



Automation Services Inc.

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EMPLOYEE MANUAL

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Last update – September 2012

AUTOMATION SERVICES INC EMPLOYEE HANDBOOK

Welcome to Automation Services, Inc. We're very pleased to have you join us, and look forward to your participation as a team member. We request that you read this handbook carefully; the handbook has been established only as a source of general information concerning the company's policies, procedures, work rules and benefits as they exist on the date of this publication and are subject to future changes with or without prior notice at Automation Services Inc's sole discretion. If you have any questions concerning the contents of this handbook, please feel free to contact Patrick Murphy, President.

THE HANDBOOK IS NOT INTENDED AS A CONTRACT OF EMPLOYMENT AND DOES NOT CONSTITUTE ONE. YOUR EMPLOYMENT CAN BE TERMINATED AT WILL BY THE OWNER/PRESIDENT, PATRICK MURPHY.

Equal Opportunity Statement

Automation Services, Inc. is an equal opportunity employer. As such, the company does not and will not discriminate against any individual or group of individuals because of age, race, creed, color, sex, national origin, religion, marital or veteran status, and the presence of a non-job-related medical condition, handicap, sexual orientation or any other legally protected status.

Rules of Work

1. Time Card

Hourly employees will be provided with a time card, to be completed by 2PM Mondays on the QuickBooks program on your computer. It will be each employee's responsibility to fill in their time at the end of each day so the Office Manager has complete information available for Tuesday's pay role and billing.

Employees must record on the time card when taking lunch break or any time they leave the premises for personal reasons.

Under no circumstances is an employee to alter a time card of a fellow employee.

2. Absence

In the event of an absence, it is the employee's responsibility to notify someone as early as possible. That person notified of an absence must make everyone else aware of his or her absence. This procedure must be followed each day of absence. Having someone else call in for you is not acceptable unless you are unable to do so.

A general guideline of 48 hours of missed time in any 12-month period due to illness, appointments, personal business, etc. is used to monitor an individual's attendance. Any time missed over the 48-hour guideline is considered excessive and will be recorded as such. An exception to the rule would be an individual approved leave of absence or known medical condition supported by a physician's statement authorizing missed time from work. Salaried employees must turn in an absentee report in a timely manner.

3. Work Related Injuries

All work-related injuries must be reported immediately. All claims must be filed with the insurance carrier within 24 hours from time of injury.

4. Personal Data

It is the employee's responsibility to notify the Office Manager on a timely basis of any changes regarding address, phone, marital status, family members, etc.

5. Personal Phone Calls

Long distance personal calls are not to be charged to the company. They should be placed either as a collect call, charged to the employee's home phone number or use your personal telephone calling card.

6. Smoking Policy

For the health and safety of its employees and facilities, Automation Services Inc. has instituted a no smoking policy within all buildings and/or leased buildings and vehicles.

7. Dress

While we do not have a formal dress code, each employee is responsible for using good judgement in his or her selection of appropriate attire for his or her job.

8. Lunch Room

The lunchroom is provided with refrigerator, microwave, coffee and free will payment snack container. Your cooperation is necessary to keep this room neat and clean at all times. Please pick up after yourself.

9. Discharge/Suspension

Automation Services Inc. will suspend or discharge an employee when deemed necessary. Prior to discharge, an employee shall be given appropriate warning. Suspension can be imposed for any of the following infractions:

- a. Poor workmanship.
- b. Continual rudeness toward customers or fellow employees.
- c. Leaving the premises without permission or notification.
- d. Creating unsanitary or unsafe conditions.
- e. Proven neglect or carelessness resulting in damage to property.
- f. Reporting to work under the influence of alcohol or drugs.
- g. Smoking within any company owned and or leased buildings and vehicles.
- h. Excessive tardiness or absence.
- i. Failure to report injury.
- j. Failure to report absence.
- k. Abuse of phone privileges.
- l. Violation of safety rules.
- m. Obscene or abusive language.
- n. Unacceptable performance.

No warning notice need be given prior to discharge in the event of:

- a. Dishonesty.
- b. Recklessness resulting in a serious accident(s) while at work.
- c. Proven willful destruction of company property.
- d. Refusal to follow the order of a supervisor.
- e. Possession of drugs within any company owned and/or leased buildings and vehicles at any time.
- f. Possession of alcohol within any company owned and/or leased buildings and vehicles at any time with exception of the company President approval.
- g. Willfully falsifying application for employment or other information requested by the company.
- h. Immoral conduct or indecency on the premises.
- i. Possession of illegal weapons on the premises.
- j. Fighting.
- k. Sexual harassment or sexual violence toward other employees.
- l. Conflict of interest, i.e. competing with Automation Services Inc.
- m. Intoxication on company time.

Please keep in mind that the above list of infractions is not a comprehensive list of all prohibited conduct, but are examples of the kind of conduct that may result in discipline or dismissal. Also, Automation Services Inc. reserves the right to take any disciplinary action, including suspension or termination, in all cases it deems appropriate.

10. Probation

Your first 90 calendar days will be your probationary period. During that time, you will be evaluated for ability, interest, skill, performance, attitude, quantity and quality of work. Supervisors may conduct a written or verbal performance review with each employee at the end of the 90-day period. Any employee rehired after a break in service of 180 days or more will also be subject to a probationary period and loss of prior seniority.

The company reserves the right to terminate an employee without notice or just cause at any time during the 90-day probationary period. If deemed necessary, the 90-day period can be extended at the manager's discretion.

11. Performance and Wage Review

Performance and wage reviews will be conducted on an annual basis by May 1st for all employees.

12. Work Year

The work is defined as a 52-week period from January 1 through December 31 of each year.

13. Work Week

The normal workweek is based on hours worked from Sunday through Saturday. In calculation of pay, the total number of hours worked will be approved by your supervisor and will be based on your established work schedule. Additional hours worked over your schedule must have prior approval before being authorized for payment. In calculation of

pay, the total number of hours worked will be figured by rounding minutes worked to the nearest quarter hour.

14. Pay Day

Employees will be paid on Tuesday of each week. In the event of a holiday, checks will be distributed immediately following the holiday when work is resumed.

15. Work Hours

Work hours are hours actually worked by an employee. These hours will consist of a work day start time between 6:00 AM and 8:30 AM, Monday-Friday. A work day will consist of an 8-hour day with at least 1/2-hour UNPAID break. Hours may be changed with supervisor's approval.

16. Overtime Hours

Overtime hours are computed on actual work hours the employee has been requested to perform and which exceed 40 hours within one work week. Vacation, personal holiday and bereavement leave hours are not counted in when figuring overtime hours. An exception to this would be if you were requested to work additional hours within a given week that you already had approval for time off due to vacation, bereavement leave and/or personal holiday.

Regular holidays are authorized towards overtime pay if you have been requested to work additional hours within a given week. All overtime hours must have a prior approval before being authorized for payment. Overtime hours will be paid for at the rate of one and one-half times the employee's regular hourly pay rate.

17. Benefits

Employees classified as full time will receive full benefits offered.

Full Time – 32 hours or more per week for a 12-month period or a minimum of 1,664 hours per year.

Part Time – less than 32 hours per week consisting of less than 1,664 hours per year.

There is no waiting period for receiving any benefits. Insurance, vacations, holidays, etc.

There are no benefits for Part Time.

18. Vacation Hours

Vacation hours are earned and accrued on a yearly basis. An employee is allowed to take vacation only with manager/supervisor approval. Vacation hours are to be reported during the pay period in which they are taken.

Full time employees who work a minimum of 32 hours per week or a minimum of 1,664 hours per year will be eligible for paid vacation time up to:

Completed Length of Service	Vacation Earned Per Year
1 Year	80 Hours (2 weeks)
5 Years but less than 10 years	120 Hours (3 weeks)
10 Years or more	160 Hours (4 weeks)

If scheduled work week is less than 40 hours, vacation time will be adjusted according to the percentage of hours less than 40. Example: 36 hour week / 40 hour week = 90% * 80 vacation hours = 72 vacation hours.

While not having formal vacation guidelines, Automation Services Inc. reserves the right to schedule vacations and to change vacation schedules when necessary due to business conditions.

Employees are not allowed to carry over unused vacation into the next year. Terminated employees will be paid for accrued, unused vacation at termination.

Salaried employees must turn in an absentee report in a timely manner when taking vacation.

Vacation hours will be paid to an employee only when they take time off from their regularly scheduled hours or when they had their work hours reduced due to business conditions. No pay for balance of vacation hours (without taking time off) will be issued without Presidents approval while the person is still an employee of the company. Vacation hours must be reported as such and not as regular work hours.

19. Holiday Hours

The following are recognized as paid holidays:

New Year's Eve Day	Independence Day	Christmas Eve Day
New Year's Day	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	**2-Personal Days

**Unavailable for less than scheduled 40 hour work week

In order to qualify for holiday pay, the holiday must fall on the employee's regular scheduled workday. If the holiday falls on a Saturday or Sunday, the scheduled work day would be determined by what day Automation Services Inc. elects to observe it on. This will be confirmed by the supervisor/manager as early as possible if it pertains to you. Also, the employee must either be present or satisfactorily excused on the day before and the day after the holiday.

Full time employees who work a minimum of 32 hours per week will receive eight hours pay for each holiday.

If it is necessary to work on a holiday and arrangements to take a different day off within the work week cannot be made, the employee will be paid the regular rate for the hours worked and in addition will receive the scheduled holiday pay. Overtime will be paid in this situation only if the workweek exceeds 40 hours. Holiday hours must be reported as such and not as regular work hours.

20. Jury Duty

If you are called to serve as a juror, please notify your supervisor as soon as possible. When your presence is no longer needed in court, you will be expected to return immediately to work.

Employees who have been called to serve on jury duty and have completed the new hire waiting period will receive regular pay for their scheduled work hours/day, less the payment received from the court for jury service. A copy of your pay voucher from the court must be turned into your supervisor/manager. Mileage reimbursement is not part of the pay deduction.

21. Bereavement Leave

In the event of a death in the immediate family, an employee will be given up to two days off with pay at supervisor's discretion for the actual scheduled time missed from work. Immediate family is defined as parents, spouse, children, brother, sister, and grandchildren. An employee will be given one day for grandparents. Consideration will be given by the supervisor/manager for additional time off to be taken (without pay) if conditions warrant.

22. Family and Medical Leave of Absence

As required by law, Automation Services Inc. will provide up to 12 weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for at least one year and for 1,250 hours over the previous 12 months.

Reason for Taking Leave: An unpaid leave will be granted for any of the following reasons:

- * To care for the employee's child at birth or placement for adoption or foster care.
- * To care for the employee's spouse, child or parent, who has a serious health condition.
- * For a serious health condition that makes the employee unable to perform his or her job.

Advance Notice and Medical Certification: The employee may be required to provide an advance leave notice and medical certification. Taking a leave may be denied if requirements are not met:

- * The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- * Automation Services Inc. may require medical certification to support a request for leave because of serious health conditions and may require second or third opinions. Also, a fitness for duty report to return to work will be required.

Job Benefits and Protection:

- * For the duration of the FMLA leave, Automation Services Inc. will maintain the insurance benefits provided under the group plans. This will not cover optional or equivalent pay, benefits and other employment terms.
- * Upon return from an FMLA leave, employees will be restored to their original or equivalent pay, benefits and other employment terms.
- * The use of an FMLA leave will not result in the loss of any employment benefits that were earned prior to the start of an employee's leave.
- * During the FMLA leave, non-insurance benefits will not be earned and accrued. Length of service for employee will not be affected and will continue to accumulate during this period.

23. Parenting Leave

As required by law, Automation Services Inc. will provide an unpaid parental leave of up to 12 weeks for natural or adoptive parents at the time of birth or adoption of their child. Natural birth mothers may be granted an extended period of time if medically disabled. The medical disability will be substantiated by the attending physician's statement. A fitness for duty report to return to work will be required. For the duration of the leave, Automation Services Inc. will maintain the employee's insurance benefits provided under the group plans. This will not cover optional insurance coverage that the employees may have chosen to participate in. Non-insurance benefits will not be earned and accrued during this time period. Length of service for employment will not be affected and will continue to accumulate. Upon return, employees will be restored to their original or equivalent position with equivalent pay, benefits and employment terms.

24. School Activities Leave

As required by Minnesota State Law, Automation Services Inc. will provide unpaid time off for all employees who worked an average of 884 hours or more for the proceeding 12 months. Automation Services Inc. will authorize up to 16 hours time off without pay for employees to attend school conferences or classroom activities, related to the employee's child, which cannot be scheduled during non-work hours.

25. Sick Child Care Leave

Minnesota State law will apply.

26. Voting Leave

Minnesota State law will apply.

27. Military Leave

All state and federal laws governing military leave apply.

28. Special Leave of Absence

Under special circumstances, Automation Services Inc. will review and consider the employee's request for this type of leave. The supervisor/manager must approve the request before being granted. No benefits shall be paid or accrued on the employee's behalf while on this type of leave.

29. Simple Retirement Plan

This benefit is available to all eligible employees who wish to participate. To be eligible, you must be at least 19 years old, have completed one year of service and worked a minimum of 1,664 hours per year. The plan will allow you to invest 1% to 15% of your pre-tax income into tax-deferred investment funds. Automation Services Inc. strongly encourages you to take advantage of this plan. Automation Services Inc. will match up to a 3% employee contribution for employees working a 40 scheduled work week. If scheduled work week is less than 40 hours Automation Services Inc's match will be lowered by .3% per 4 hour decrease.

30. Profit Sharing

Contributions to this plan will be discretionary as determined by Automation Services Inc.. Discretionary contributions are a direct function of the company's profitability in any given year.

This benefit is automatically provided to all employees who have completed one year of service and worked a minimum of 1,000 hours per year.

Distribution will be at owner's discretion.

31. Insurance

Major medical and dental insurance coverage are made available to all full-time employees and family. The eligible entry date is the start date and also that the employee enrollment application has been accepted by the insurance carrier. Employee pays 40%, Automation Services Inc. pays 60% of premiums per month for employee and family coverage. Employee pays on a weekly deduction from paycheck in which it will be noted.

Percentage of Automation Services Inc. pays per month will decrease by 1.5% per hour of scheduled time less than 40 hours per week. Employee paid percentage will increase by the same amount. Example: 36 hours = 54% Employee and 46% Automation Services Inc.

32. Cobra Law

The Cobra Law (Consolidated Omnibus Budget Reconciliation Act of 1986) requires that the employers sponsoring group health plans offer employees and their families a temporary extension of health coverage (called "continuous coverage") at the group rates in certain instances where coverage under the plan would otherwise end. In summary, listed below are your rights and obligations under the continuation coverage provision.

If you are an employee and are covered by Automation Services Inc. health insurance program, you have a right to choose this continuation coverage if you lose group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

If you are the spouse of an employee of Automation Services Inc. you have the right to choose continuation coverage for yourself, if you lose group health coverage under the company plan for any of the following four reasons:

- a. The death of your spouse.
- b. The termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment.
- c. Divorce or legal separation from your spouse.
- d. Your spouse becomes eligible for Medicare.

In case of a dependent child of an employee covered by the health plan, he or she has the right to continuation coverage if group health coverage is lost for any of the following reasons:

- a. The death of a parent
- b. The termination of a parent's employment (for any reason other than gross misconduct) or reduction in parent's hours of employment with the company.
- c. Parent's divorce or legal separation.
- d. A parent becomes eligible for Medicare.
- e. The dependent ceases to be a "dependent child" under the plan.

The employee or family member has the responsibility to inform the supervisor/manager of a divorce, legal separation or a child losing dependent status under the health plan. The supervisor/manager will, in turn, notify you that you have the right to choose continuous coverage for the above, as well as upon employee's death, termination of employment or reduction in hours or Medicare eligibility. You have at least 60 days from the date you would lose coverage because of one of the events described above to inform the supervisor/manager that you want continuous coverage.

If you do not choose continuation coverage, your group health insurance coverage will end.

If you choose continuation coverage, Automation Services Inc. is required to give you coverage, which is identical to the coverage provided in the plan to similarly situated employees or family members. You will be afforded the opportunity to maintain continuation coverage for three years unless you lost group health coverage because of termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months. However, coverage may be cut short for any of the following reasons:

- a. Automation Services Inc. no longer provides health coverage to any of its employees.
- b. The premium for your continuation is not paid by you or your dependent.
- c. You or your dependent becomes an employee under another group health plan.
- d. You were divorced from a covered employee and subsequently remarry and are covered under you new spouse's group health plan.

You do not have to show that you are insurable to choose continuation coverage; however, you will have to pay the premium for your continuation coverage. (At the end of 18 months or 3-year continuation coverage period, you must be allowed to enroll in an individual conversion health plan provided by the insurance company).

In order for you or your dependent to continue coverage, a monthly premium will be payable by you to Automation Services Inc. for transmittal to the insurance company. You will be notified of the premium cost to you or your dependent in the event of termination of employment at 102% of the premium cost as provided by law.

33. Shipping Packages for Employees

Employees will be allowed to ship personal packages through Automation Services Inc. provided the following rules are adhered to:

- a. Items must be packed correctly.
- b. Have a properly filled out shipping record.
- c. Material and freight charges must be paid when shipment is made.
- d. Must be done on the employee's personal time and not company time.

If in doubt on procedures or cost, please check with the supervisor/manager.

34. Employee Personal Property

Automation Services Inc. is not responsible or liable for an employee's personal property kept at any of their facilities. If you elect to leave items at one of the locations, please remember that it is at your own risk, and you, the employee, would be 100% liable for your

personal property and not Automation Services Inc. in the event of a loss due to, but not limited to, theft, fire, water, misuse or nay other damages from unknown causes.

35. Employee Purchases

If at any time an employee wishes to order from a current or new vendor, they may do so under an Automation Services Inc. account and is to be paid upon Automation Services Inc. receiving the bill.

36. Sexual Harassment and Sexual Violence

1. General Statement of Policy

Sexual harassment is a form of sex discrimination that violates Section 703 of Title VII of Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minn. Stat.

363.01-.14 the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of Automation Services Inc. to maintain a working environment that is free from sexual harassment and sexual violence. Automation Services Inc. prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any employee of Automation Services Inc. to harass an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for an employee of Automation Services Inc. to be sexually violent to another employee.

Automation Services Inc. will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any employee who sexually harasses or is sexually violent to an employee of Automation Services Inc.

2. Sexual Harassment/Sexual Violence Defined

- a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of communication of sexual nature when:
 - 1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or
 - 2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decision affecting that individual's employment; or
 - 3) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, or creating an intimidating, hostile or offensive employment environment.

Any sexual harassment as defined when perpetrated on any employee by another employee will be treated as sexual harassment under this policy.

- b. Sexual harassment may include, but not limited to:

- 1) Verbal harassment or abuse;
- 2) Subtle press for sexual activity;
- 3) Inappropriate patting or pinching;
- 4) Intentional brushing against an employee's body;
- 5) Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment status;
- 6) Demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to an individual's employment status;
- 7) Any sexual motivated unwelcome touching; or
- 8) Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

3. Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment or sexual violence by an employee of Automation Services Inc. or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate Automation Services Inc. official as designed by this policy. Automation Services Inc. encourages the reporting party of complainant to use the report form available in this manual.

- a. Automation Services Inc. hereby designates the supervisor as Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence.
- b. Submission of a complaint or report of sexual harassment or sexual violence will not affect the individual's future employment or work assignment.
- c. Use of formal reporting forms is not mandatory.

Automation Services Inc. will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with Automation Services Inc's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

4. Investigation and Recommendation

The Human Rights Officer, upon receipt of a report of complaint alleging sexual harassment or sexual violence, shall immediately authorize an investigation. This investigation may be conducted by Automation Services Inc. officials or by a third party designated by Automation Services Inc. The investigating party shall provide a written report of the status of the investigation within ten working days to Human Rights Officer.

In determining whether alleged conduct constitutes sexual harassment or sexual violence, Automation Services Inc. should consider the surrounding circumstances, the nature of the sexual advances, relationship between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or coincident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, Automation Services Inc. may take steps, at its discretion, to protect the complainant and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

5. Automation Services Inc. Action

- a. Upon receipt of a recommendation that the complaint is valid, Automation Services Inc. will take such action as appropriate based on the results of the investigation that may include immediate discharge of an employee.
- b. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by Automation Services Inc.. The report will document any disciplinary action taken as a result of this complaint.

6. Reprisal

Automation Services Inc. will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

7. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with The Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

8. Discipline

Automation Services Inc. will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent recurrence.

37. Company Credit Card

This card is to be used for business purposes ONLY. Examples being if an employee is on a job site and needs to purchase a tool or any supplies needed for that project, the card is to be used. When it is appropriate, an employee takes a customer out to lunch or dinner, he/she may use the card. Upon using the card, the receipt MUST be turned into the office manager immediately upon arrival back at Automation Services Inc. It is to be recorded on Automation Services Inc's time card in ERPLite under the named project.

At any point that the card is being used for personal use, the privilege will be revoked immediately and card will be taken away.

38. Employee Reimbursement

When an employee travels to a job site, they will be reimbursed for mileage at the government rate of reimbursement per mile. When an employee makes a purchase for Automation Services Inc., with their own money or credit card, whether it is meals, motel or parts, they will be reimbursed. All expense receipts must be turned into the office manager immediately upon arrival at Automation Services Inc. or there will not be a reimbursement check issued. Checks will be issued on every Tuesday along with payroll. These expenses must be on your time sheet in access by Monday AM in order to receive payment.

Salaried employees will also be paid an hourly rate of \$5.00 over and above their salary while traveling.

When an employee is traveling on company business, the company shall be responsible for lodging when the stay is overnight. The employee will be reimbursed a daily per diem based on the government standard for the area of travel. The employee shall be responsible for their own meals when the trip is within a normal business day. When the work day is extended beyond a normal work (12 hour) day the company is responsible for dinner.

A fulltime employee shall be reimbursed up to \$100 per calendar year for steel toe shoes.

A fulltime employee shall be reimbursed up to \$300 every two years for prescription safety glasses.

All salaried employees will have an evaluation quarterly on their total hours worked and shall be compensated for hours in excess of 44 hours at a rate of time and a half x direct vs indirect labor ratio.

ASI

SEXUAL HARASSMENT AND SEXUAL VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Sexual Harassment

ASI maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of alleged incident(s): _____

Name of person you believe sexually harassed or was sexually violent toward you: _____

List any witnesses that were present: _____

Where did the incident(s) occur: _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that _____ has sexually harassed or was sexually violent to me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant's Signature)

(Date)

Received By: _____

(Date)



2111 North Lakeshore Drive, Lake City, MN 55041
www.asi-e.com

I do hereby acknowledge that I have received my copy of the Automation Services Inc Employee Manual. I have read it completely and understand all of its contents.

Date: _____

Name: _____ (Printed)

Signature: _____