

EMPLOYEE HANDBOOK

FOR

HART MECHANICAL INC.

AT-WILL STATEMENT & INTRODUCTION

This employee Handbook (“Handbook”) will acquaint you with Hart Mechanical Inc.’s (“Hart Mechanical” or “Company”) personnel policies, work rules and benefits. Please read this Handbook carefully and refer to it whenever questions arise.

Nothing in this Handbook is intended to create a contract of employment. Every employee is an employee at-will with no stated term of employment. Although it is Hart Mechanical’s present intention to continue these practices, employment policies and benefits as contained in this Handbook, Hart Mechanical reserves the right, whether in an individual case or more generally, to alter, reduce or eliminate any pay practices, any policy or any benefit in whole or in part with or without notice.

Any oral statements made to you by an individual that conflict with this provision are unauthorized and should not be relied upon by you in making any employment or other decisions.

This handbook is the property of Hart Mechanical and constitutes confidential information. In the event your employment with the company ends either voluntarily or involuntarily, you will be required to return this Handbook.

EQUAL EMPLOYEMENT OPPORTUNITY

Hart Mechanical Inc. subscribes fully to the principles of equal employment opportunities for all employees and applicants for employment. It is the policy of Hart Mechanical not to discriminate against any employee or applicant on any legally recognized basis including, but not limited to race, religion, creed, color, national origin, sex, sexual orientation, age, marital status, ancestry, physical disability, past or present history of mental disorder or veteran status.

Employment decisions are based on an individual’s qualification for the position being filled by virtue of job related standards of suitability.

Work Rules

1. On a daily basis, each employee is responsible for ensuring that the equipment he or she is working with is maintained properly and in good working order. If you lose, break, or damage any equipment, report it to your supervisor at once.
2. Employees should report any required service or malfunctions of equipment to their supervisor.
3. Each employee is responsible for ensuring that every job site is left neat and secure. All tools must be picked up from a job site and returned to Hart Mechanical. The job site should be left as found.
4. Proper professional demeanor is expected on the job site. The purpose of the presence of Hart Mechanical employees on a job site is solely to perform the work in a timely and professional manner. Exploring or wandering about a customer's property is absolutely prohibited. Interaction between employees and customers is to be kept to a minimum and must be business related. Employees shall be polite at all times and no abusive, foul or loud language on job sites will be tolerated. The supervisor will be responsible for all standard public relations and dialogue.
5. Only personnel authorized by Robert Gibbons may purchase supplies for any job site.
6. At the conclusion of workday employees may receive instructions and work orders for the following day, including an explanation as to required trucks and equipment. If no such instructions or work orders are provided, employees are expected to report back to the same location the following day.
7. Equipment owned by Hart Mechanical is to be used solely for business use. Unauthorized lending or personal use of Hart Mechanical equipment is strictly prohibited.
8. Operators of Hart Mechanical vehicles are responsible for the safe operation and cleanliness of the vehicle. Accidents involving Company vehicles must be reported to your supervisor immediately. Employees are responsible for any moving violations and fines which may result when operating a company vehicle. The use of seat belts and hands free cell phone head sets are mandatory for operators and passengers of Company vehicles. Talking on a hand held phone while driving is against the law in Connecticut and is a \$250 fine. Smoking is not allowed in Company vehicles. Operators must have a valid driver's license.

SEXUAL HARASSMENT

Consistent with Hart Mechanical's policy of equal employment opportunity, harassment in the work place, based on a person's race, religion, creed, color, national origin, sex, sexual orientation, age, marital status, ancestry, physical disability, past or present history of mental disorder or veteran status will not be tolerated concerning employees, customers or applicants for employment.

Sexual harassment includes unwelcomed sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. No supervisor or other employee shall threaten or insinuate whether explicitly or implicitly that another employee or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment. Similarly, no employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct.

Sexual harassment also includes unwelcomed sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of any individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the work place of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

Sexual harassment will not be tolerated on any job site, in the office, or while any employee is on Hart Mechanical business.

Any employee who feels he or she is a victim of sexual harassment, including but not limited to any of the conduct listed above by any supervisor, other employee, client or any other person in connection with employment at Hart Mechanical should bring this matter to the immediate attention of the Human Resources Department (Tel. (860) 633-3353). Every effort will be made to promptly investigate all allegations of harassment in as confidential a manner as possible and to take appropriate corrective action when warranted. Retaliation against an employee because he or she seeks to protect him or herself from sexual harassment is prohibited and will not be tolerated.

Any employee who is determined after an investigation to have engaged in sexual harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including discharge.

EMPLOYEE DISCIPLINE

As previously stated, all employees of Hart Mechanical are employee's at-will with no stated term of employment. Each employee is therefore subject to termination at any time for any reason at the discretion of Hart Mechanical. However, Hart Mechanical has established disciplinary guidelines and termination procedures to promote fairness and consistency, and Hart Mechanical will endeavor to follow these guidelines except in circumstances when management deems it appropriate to act otherwise. The following guidelines apply to discipline and/or/ termination. These guidelines do not in any way create a contract or imply any rights to an employee inconsistent with their status of at-will employee.

The first and second steps in Hart Mechanical's disciplinary process are oral warnings. The third and fourth steps are written warnings. Copies of all warnings are kept in employee personnel files. The fifth step in the disciplinary process is termination.

Engaging in any of the acts set forth below or failing to comply with Hart Mechanical's work rules is misconduct that could result in disciplinary action, including immediate termination. This list is not meant to be all-inclusive and does not prohibit Hart Mechanical from terminating an employee at its discretion at any time.

1. Theft or dishonesty;
2. Unacceptable conduct, such as failure to follow Company administrative policies or procedures;
3. Willful or negligent destruction of Company property;
4. Improper use of Company vehicles, equipment and tools;
5. Unauthorized use of Company vehicles, equipment, and tools;
6. Fighting or other conduct endangering other employees, customers, property or equipment;
7. Possession of firearms or other weapons on Company property;
8. Insubordination or failure to follow a supervisor's directions;
9. Falsification of records or reports, including time records;
10. Failure to meet the requirements of your job;
11. Excessive absenteeism or tardiness, or failure to call in regarding absenteeism or tardiness;
12. Unauthorized possession, consumption, or being under the influence of any alcoholic or intoxicating beverage or any narcotic or other similarly inhibiting or incapacitating substance.
13. Leaving a job site during the normal workday without the permission of your supervisor;
14. Smoking in unauthorized areas;
15. Misuse of the Company telephones;
16. Disclosure of confidential Company information to unauthorized persons;
17. Sexual harassment;
18. Failure of an apprentice in any of the trades to comply with all the requirements of the apprenticeship program.

If you have a complaint, you should discuss the matter with your supervisor or with Robert Gibbons. Only by hearing your problem and talking with you can problems be resolved. The company will respond to your complaint and take pertinent action where appropriate.

NO SOLICITATION- DISTRIBUTION RULES

Solicitation and distribution of literature by non-employees on Hart Mechanical controlled property is prohibited. Distribution of literature by employees on property controlled by Hart Mechanical in non-working areas during working time is prohibited. Distribution of literature by employees on property controlled by Hart Mechanical in working areas is prohibited.

As used in these rules, “working time” is the time an employee is expected to be working.

GENERAL SAFETY

Performing your job safely is our primary concern. The safety rules, procedures and practices have been established for the benefit of all employees. It is mandatory that job site employees attend the Company’s safety meetings. If you should notice a practice, potential hazard or condition that seems unsafe, please call it to the attention of your supervisor immediately.

Material Safety Data Sheets (MSDS) and Hart Mechanical’s Material Safety Program are available for review in the Company’s office and in each Company vehicle or trailer.

REPORTING ACCIDENTS & INJURIES

Due to safety considerations, employees are not permitted to receive visitors on any job site on which Hart Mechanical performs work.

All accidents, no matter how minor, must be reported to your supervisor as soon as possible and in all cases by the end of the workday. First aid kits may be found in the storage trailer and in the job box. Employees with injuries requiring professional attention will be transported to the nearest medical facility. If necessary, your supervisor will dial 911 to call for paramedics and/or an ambulance.

EMPLOYEE RECORDS

Please keep your supervisor informed regarding any changes involving your records. This information will remain confidential and should include the following:

- Change of address or telephone number.
- Change of name or marital status.
- Change in the number of dependents.
- Change of insurance coverage or beneficiary designation.
- Change of name and/or phone number for person to contact in case of emergency.

DRUG FREE WORKPLACE POLICY

Hart Mechanical is committed to maintaining a safe and healthy work place free from the influence of alcohol and drugs.

Hart Mechanical strictly prohibits the following:

1. The unlawful manufacture, distribution, dispensing, sale, possession, or use of any controlled substance, illegal drug or alcohol on its property including but not limited to its premises, vehicles, trailers and parking lot, or while on Hart Mechanical's business.
2. Storage of alcohol, any illegal drug, or drug paraphernalia in a locker, desk, vehicle, trailer or other place on Hart Mechanical's premises or any job site where Hart Mechanical is performing work.
3. Being under the influence of an unauthorized controlled substance, illegal drug or alcohol during working hours or on Hart Mechanical's premises, or while on the Company's business, or in Company supplied vehicles.

Employees who violate this policy will be subject to discipline which may include monitored rehabilitation, suspension, and/or discharge. Any employee who violates this policy may also be referred to law enforcement authorities for criminal prosecution.

As a condition of continued employment, employees will abide by the terms of this policy statement as well as the requirements of notifying their supervisor of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction.

Convicted employees will either be subject to discipline, up to and including termination of their employment, or will be required to satisfactorily participate in a drug abuse assistance rehabilitation program approved by a federal, state, or local health, law enforcement or other appropriate agency. Failure to successfully complete the drug abuse assistance or rehabilitation program will result in discharge.

EMPLOYEE WAGES AND BENEFITS

PAYCHECKS

Employees shall be paid on a weekly basis. The regular payday shall be Friday. If a holiday falls on a Friday, payday shall be the preceding Thursday. If a holiday falls on a Thursday an employee shall still be paid on the following Friday. An employee shall receive his or her first week's pay one pay period (not more than eight (8) days) after the completion of his or her first week of work and weekly thereafter.

TIME CARDS

Employees who are paid on an hourly basis are required to keep an accurate record of all time worked on time cards provided by their supervisor. Completed time cards must be turned in to your supervisor by 9:00 a.m. each Monday. Employees who fail to submit their time cards to their supervisor in a timely manner may be subject to discipline. If you are unable to submit your time card, you must notify your supervisor or the Hart Mechanical office no later than 9:00 a.m. Monday morning. Falsification of time cards will result in immediate termination.

TRAVEL TIME

Travel Time is defined as commuting time greater than the normal accepted commute as agreed by the employee and the hiring manager. The minimum standard for eligibility is the greater of: leaving your home state or one and a half hours drive time to the project from your home base.

Employee commuting is the distances from the employee's home base to a Hart project. Travel time is always straight time and is not used in the 40 hours work week straight time versus overtime calculation. Travel time is to be approved in advance with the division's regional manager and written up on a company approved travel time form. Approved travel time is written on the timecard as travel time on a daily basis.

Traveling from one project to another during the normal course of the work day is not considered travel time. This is considered "normal work hours" and will be paid as a part of the regular work day.

INITIAL PERIOD AND PERFORMANCE

An employee shall be hired for an initial period of ninety (90) days. During this initial period, an employee shall not be eligible for holiday pay, sick pay, or health insurance benefits. This initial period is not intended to nor does it imply that an employee has any rights to continued employment.

Employees are expected to progress in knowledge, workmanship and efficiency. Failure to perform satisfactorily may result in discharge.

BREAKS

Employees will be provided with one-half hour unpaid meal break each day.

OVERTIME

Overtime for employees paid on an hourly basis is compensated at time and one-half the regular rate of pay after forty (40) hours have been worked in a particular week. "Hours worked" does not include pay for holidays, vacation, or other personal (paid or unpaid) leave. You are expected to work overtime when requested by your supervisor. Should Saturday or Sunday overtime be necessary, the Company will attempt, when business needs permit, to notify you no later than the preceding Thursday.

VACATION

Upon successful completion of one (1) year of employment, a non-seasonal employee shall be eligible for one week (5 days) of paid vacation on his or her anniversary date. Vacation requests for more than two (2) consecutive workdays must be submitted in writing to Hart Mechanical's office no less than thirty (30) days before the desired vacation date. Vacation requests for two (2) consecutive workdays or less must be approved by your supervisor in advance. Unused vacation time may not be carried from one year to the next. If you have any accrued but unused vacation time as of your anniversary date and have not been approved for its use, you will be paid for the time. Accrued but unused vacation shall be paid to non-seasonal eligible employees at management's discretion upon cessation of employment.

HOLIDAYS

An employee shall not be eligible for holiday pay until the employee has successfully completed ninety days (90) days of employment, after which an employee shall be eligible for four paid holidays a year. These holidays are as follows:

New Year's Day
Fourth of July

Thanksgiving Day
Christmas Day

An employee must work both the workday before and the workday after a holiday to be paid for that holiday. If a holiday falls on a Saturday or Sunday, the holiday shall be celebrated on Friday or Monday at the Company's discretion.

SICK LEAVE

Upon the successful completion of the initial ninety (90) day period of employment, an employee shall be eligible for two paid sick days if the employee started in the first quarter of the year. For any new hire in the second and third quarter of the year, one sick day will be issued after the probationary period (initial 90 days). No sick days will be issued for new hires in the fourth quarter. Thereafter an employee shall be eligible for two paid sick days on the first day of the new calendar year each year. Unused sick days may not be carried over from one calendar year to the next.

HEALTH AND LIFE INSURANCE

Employees who have successfully completed the initial ninety (90) day period shall be eligible to receive health and life insurance in accordance with the terms of the applicable health/life insurance plans.

ATTENDANCE

Employees are expected to be at work on time and to be at work a full day. Employees are expected to report for work rain or shine. If an employee will be late or absent from work, it is the employee's responsibility to call their supervisor at least one (1) hour prior to the start of the workday.

If the employee's supervisor is not available, they should report their tardiness or absence to the main office. An employee who is absent without notice, shall be subject to discipline. Three (3) absences without providing management notice of the reason for the absence are grounds for termination.

EXCUSED ABSENCES

JURY DUTY

Full-time employees who are summoned for jury duty will be paid their normal rate of pay for the first five (5) days of service. Thereafter, it is Hart Mechanical's policy to reimburse employees for the difference between funds received from the court and employee's regular pay for ten (10) workdays or as required by law. Employees must furnish copies or jury duty pay statements on official court stationary.

Notify your supervisor as soon as possible upon receipt of a court notice requiring you to serve on jury duty.

If an employee should be required to serve for only a portion of a day, the employee must return to work for the remainder of the day. A statement from the court listing hours and dates served must be submitted to your supervisor in order to receive jury duty pay.

MILITARY LEAVE

Employees who are members of a reserve unit or the National Guard will be given an unpaid leave of absence for training/active duty as required by law. Please notify your supervisor upon receipt of your orders.

COMMUNICATIONS

We feel it is in the best interests of both Hart Mechanical and our employees to deal directly with each other without third party intervention. As such, within the framework of existing labor laws, we will resist efforts by outside forces to intrude in our communications with employees. We intend to resist any union organizing efforts by every lawful means and to persuade you that no benefit can flow to you as a result of unionization.

CONFIDENTIALITY

In the course of your employment with Hart Mechanical you may have access to or receive confidential information. Examples of confidential information include, but are not limited to, wage rates and personnel practices, sales, employee performance and discipline. It is your responsibility as an employee to protect such information. Employees should not discuss confidential matters with fellow employees or with any individuals outside the Company, except as required by your position. If you have any questions as to whether information may be disclosed, please consult with Robert Gibbons. Disclosure of confidential information, in violation of this policy, may provide grounds for legal action against you, and may be grounds for immediate dismissal from Hart Mechanical.

SEPARATION OF EMPLOYMENT

Although Hart Mechanical hopes that your association with the Company will be a long and successful one, the employment relationship of all employees without a written employment contract is of an “at-will employee.” This means that the employment relationship may be terminated by the Company at any time and for any reason with or without cause, with or without notice, and that each employee has no contract of employment either written or implied for any set period of time. Any oral statements which conflict with this position are unauthorized and may not be relied upon by any employee. Similarly, each employee may leave the Company at any time and for any reason with or without notice. No persons other than Robert Gibbons, the President, have any authority to enter into any written agreement for employment with any employee for any specified period of time. Employees may be disciplined for any reason including violation of any policies contained in this Employee Handbook.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

This Employee Handbook is designed to familiarize you with Hart Mechanical’s current personnel guidelines and is not intended to be a complete description of all the Company’s policies and procedures but merely to serve as guidance for your employment at Hart Mechanical. It is a summary of guidelines for information purposes only and should not be considered in any way as creating any right, contract or guarantee of employment, benefits, or of working conditions between an employee and the Company. The Company at any time may change, supplement or discontinue these guidelines.

Just as you have the right to leave your job here at Hart Mechanical if you want to, for any reason at all or for no reason, and with or without advance notice, the Company retains the same right as to the termination of your employment. No manager or any other person at the Company has the authority to make an oral commitment of guaranteed or continuing employment to you, and no Company publication should be understood to make any such guarantee.

This edition of the Employee Handbook supersedes and replaces all prior editions which are hereby declared null and void as a statement of Company policy.

Please sign and date below that you have received this Employee Handbook and have read and fully understand this information governing your employment with Hart Mechanical Inc. This statement, with your signature, should be returned to your supervisor or the Hart Mechanical office within one week of your receipt of this Employee Handbook.

Date: _____

Signed: _____

Print Name: _____