on company property or the property of the company's customers.

Being under the influence of an unauthorized controlled substance, illegal drug inhalant or alcohol on company premises or on the premises of the company's customer, in company vehicles, or during work hours is prohibited.

Drug tests are required at the time of hire and periodically throughout employment.

Any violation of this policy may lead to disciplinary action, up to and including discharge.

## **2.12 Solicitation Prohibited**

We try to create a work environment where employees have the time, tools, and support necessary to perform their jobs without distraction. Therefore, we prohibit solicitation during work time as it may cause co-workers to neglect their own work, interfere with the work of others, or make employees feel uncomfortable or coerced. This includes soliciting for any cause during work time, distributing literature of any kind during work time, and distributing literature at any time in working areas.

## **2.13 Recording Prohibited**

You may not tape-record any conversations with any other employee, whether face-to-face or on the telephone, whether in secret or openly. Anyone who violates this policy will be subject to disciplinary action, up to and including discharge.

## **2.14 Internet and Email**

Through your work for Patriot Development Corporation, you may have access to the company's computers. Because the computers are company property, we have the right to access, review, copy, and delete any electronic communication sent, received, or stored on our computers or file servers, without advance notification. You must not send any communication that is offensive or inappropriate, and you may be disciplined (including discharged) if you do. In addition, you may not use company computers to access pornographic internet websites or chat rooms.

## **2.15 Discipline and Discharge**

Work rules have been established for the whole company. Additional rules and disciplinary policies may apply in your area. These rules and instructions given to you are designed to make sure the job is done safely, properly and the way the customer wants it.

You are expected to follow the rules and perform the job you are instructed by your supervisor to do. If you do not, your supervisor will take whatever disciplinary action he or she feels is necessary, up to and including discharge.

We require all employees to meet the standards of performance and conduct that have been established for their jobs. If your performance is unsatisfactory, we may provide you, at our discretion, with an opportunity to improve. Through our constructive counseling process, your supervisor will decide what action is appropriate. If you fail to correct your unsatisfactory performance, you may be discharged.

Some violations or infractions are so serious that you may be discharged immediately and without any prior warning or notice. These serious violations include, but are not limited to, drinking intoxicants or using drugs just before or during work; possessing, distributing, purchasing or selling drugs during the work day; theft or attempted theft of company, co-worker, or customer property; fighting or threatening or violent behavior; bringing firearms or other weapons on the job; harassment or discrimination; falsifying records; violation of important safety rules; insubordination (including refusing to carry out a reasonable request made by your supervisor); sleeping during work hours; leaving the job without authorization; gambling on company time; conviction of a felony or off-duty conduct that relates to the employee's fitness for the job or the company's integrity or reputation; or other serious misconduct.

The company reserves the right to discharge any employee for any reason, without having first utilized the constructive counseling process.

## **2.16 Keep Us Informed**

You are responsible for making sure that your personal records are accurate and up-to-date. You need to advise your supervisor or the Office Manager immediately whenever there are changes in your personal situation, such as: your address, telephone number, number of dependents, or an off the job injury.

### **3. BENEFIT-RELATED POLICIES**

#### **3.01 Payday**

Patriot Development Corporation pays its employees on a weekly basis, each Friday. If a payday falls on a company-paid holiday, employees are paid on the workday prior to the holiday.

#### **3.02 Performance Review Policy**

You will receive regular feedback from your supervisor regarding your job performance. In addition, performance evaluations will be conducted for each employee by the employee's supervisor. The purpose of the performance evaluation is to assess your progress with regard to the expected performance goals and to set new goals for the coming employment year.

#### **3.03 Merit Increases and Bonuses**

Patriot Development Corporation believes in rewarding great work and paying competitive wages. Therefore, at our sole discretion, we may increase wages on an annual basis, generally in the spring or early summer, if you are performing well for the company. In addition, and again at our sole discretion, we may pay discretionary bonuses, which would be paid at the end of the year.

#### **3.04 Paid Leave**

Paid leave includes vacation, sick, and personal time-off with pay.

***Foremen, Crew Members and Hourly Office Employees:*** If you are a foreman, crew member or hourly office employee, Patriot Development Corporation provides you with roughly two weeks of paid leave per year (accrued as described below), which may be taken for any reason -- vacation, sick, or personal. One of these two weeks is the week between Christmas and New Year's Day, when the company is closed for business and which will generally be four business days (six when including the paid holidays of Christmas and New Year's Day). The other week of leave (five business days) may be taken at your discretion with prior approval from your supervisor.

***Superintendents and Salaried Office Employees:*** If you are a superintendent or salaried office employee, Patriot Development Corporation provides you with roughly three weeks of paid leave per year (accrued as described below), which may be taken for any reason -- vacation, sick or personal. One of these three weeks is the week between Christmas and New Year's Day, when the company is closed for business and which will generally be four business days (six when including the paid holidays of Christmas and New Year's Day). The other two weeks of leave (ten business days) may be taken at your discretion with prior approval from your supervisor.

***Accrual of Leave:*** The paid leave between Christmas and New Year's Day is provided to all active employees who have been actively employed with Patriot Development Corporation for at least twelve continuous months. The remaining leave is accrued on a bi-monthly (every other month) basis, January through September. For foremen, crew members, and hourly office employees actively employed, that means that one day of leave is accrued on each of the following days of the year: January 1, March 1, May 1, July 1, and September 1. For superintendents and salaried office employees actively employed, that means two days of leave

are accrued on each of the following days of the year: January 1, March 1, May 1, July 1, and September 1.

***Unused Leave:*** If at the end of the calendar year you have not used all of your accrued paid leave time, Patriot Development Corporation will pay you for the unused amount, at your regular rate. This is not to exceed 40.0 hours. No unused paid leave time may be carried over to the next year. Unused leave does *not* include the paid leave between Christmas and New Year's Day, which is only paid to active employees employed during that week and which must be taken. If you resign from Patriot Development Corporation or are discharged, you will not be paid for any unused leave at the time of your separation.

***Requesting Leave:*** For leave which is known in advance (such as vacations and personal days), you should make your request to your supervisor for the paid time-off as far in advance as possible. Paid time-off can be used in minimum increments of one day. Based upon company needs, Patriot Development Corporation will attempt to grant you the paid time-off you request. However, the summer months are Patriot Development Corporation's busiest time and leave requests during that and other busy periods for the company will often be denied. Leave request forms are attached to this handbook at Exhibit B. You may also obtain leave request forms from your supervisor.

***Leave Payments:*** Paid leave is paid at your base pay rate at the time of the leave. It does not include overtime or any special forms of compensation such as incentives or bonuses. Paid leave hours will not be included in calculating overtime.

### **3.05 Holiday Pay**

Seven paid holidays are provided to all full-time, non-seasonal employees with six months of continuous employment.

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day After Thanksgiving Day  
Christmas Day

If one of these holidays falls on a Saturday or Sunday, the holiday will be observed on Friday or Monday, at the company's discretion.

In order to receive pay for the holiday, you must work your entire shift the last work day before the holiday and your entire shift the first work day after the holiday. If you are absent or take a leave day the day before or after a company-paid holiday, the holiday will become a personal leave day and no holiday pay will be given.

### **3.06 "Show-Up Time"**

As mentioned earlier in this handbook, if you will not be needed due to inclement weather, you will be paid two hours of "show-up time," provided that you did in fact show-up timely and ready and willing to work. These two hours will not count as hours worked for purposes of computing overtime.

### **3.07 Family and Medical Leave**

Patriot Development Corporation complies with the Family and Medical Leave Act (also called FMLA), which requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Please see the FMLA notice at the end of this handbook for more information about your rights and responsibilities under FMLA. Should you have any questions about FMLA leave, please see the Office Manager.

### **3.08 Military Leave Of Absence**

Patriot Development Corporation supports its employees who participate in the uniformed services and will comply with the Uniform Services Employment and Re-employment Rights Act (USERRA), which provides various employment and re-employment rights associated with military service. Please see the Office Manager or the USERRA notice at the end of this handbook for more information about military leave.

### **3.09 Health Insurance Benefits**

Patriot Development Corporation provides the opportunity for all full-time, non-seasonal employees and certain of their family members to participate in its group medical insurance plan. Patriot Development Corporation will provide and pay a significant portion of the cost of the medical insurance premiums. If you elect to participate in the group medical insurance plan, you must pay your share of the premiums through weekly payroll deductions. Please consult the Office Manager for more information about the medical insurance plan, allowable participants, and employee premiums. Also, see Exhibit A for more information about these benefits.

You are eligible to begin participating in the group medical insurance plan on the first day of the month following your hire date.

### **3.10 Dental Insurance Benefits**

Patriot Development Corporation provides the opportunity for all full-time, non-seasonal employees and certain of their family members to participate in its group dental insurance plan. Patriot Development Corporation will provide and pay a significant portion of the cost of dental insurance premiums. If you elect to participate in the group dental insurance plan, you must pay your share of the premiums through weekly payroll deductions. Please consult the Office Manager for more information about the dental insurance plan, allowable participants, and employee premiums. Also, see Exhibit A for more information about these benefits.

You are eligible to begin participating in the group dental insurance plan on the first day of the month following your hire date.

### **3.11 Disability and Life Insurance Benefits**

Patriot Development Corporation provides short-term disability, long-term disability, and life insurance benefits to all full-time, non-seasonal employees. Patriot Development Corporation pays a portion of the premiums for these benefits on behalf of employees, and you must pay your share of the premiums through weekly payroll deductions. See Exhibit A for more information about these benefits.

This information about the short-term disability, long-term disability, and life insurance benefits is general and summary in nature. Please see the Office Manager for information about the detailed terms, conditions, and requirements of these benefits.

### **3.12 Workers Compensation**

Patriot Development Corporation provides an insurance policy on all employees in accordance with applicable workers' compensation laws. If you are injured or become ill while on the job, you *must* inform your supervisor immediately, who will complete a report and help you get any required treatment. If your injury or illness occurs as a result of performing job-related duties, you may be eligible for workers' compensation benefits, including protection against lost earnings and payment of medical expenses.

Failing to report a job-related injury in a timely manner may result in loss of coverage.

### **3.13 Reporting Eligibility For Disability Benefits**

To qualify for disability benefits, you must report all absences to your supervisor as soon as possible, as well as the nature and expected duration of your illness or injury. If you are eligible for workers compensation benefits, you must apply for those benefits or risk forfeiture of your right to disability benefits.

### **3.14 Retirement Plan**

Patriot Development Corporation offers employees who are 21 years of age and older the opportunity to participate in an IRS-qualified 401K plan after 6 months of continuous employment. See Exhibit A for more information about this benefit.

### **3.15 Salary Deductions**

Patriot Development Corporation is committed to complying with all state and federal wage and hour laws. For those employees who are paid on a salary (rather than hourly) basis, the company will make deductions from your salaries only when the deduction is authorized by you (for example, benefit payments and payments expressly approved in writing by you), required by law (for example, taxes, garnishments and other court-ordered payments), warranted based on your violation of company policy, or otherwise allowed by law. Subject to certain exceptions allowed by law, salaried employees will receive their full weekly salary for any week in which the employee performs any work, without regard to the number of days or hours worked. Although salaried employees need not be paid for any workweek in which they perform no work, no deductions will be made for absences caused by Patriot Development Corporation or by the operating requirements of the business.

Any employee, who believes his or her salary has been improperly reduced in violation of this policy, should address the matter promptly with the Office Manager or the President. No employee will suffer any adverse employment consequences as a result of reporting a suspected violation of this policy. If it is confirmed that an improper deduction has been made, the employee will be promptly reimbursed for the amount improperly deducted on the next scheduled payday. If you have any questions about this policy or any other matter relating to your compensation, please contact the Office Manager or the President.



**Ref 3.11      Disability & Life Insurance Benefits**

Patriot Development Corporation offers disability and life insurance through Guardian Insurance. The employee's contribution is \$5 per week. The short-term disability payout is 60% of an employee's salary for up to 13 weeks, maximum of \$1000 per month. The long-term disability payout is 60% of an employee's salary for up to age 65, maximum of \$6000 per month. The life insurance payout is \$25,000.

**Ref 3.14      Retirement Plan**

Patriot Development Corporation offers 401k through Automatic Data Processing. Patriot Development matches 30% of the employee's contribution, up to 6% of the employee's salary. In other words, if an employee who makes \$30,000 per year contributes six percent of his compensation (equaling \$1800) to his 401k plan, Patriot Development will contribute an additional thirty percent of that figure (equaling \$540). The vesting schedule is as follows: first year is 20%, second year is 40%, third year is 60%, and fourth year is 80%. After participating in the plan for five years, your 401k balance is fully vested.

## ACKNOWLEDGEMENT FORM

*Please read this page carefully, sign and date where indicated, and return the completed form to your supervisor or the Office Manager for placement in your personnel file.*

**ACKNOWLEDGMENT OF RECEIPT:** This is to acknowledge that I have received a copy of the Patriot Development Corporation Employee Handbook. I agree that I have read and will follow the policies in this handbook. I will ask questions of my supervisor if I do not understand any of the information contained in this handbook.

**HARASSMENT OR DISCRIMINATION:** If I am a victim of sexual, racial or other harassment or discrimination, I agree to call the Office Manager immediately.

**NO CONTRACT OF EMPLOYMENT:** I understand and agree that I am an at-will employee, and that either I or Patriot Development Corporation may terminate my employment at any time. I agree that this handbook is not a contract, and that Patriot Development Corporation may change the handbook or its contents at any time, with or without notice to me.

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Print full name

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Signature

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Date