



KEYSTONEGREENSM
BUILDING SYSTEMS, LLC

EMPLOYEE HANDBOOK

REV 9.1.07

EMPLOYEE HANDBOOK # _____

THIS IS NOT A CONTRACT OF EMPLOYMENT.

MANAGEMENT INTRODUCTION

We would like to extend our welcome to you as a new employee of Keystone Green Building Systems.

In this informational booklet, we have outlined policies, work rules and safety requirements that pertain to every employee. Our Company, through the efforts of our employees, has built an excellent reputation for providing effective, conscientious service to our customers. Whatever job you perform, you play a major role in helping to sustain that reputation.

This pamphlet is not a contract of employment between you and Keystone Green nor does it set forth any contractual terms or conditions of employment. Your employment with Keystone Green is “at-will” meaning that both you and Keystone Green have the right to terminate your employment at any time and for any reason or no reason.

Although it is Keystone Green’s present intention to continue the policies and procedures described in this pamphlet, Keystone Green reserves the right to change, eliminate or add to its policies, work rules and safety requirements, and any other term or condition of employment, at Keystone Green’s sole discretion, at any time, for any reason and without prior notice.



Christine Allen
President

INTRODUCTORY PERIOD

The first 60 days of employment are considered an introductory period for every new employee. During this 60 days, Keystone Green reserves the right to terminate any employee for any reason or no reason, without adhering to progressive discipline.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is and shall continue to be Keystone Green’s policy to eliminate and avoid unlawful discrimination against any employee or applicant for employment because of race, color, religion, age, sex, national origin, ancestry, disability or veteran’s status, and in all decisions concerning employment, it is and shall continue to be Keystone Green’s policy to promote the principle of equal employment opportunity.

Accordingly, all recruiting, hiring and promoting for all employment classifications will be made without regard to race, color, religion, age, sex, national origin, ancestry, non-job-related disability or veteran’s status. Keystone Green will make every effort to ensure that all personnel actions including, but not limited to, compensation, benefits, recruitment, transfers, promotions, layoffs, benefit programs and facilities will be administered without regard to race, religion, age, sex, national origin, ancestry, non-job-related disability or veteran’s status. Keystone Green will not tolerate harassment or intimidation because of an individual’s race, sex, national origin, ancestry, disability or veteran’s status.

EMPLOYMENT CATEGORIES

It is important that you understand the definitions of the employment classifications as it helps determine your employment status and what benefits you are eligible for.

You are a **Regular Full-Time** employee if you are not assigned to a temporary or introductory status and you are regularly scheduled to work over 37.5 hours per week. Regular Full-Time employees are employees who are not in a temporary or introductory status and who are regularly scheduled to work the full-time schedule. In most cases, regular full-time employees are eligible for all benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You are a **Part-Time** employee if you are not in a temporary or introductory status and you are regularly scheduled to work 35 or fewer hours per week. Part-Time employees receive all legally mandated benefits, such as Social Security and Worker's Compensation insurance. Part time employees are not eligible for other benefit programs except for holiday and personal time off according to the schedule below.

You are a **Temporary** employee if you were hired as an interim replacement, or to temporarily increase our workforce, or to help finish a specific project. Employees are in the temporary category for a limited time. Even if you work longer than the original time period that we agreed to when you were first hired, you will stay a temporary employee until you are officially notified that you have been assigned to a different category. Temporary employees receive all legally mandated benefits, such as Social Security and Worker's Compensation Insurance. Temporary employees are not eligible for other benefit programs except for holiday and personal time off accrued based on hours worked according to the schedule below.

GENERAL INFORMATION

1. Paychecks are issued bi-weekly, every other Friday for the previous two-week period. Non exempt employees are paid for hours actually worked.
 - (a) Hours should be submitted in writing by faxing or mailing in time cards or time sheets.
 - (b) If a time clock is present, employees are required to punch in and out daily. If a time clock is not present at the job site, a time sheet must be filled out and approved by a supervisor.
2. Overtime is paid at the rate of time and one-half for all hours over 40 worked in any given pay week.
3. Holiday pay is equal to shift pay and is issued only to those employees who work the last scheduled workday prior to the holiday and the first scheduled workday following the holiday (after 6 months of service with the Company) unless the employee is scheduled to be off or is currently on leave under FMLA.

Paid holidays will be dictated by the hours of operation of our customers. Paid holidays are for full-time and part-time employees. They are:

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

Any employees asked to work will be paid double time.

4. The amount of Personal Time Off (PTO) you receive each year depends on how long you have been working at the Company. Immediately upon hire you will accrue PTO according to the schedule below. Your accrual rate will be based on your years of service as of January 1st each year.

Personal Time Off is equal to shift pay. This is the schedule for accruing PTO:

Full Time Hourly

YEARS OF SERVICE	NUMBER OF DAYS EMPLOYEE IS ENTITLED TO
1	5 DAYS
2	6 DAYS
3	7 DAYS
4	8 DAYS
5	10 DAYS
8	11 DAYS
10	12 DAYS

12 is the maximum number of PTO that can be earned.

Part Time

- After 1 yr. of service the employee is entitled to 3 PTO days, after 2 yrs. of service - 4 PTO days, 3 years of service - 5 PTO days.

PTO must be requested in writing, two weeks in advance of requested time off. Vacation Request Forms are available from the company office or your supervisor. Please note the following guidelines regarding PTO;

- In order to avoid work shortages, managers may limit the number of employees on taking time off at the same time;
- In order to allow every employee to alternate their personal time from year-to-year, if an employee schedules some or all of his/her personal time on the days before or after a holiday, that employee may not request days off around the next calendar holiday, regardless of his or her seniority with the Company, unless no other employee in that area or site has requested off around the next holiday;
- If you have accrued personal time, you must exhaust your personal days before requesting days off without pay.
- PTO is based on a yearly calendar (January to January). Any accrued personal time not taken within the calendar year will be forfeited. No accrued PTO days may be carried over to the following year.

Personal time is prorated. If your employment is terminated for any reason and you have earned personal time for that calendar year, the days that you will be compensated for will be based on how much of the year you have actually worked. For example, if you have accrued a week's PTO and terminate your employment during the first quarter of the year, you will be paid for one day of PTO. If your employment is terminated during the second quarter of the year, you will be paid for two days PTO. The third quarter, three days and the fourth quarter, five days.

- If an employee is an active member of a military reserve unit, we understand that he or she may have to participate or serve in this unit from time to time in order to remain an active member. Keystone Green will pay the employee for a total of one week (5 days) of missed work while he or she is serving in a military capacity. This will not count against the employee's PTO.
- All laws and regulations pertaining to Worker's Compensation are strictly followed.
- Anyone working more than 6 hours is required to take at least a half-hour unpaid break.
- Time off for Jury Duty will be paid with proof of time served.
- Some Keystone Green customers require special clothing, uniforms and/or equipment be used by employees at their facilities. In most cases, these items will be provided to you free of charge. However, if you are asked to purchase items yourself, you will be reimbursed at the following rates: Steel toe boots \$50, Hard Hat \$12, Safety Glasses \$10, Khaki Pants \$25.

WORK RULES

Keystone Green believes that part of your job description requires all employees to maintain a positive work atmosphere by behaving and communicating in a manner that gets along with customers, clients, co-workers and management.

The following general work rules are to serve as a guide for every employee. Keystone Green believes that each employee should be aware of the behavior expected while employed by Keystone Green.

This list is not all-inclusive. Keystone Green reserves the right to discipline an employee for conduct that Keystone Green believes is contrary to the interests of the Company, its employees or its customers, regardless of whether it is included here.

Disciplinary action may take the form of verbal warning, written warning, suspension or discharge, as Keystone Green, in its sole discretion, deems appropriate.

Serious violations of the law or Company policies regarding the use of drugs or alcohol, dishonesty, insubordination, work rules or customer and employee relations can result in immediate discharge.

1. If you are going to be late or absent for any reason, you must call the Keystone Green office at 610-917-0606 at least four hours before your shift begins. Give your name, job location and the reason you will be absent or late. You must also call your supervisor so that he or she can arrange for coverage. If you are going to be late, it is important that you give the time that you expect to arrive for work so that your supervisor can plan the work schedule accordingly.

You may not have someone else call in for you when you are going to be late or absent. A call received from someone other than the employee will not be accepted and that employee will be recorded with an unexcused absence (no call/no show). Of course, this does not apply if the employee is in a situation where he or she is unable to call in.

Absenteeism may either be excused or unexcused. An excused absenteeism occurs when you have followed the notification process outlined above and have received permission to be absent from work. An unexcused absence is a serious violation of company policy and may result in disciplinary action. Excessive absences of any type create a hardship to the company and your fellow workers and may result in disciplinary action.

If you are out of work, you must call the office everyday. Failure to call in when you are going to be late or absent or frequent absences on your attendance record will result in the following disciplinary action:

- 1st offense – written warning
- 2nd offense – 3-day suspension without pay
- 3rd offense – termination

The three steps listed above refer to separate incidents of absence. If an employee fails to report to work for two consecutive days and has not contacted the office or his/her supervisor, the Company will assume that the employee has abandoned his or her position and employment can be terminated.

Due to the nature of our business, Keystone Green reserves the right to terminate employees for absenteeism or lateness that it deems to be excessive. (Please note, the Unemployment Office considers one occurrence of no call/no show reason enough for termination).

2. The company takes the proper use of e-mail very seriously. E-mails are for business purposes and are company property. All messages should be professional and courteous. E-mails should not contain any illegal, libelous, or offensive statements or any statements meant to harass – sexually or otherwise. The company reserves the right to access e-mails sent to or from any computer. Employees who violate this policy will be subject to disciplinary measures.
3. Internet use at work should be done in a proper business-like manner. Use is restricted to visiting sites related to official work and/or professional interests related to work. No banned or controversial sites are to be visited including ignoring warnings going to unsecured pages. No downloading and distributing of controversial or obscene material is permitted. Permission should be obtained prior to making large downloads. Employees who violate this policy will be subject to disciplinary measures or termination.
4. If you are issued a company pager and/or phone and it becomes lost or damaged, the Company reserves the right to deduct the cost of repairs or replacement from your pay. In addition, any excessive use resulting in additional charges will be deducted from your pay. You will be notified of such deduction.
5. Never use a customer's telephone unless it is a pay phone.
6. Never open a customer's desk or file cabinet.
7. Do not use any radios or other audio equipment while you are working. Never use or touch any customer's equipment.
8. Refrain from smoking while you work. Follow the smoking guidelines of the building owner or customer.
9. Keystone Green maintains a zero tolerance with regard to drug or alcohol use before or during work hours. If any drugs or alcohol are brought on any job site, or if it is determined that an employee is under the influence of drugs or alcohol while on the job or while using company equipment or vehicles, that employee will be terminated immediately. Progressive discipline is waived regarding the use of drugs/alcohol.
10. Maintain a conservative or business-like appearance. (Excessive or dangling jewelry is no permitted.) No sandals or open toe shoes can be worn, due to safety considerations. Depending upon job site rules, shorts may be worn, but, must be professional/conservative in appearance and meet approval of supervisor. Aprons or uniform shirts are mandatory at all times, if they are issued. Defacing of company uniforms is strictly prohibited. Sweat pants or parachute pants are not permitted.
11. No personnel are permitted to work without wearing an authorized uniform or ID Badge if applicable.
12. Maintain a courteous and helpful manner when dealing with all customer personnel.
13. Take care of all equipment issued to you. You should report any faulty or missing equipment or supplies to your supervisor immediately.
14. No employee is permitted to use any equipment or chemicals for personal use or for any project that is not a Keystone Green project. Additionally, no company equipment should ever leave the work place.
15. Report any damage to equipment or property immediately to your supervisor.
16. Any and all injuries must be reported to your supervisor immediately. Failure to report an injury immediately may result in denial of coverage from the insurance carrier. Your supervisor will call the safety coordinator immediately to report an injury.
17. Any employee who removes customer property from a job site without permission will be terminated immediately.

18. Protect all keys issued to you. Hand all keys and access cards directly to your supervisor at the end of each shift and the supervisor will lock in key box each night. Upon termination for any reason, if an employee fails to return access cards/keys a cost to replace them will be deducted from the last pay.
19. Do not enter any part of the building other than your assigned work area. Parking is not permitted in areas designated as a loading zone, fire lane, posted handicapped (unless employee has handicap tags) areas.
20. Never leave your job site during work hours without advising your supervisor.
21. Complete all work assigned to you. If you are unable to do so, advise your supervisor immediately so he or she can take care of the problem.
22. If a customer of Keystone Green asks that a Company employee be removed from a job site or building, that employee may be terminated, depending upon the circumstances, at the discretion of Keystone Green.
23. Falsifying time cards or time sheets is considered fraud. Any employee caught falsifying their time records will be terminated.
24. No children, friends, or relatives are permitted on the job site where you work at any time.
25. In order to prevent disruptions in our operations and interference with work performance, we have instituted the following “No Solicitation/No Disturbance” rule: If you wish to collect money from co-workers for distribution to other workers in the form of a gift or for charitable purposes, you may do so during non-work time in non-work areas only. However, no employee is required to participate or contribute to such an effort. You may not offer items for sale for your gain during working hours.

Solicitation and the distribution of literature for any purpose during work time of the solicitor or the person being solicited is strictly prohibited. Any work site solicitation or distribution by non-employees in any area of the work site is strictly forbidden.
26. Serious violations of the law or Company policies regarding the use of drugs or alcohol, insubordination, work rules or customer and employee relations will result in immediate termination.

OPERATING AND HANDLING OF KEYSTONE GREEN EQUIPMENT

All employees must operate any and all Keystone Green equipment, supplies, chemicals, tools and vehicles in a safe and efficient manner. All necessary precautions must be taken to ensure the safety of the individual and the people around the operator.

Any equipment, supplies, chemicals, tools and vehicles that are defective or broken must be reported to your Keystone Green supervisor immediately and removed from service. Failure to report any defective or broken equipment, supplies, chemicals, tools and vehicles immediately will result in termination.

Any Keystone Green employee who is issued a company vehicle, cell phone or any other property owned by Keystone Green must assume the responsibility of the property and use the item or items sensibly. E.g., check the fluids on all equipment and vehicles so that they are at the appropriate levels.

- Personal use of a company cell phone is acceptable within reason. In return, the phone should be on at all times to assist in facilitating and/or coordinating our customer's needs. Phone greetings must have your name, company name and emergency contact information.

Direct any cell phone problems to your supervisor, for resolution. Keystone Green will pay for one lost/stolen cell phone every two years. Within that two year period, the employee is responsible for replacement.

- Never use company vehicles for personal use and absolutely NO SMOKING OR EATING in company vehicles at any time.
- Never misrepresent expenses for personal gain.
- Clean all equipment after each job.
- Report all damage to Keystone Green property immediately.

Failure to follow the above rules regarding Keystone Green property may result in immediate termination.

Disciplinary action may take the form of verbal warning, written warning, suspension or discharge, as Keystone Green, in its sole discretion, deems appropriate. Keystone Green reserves the right to forgo progressive discipline and proceed directly to termination.

CONFIDENTIAL INFORMATION

COMPANY

Knowledge of the Company's affairs gained through access to information not generally available to the public is considered confidential information. As such, it is not to be disclosed to anyone outside the Company. Further, confidential information may only be shared with Keystone Green employees when it is necessary for conducting your work or is otherwise appropriate. The obligation of employees to maintain the confidentiality of the Company's information continues for all time in the future, even after the employees have ceased working for the Company. Upon termination of employment, whether voluntary or involuntary, employees are to return to the Company all tangible confidential and proprietary information obtained in the course of employment with the Company.

CUSTOMER

Knowledge of a customer's affairs gained through access to information not generally available to the public is to be considered confidential information. As such, it is not to be passed on to anyone outside the Company nor discussed with other employees at any time, including after the employee has ceased working for the Company.

EMPLOYEE

Generally, personnel files and information on an employee application are confidential and available only to the Personnel Department, and the individual's direct management and Executive Management. Any misinformation on the application or provided as part of the application process is reason for termination.

All questions regarding employee information, such as credit references and job references are to be referred to the Payroll Department. The Company will attempt to protect the confidentiality of employee information at all times. The Company will release such information to the extent that it is required by law to do so. The Company will also release such information if authorized, in writing, by the employee.

WORKPLACE HARASSMENT

Title VII of the Civil Rights Act of 1964 prohibits discrimination "in employment" based on race, sex, color, religion or national origin and it is a violation of this federal law to harass anyone or discriminate against anyone.

Keystone Green prohibits harassment based on race, color, religion, age, sex, national origin or disability. The Company desires to establish and maintain a work environment free from discrimination, coercion or harassment.

Harassment, including sexual harassment, is against Company policy.

Sexual harassment is defined as the making of unwanted sexual advances and requests for sexual favors where:

- a. Submission to such conduct is made an explicit or implicit condition of employment, or
- b. Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting such individuals; or
- c. Prohibited harassment also includes discrimination on the basis of a protected category where such conduct has the purpose or effect of substantially interfering with a reasonable individual's work performance or creating an intimidating, hostile or offensive work environment.

This policy prohibits any type of harassment, whether verbal, physical or sexual, in the work environment. Employees are responsible for respecting the rights of co-workers. Supervisors and managers are responsible for maintaining a work environment free from discrimination, coercion or harassment. Any violation of this policy will result in disciplinary action, which may include termination of employment.

The following guidelines are provided in handling harassment issues of all kinds.

1. All harassment complaints must be reported as soon as possible. You have a right to report a harassment claim to any company officer and/or manager including the president.
2. All harassment complaints will be promptly and thoroughly investigated. To the extent possible, confidentiality will be maintained.
3. Reprisals against employees who report harassment claims and who assist in an investigation will not be tolerated.
4. The results of an investigation will be presented to the complainant and the accused unless, in the Company's sole discretion, other action should be taken under the circumstances.
5. Participation in, or approval of harassment will be treated as a serious violation and will result in disciplinary action, up to and including termination.

FUNERAL LEAVE

An employee will be entitled to three (3) days of paid funeral leave for the funeral of an immediate family member after three (3) months of service with the Company. Immediate family includes an employee’s spouse, mother, father, sister, brother or child. Documentation of the loss may be requested.

FAMILY AND MEDICAL LEAVE POLICY

All employees who have been with Keystone Green for at least 12 months and have worked at least 1,250 hours within the previous 12-month period are eligible for family and/or medical leave of absence.

Employees are eligible to take up to 12 weeks of unpaid leave in any 12 month period for circumstances that are critical to the life of a family. Leave may be taken:

1. upon the birth of the employee’s child;
2. upon the placement of a child with the employee for adoption or foster care;
3. when the employee is needed to care for a child, spouse, or parent who has a serious health condition; or
4. when the employee is unable to perform the functions of his or her position because of his or her own serious health condition.

“Serious health condition” is defined as an illness, injury, impairment, or physical or mental condition involving either in-patient care or continuing treatment by a “health care provider”. “Health care providers” include doctors of medicine, osteopathy or any other person determined by the Secretary of Labor to be capable of providing health care services.

When an employee is able to return to “active employment”, he/she shall be returned to the same or equivalent position with equivalent employee benefits and compensation or other conditions of employment. “Equivalent” means substantially the same but not exactly equal.

Keystone Green will require medical certification to support a claim for leave of an employee’s own serious health condition or to care for a seriously ill child, spouse or parent. For an employee’s own medical leave, the certification must include a statement that the employee is unable to perform the functions of his or her position. For leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. In its discretion, Keystone Green may require a second medical opinion and periodic recertifications at its own expense. If the first and second opinions differ, Keystone Green, at its own expense, may require the binding opinion of a third health care provider approved jointly by the Company and the employee.

Spouses who are both employed by Keystone Green are entitled to a total of twelve weeks of leave (rather than twelve weeks each) for the birth or adoption of a child or for the care of a sick parent. When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide reasonable prior notice and make efforts to schedule leave so as not to disrupt Company operations. In cases of illness, the employee will be required to report periodically on his or her leave status and intention to return to work.

Any employee requesting a leave under this policy must complete a Request for Family and Medical Leave of Absence Form and submit it to the immediate supervisor for proper approvals. If possible, the form should be submitted thirty (30) days in advance of the effective date of the leave. All requests for family and medical leave of absence due to illness will include the following sufficient medical certification attached to a completed Request for Family and Medical Leave of Absence Form stating:

1. the date on which the serious health condition commenced;
2. the probable duration of the condition; and
3. the appropriate medical facts within the knowledge of the health care provider regarding the condition.

In addition, for purposes of leave to care for a child, spouse or parent the certificate should give an estimate of the amount of time that the employee needs to provide such care. For purposes of leave for an employee's illness, the certificate must state that the employee is unable to perform the functions of his or her position.

WORKER'S COMPENSATION

All laws and regulations pertaining to Worker's Compensation are strictly followed by Keystone Green. All injuries must first be reported immediately to Human Resources at 610-917-0606.

EMPLOYERS'/EMPLOYEES' RIGHTS/OBLIGATIONS UNDER SECTION 306(F/1) OF THE PENNSYLVANIA WORKER'S COMPENSATION ACT

If you believe that you have been injured while in the course and scope of your employment, you must be aware of the following:

Worker's Compensation is designed to provide wage loss benefits and reimbursement for reasonable medical care for one who is injured on the job. Your employer will provide payment of reasonable surgical and medical services, services rendered by physicians or other health care providers, medicines and supplies, when needed, for work-related injuries.

Your employer, in compliance with the Pennsylvania Worker's Compensation Act, as amended, has posted a list of at least six (6) health care providers. You are to obtain treatment from one of the providers on the list for ninety (90) days from the date of your first treatment. Before seeking any treatment, be sure to check the most current posted list of the employer-designated health care providers. In addition, the following rights and duties under the Act are applicable:

1. The employee shall have the duty to obtain treatment for work-related injuries and illnesses from one or more of the designated health care providers for a period of 90 days from the date of the first visit to a designated provider.
2. The employee shall have the right to have all reasonable medical supplies and treatment related to the work-related injury paid for by the employer as long as treatment is obtained from a designated provider during the 90-day period.
3. The employee shall have the right, during this 90-day period, to switch from one health care provider on the list to another provider on the list, and all such treatment shall be paid for by the employer.
4. The employee shall have the right to seek treatment for a referral provider if the employee is referred to him/her by a designated provider, and the employer shall pay for the treatment rendered by the referral provider.
5. The employee shall have the right to seek emergency medical treatment from any provider, but subsequent non-emergency treatment shall be by a designated provider for the remainder of the 90-day period.
6. The employee shall have the right to seek treatment or medical consultation from a non-designated provider during the 90-day period, but such services shall be at the employee's expense for the applicable 90-day period.

7. The employee shall have the right to seek treatment from any health care provider after the 90-day period has ended, and such treatment shall be paid by the employer, provided it is reasonable and necessary.
8. After 90 days from the date of first treatment, the employee shall have the duty to notify the employer of treatment by a non-designated provider within five (5) days of the first visit to the provider. The employer shall not be required to pay for treatment rendered by a non-designated provider prior to receiving this notification. However, the employer shall pay for these services once notified, unless the treatment is found to be unreasonable by a Utilization Review Organization (URO) under the Act.

The above is a summary of Section 306(F.1) of the Pennsylvania Worker's Compensation Act as amended June 24, 1996.

Keystone Green reserves the right to modify our panel of physicians at any time.

SAFETY

This information is provided as general information. For more details regarding Company safety policies, please refer to the Keystone Green Safety Handbook.

Job safety is the responsibility of each and every employee and we at Keystone Green consider working safely to be a condition of employment. Any employee who disregards safety procedures or who Keystone Green determines has worked in an unsafe manner is subject to discipline, up to and including discharge from employment.

Although not all injuries can be avoided, we believe that if every employee performs their job in the manner they are instructed most will. If you have any doubts about the work to be performed, ask your supervisor.

Because working in a safe manner is the most important aspect of your job, the following safety precautions must be observed at all times:

All information concerning Communication Standard 29 CFR 1910.1200, Right-to-Know laws and MSDS information can be obtained from your supervisor. If you have any questions, or are not sure about chemicals, procedures or information, please speak to your supervisor.

You may be recruited and assigned to a position that may involve a possible exposure to blood or bodily fluids. All employees who are required to work in a position that Keystone Green has determined may create possible exposure will be trained in accordance with the OSHA 29 C.F.R. 1910, 1030 Standard by a qualified medical person. All those employees will be offered the Hepatitis B vaccine and all information required by the OSHA Standard.

NOTE: Employees not assigned to one of those designated positions and/or not having received this training are NOT to touch or attempt to clean up blood or bodily fluids. Report any and all blood and/or bodily fluids you may encounter to your supervisor immediately.

CHEMICAL PRECAUTIONS

1. Carefully read and follow all directions on labels.
2. Do not mix cleaning agents.
3. Keep all cleaning agents under lock and key.
4. Do not use unauthorized or unfamiliar chemicals.
5. Wear safety glasses and gloves. Hard hat and safety footwear if applicable.
6. Be familiar with MSDS for each and every product you use.

ELECTRICAL EQUIPMENT PRECAUTIONS

1. Never pull a plug from an outlet by pulling the power cord.
2. Never use a piece of equipment where the power cord has bare wire exposed or the cord is damaged.
3. Do not use a piece of equipment where the plug is not securely attached to the power cord.
4. Never plug in or operate a vacuum cleaner or any other electrical equipment while standing in or near water.
5. Replace any damaged electrical cords immediately. Electrical tape may not be used to “fix” a cord.
6. All broken equipment should be reported to your supervisor immediately and removed from service.

GENERAL SAFETY PRECAUTIONS

1. Smoke only in assigned areas during authorized breaks.
2. Trash is not to be left in a storage closet overnight – this is a fire hazard.
3. When lifting heavy items, bend your legs and not your back. If you are in doubt about your ability to lift any item, ask for help!
4. Do not insert hands into a trash container without knowing what is inside the container.
5. Stack all materials carefully so they won’t fall.
6. Protect your fingers against sharp edges and closing doors.
7. Wear prescribed safety equipment such as safety glasses, shoes, gloves, and/or hats where such equipment is required.
8. No “horseplay” is permitted on the job site.
9. Walk – do not run – while performing duties.
10. Observe all warning and caution signs.
11. Follow the Keystone Green “Standard Cleaning Procedures.”
12. Always use “Wet Floor” signs while wet mopping an area to warn others of slippery floor conditions. Return signs to closet when floor is dry.
13. Use caution tape or a warning sign in areas that pose a trip hazard. (electrical cords, hoses, etc.)

PLEASE NOTE: Keystone Green’s policy to immediately terminate any employee who, through any unsafe act of commission or omission, causes or contributes to injury to any other person on the premises. Examples of, but not limited to these situations would be:

1. Failure to display “Wet Floor” signs.
2. Creating trip hazards with equipment.
3. Horseplay with equipment or others.
4. Fighting.
5. Failure to properly display or store equipment.
6. Failure to properly mix, use or store chemicals.



KEYSTONEGREENSM

BUILDING SYSTEMS, LLC

I HAVE READ AND UNDERSTAND THE FOLLOWING SECTIONS:

EMPLOYEE HANDBOOK # _____

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Page 11: Worker's Compensation

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STATEMENT OF UNDERSTANDING

I, _____, have read and fully understand the entire contents of the Keystone Green Building Systems Employee Handbook including the Health and Safety Manual, and agree that, while employed by Keystone Green Building Systems I will abide by the company policies defined therein.

Signature

Date

Keystone Green Building Systems witness

Date



KEYSTONEGREENSM

BUILDING SYSTEMS, LLC



KEYSTONEGREEN

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Page 11: Worker's Compensation

Pages 12-13: Workplace Safety

STATEMENT OF UNDERSTANDING

I, _____, have read and fully understand the entire contents of the Keystone Green Building Systems Employee Handbook including the Health and Safety Manual, and agree that, while employed by Keystone Green Building Systems I will abide by the company policies defined therein.

Signature

Date

Keystone Green Building Systems witness

Date



KEYSTONEGREEN™

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