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INTRODUCTION

This Handbook is provided to you as a guideline to some of the policies, practices, procedures and benefits that apply to you as an employee of the Company. The Company reserves the right to modify any policy, plan, procedure or benefit at any time, with or without notice. This Handbook is not intended to be all-inclusive. The language used in this Handbook is not intended to make any offer of employment or continued employment or create any contract between the employee and the Company.

EMPLOYMENT AT-WILL POLICY

All employees are considered at-will employees. This means that all employment is for an indefinite period of time, and any employee may resign or be terminated at any time, for any reason, without advance notice or requirement of cause. Further, the provisions and policies of this Handbook do not alter this relationship and do not provide any contractual agreement, implied or expressed, between an employee and the Company. No manager, supervisor, or other employee of the Company, has the authority to promise or guarantee continuing employment except for the Company President. Any such promise or guarantee must be in writing.

EEO POLICIES

Equal Opportunity Employer Policy

The Company is an equal opportunity employer. The Company provides equal employment opportunities without regard to race, color, religion, sex, age, national origin, disability or any other protected status in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Appropriate disciplinary action may be taken against any employee willfully violating this policy.

Non-Harassment/Non-Discrimination Policy

It is Company policy to treat all employees with respect and dignity. The Company maintains a strict policy of “zero-tolerance” with respect to unlawful employee discrimination and harassment, including discrimination or harassment based on race, color, religion, sex, age, national origin, disability or any other protected status in accordance with applicable state and federal laws.
Harassment Defined: Harassment on the basis of race, color, religion, sex, age, national origin, or disability is defined as unwelcome verbal or physical conduct relating to race, color, religion, sex, age, national origin, or disability, when:

1. Submission to such conduct is made either an explicit or implicit condition of employment or is used as the basis for an employment decision affecting the harassed employee; or

2. The harassment unreasonably interferes with an employee’s work performance or creates an intimidating, hostile or offensive working environment.

If you believe you have been discriminated against or harassed by any Company employee or by non-Company personnel on Company premises, or while on Company business, you should promptly report the facts of the incident(s) and name(s) of the individual(s) involved to either the Supervisor, Office Manager or the Company President.

Complaints of discrimination and harassment are taken seriously and will be investigated promptly. Employees are required to cooperate in any investigation and there will be no retaliation against any person who in good faith reports an incident of discrimination or harassment or participates in the investigation of a complaint. The Company will take appropriate action, up to and including termination of employment, to remedy violations of this policy. All information with regard to discrimination or harassment investigations will be kept confidential to the extent possible and shared only with those who have a need to know.

**SAFETY AND HEALTH**

**Safety**

Safety must be first and foremost in the minds of all personnel and the Company has made a commitment to creating a safe work environment for all employees. In case of an emergency, **dial 911 immediately**.

Employees must immediately report all illnesses or injuries (including minor ones) sustained on the job, accidents, or unsafe acts to the Supervisor, the Office Manager or the Company President. Failure to immediately report such workplace incidents is a serious matter and could subject the employee to discipline. If an employee is injured on the job, the Company provides coverage and protection in accordance with the workers’ compensation laws. In addition, employees have the right to get medical attention.
In the case of a building fire or other reported incident requiring building evacuation, all employees and their guests are to exit the building. Once out of the building, all employees, clients and their guests should relocate to a safe location.

**Emergency Contact**

There is an *Emergency Contact Information* sheet that will be distributed to all employees. The information is to be filled out and returned to the Office Manager. This information will be kept confidential and will only be used to advise your family of an emergency.

**Policy Against Workplace Violence**

The Company maintains a strict policy of "zero-tolerance" with respect to workplace violence. In connection with this policy, the Company expressly prohibits any acts or threats of violence by any Company employee or former employee against any other employee or person in or about the Company's facilities or elsewhere at any time.

**Prohibition of Drugs, Alcohol & Weapons**

The Company is committed to maintaining a safe and productive working condition for our employees, as well as maintaining its reputation for providing high quality service to clients.

The Company prohibits the use or possession of illegal drugs or controlled substances on Company premises or while on Company business. Weapons may only be brought onto the Company premises with the permission of the Company President. The use of alcoholic beverages on Company premises is generally prohibited. Only when allowed by Company management for designated gatherings, may the moderate consumption of alcohol be permitted on Company premises or other Company events. In those instances, good judgment in alcohol consumption is expected.

Further, employees who are under the influence of alcohol or drugs while on the job may pose serious safety and health risks to themselves and may compromise the efficiency or quality of Company operations. Therefore, employees are prohibited from being under the influence of drugs or alcohol while on the job. “Under the influence” means a condition wherein any of the body's sensory, cognitive or motor functions or capabilities are altered, impaired, diminished or affected due to alcohol or drugs, and also means the measurable presence of alcohol or drugs within the body.

Employee random drug and alcohol testing may be performed without notice or if the Company has probable cause. Any violation of this policy, including failure to submit to drug or alcohol testing, will lead to discipline up to and including discharge.
Searching

The Company reserves the right to search any employee’s office, desk, files or any other area or article on our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from the Company’s property. This also includes personal vehicles on company property or on the jobsite. It should be noted that all offices, desks, files and so forth are the property of the Company, and are issued for the use of employees only during their employment with the Company. Inspections may be conducted at any time at the discretion of the Company. Refusal to submit to inspections may result in disciplinary action up to and including discharge.

Use of Company Vehicle

Employees are required to obey all traffic laws while using a Company Vehicle and otherwise operate a Company Vehicle in a lawful and safe manner. Employees are specifically prohibited from speaking on a cell phone or texting while driving a Company Vehicle. All employees are responsible for any traffic violations.

Working Hours & Time Off

Working Hours

The Company expects all employees to report to work for a full workday during regular Company business hours as defined by the Company President. Each employee is expected to complete a normal workday and work whatever additional hours that may be required to meet Company needs. Non-exempt hourly employees must get approval to work overtime from the Company President.

Absences and Call-In Procedure

The Company must be able to rely upon its employees to report to work. If an employee is unable to report to work on time or not at all, the employee must notify the Office Manager or the Company President as far in advance as possible. If an employee is absent for a total of one day during which time they have not contacted the Office Manager, Supervisor or the President, it will be assumed that they have resigned from their position. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.
Bad Weather and Other Emergencies

If an employee believes that traveling to their office location is not advisable due to inclement weather conditions, the employee is still responsible for promptly notifying the Office Manager, Supervisor or the President of the decision not to come to work. In the event of a hurricane, mandatory evacuation or other similar emergency, the Company expects all employees to exercise good judgment. Employees should contact the Office Manager, Supervisor or the President both before and after such emergency with regard to their status.

Holidays

The Company President may from time to time announce paid days off for employees for specific holidays or other dates. Such holidays are not guaranteed and are at the discretion of the Company President.

Time Off

Employees who have been with the Company at least 1 year are eligible to take paid time off (PTO) provided they receive approval from the Company President. PTO may be used for vacation, personal or other reasons. Employees who become eligible for PTO part way through the year are only eligible to take a pro-rated amount of PTO. PTO does not carry over from year to year, and any unused PTO is forfeited on the employee’s work separation.

PTO Schedule is as follows:

- 1 - 3 years  40 hours PTO
- 3 - 5 years  80 hours PTO
- 5 - 10 years  120 hours PTO
- 10 - more  160 hours PTO

Employees must seek approval from the Company President for PTO or unpaid time off. Such approval should be requested at least two weeks in advance if the need for time off is foreseeable. If the need for time off is not foreseeable, then the employee should request approval for the time off as soon as practicable.

The Company intends to abide by applicable laws with regard to time off for jury duty, military leave or any other category of protected time off or leave.
STANDARDS OF CONDUCT

Dress Code

Employees are expected at all times to present a professional and business image in the office to customers, prospects, other employees and the public. Departure from conventional dress or personal grooming and hygiene standards are not permitted.

Smoking

Smoking is not permitted inside the Office building or in company owned vehicles. This is a “Zero-Tolerance” policy. Smoking is permitted in designated areas only.

Employee Conduct & Discipline Procedure

Employees must conduct themselves in a safe and professional manner at all times. This includes treating customers, visitors, fellow employees and Company property with the utmost respect. Employees are expected to work in a professional manner at all times and present themselves to others as friendly, courteous and helpful. The goal is to make the office a place where people look forward to working and visiting.

If your performance, work habits, overall attitude, conduct or demeanor becomes unsatisfactory in the sole judgment of the Company President, you may be subject to disciplinary action, up to and including discharge. The Company may issue written warnings and utilize an Employee Warning Report to set forth corrective action for any disciplinary issues. The Employee Warning Report will be maintained in the employee’s file.

Grievance Procedure

The Company seeks to promote an open environment with clear and open channels of communication. If you have an idea or a problem, you should discuss it with the Office Manager or the Company President. Grievances will be handled internally. While this policy does not guarantee that your opinion will prevail, it does guarantee that you will be heard.
Conflict of Interest/Code of Ethics

A company’s reputation of integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the company, or any of its clients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

Purchases from a client must be made at normal sale prices.

Employees may not solicit clients for charitable donations.

Employees may accept token gifts from clients. However, gifts must be non-monetary and valued at less than $50. (If value exceeds $50, approval by Company President is required.)

Entertaining clients is allowed. However, you must first receive approval from the Company President to entertain clients.

COMPENSATION POLICIES

Pay Procedures

Company employees are normally paid by direct deposit on a weekly basis, on each Friday. All required deductions, such as for federal, state and local taxes, and all authorized voluntary deductions will be withheld automatically from your paychecks. Direct deposit is mandatory unless approval of other means is deemed necessary by Company President.

COMPANY EQUIPMENT AND MONITORING

Company Equipment

All information and communication systems/devices as well as information transmitted by, received from, or stored in these systems are the property of the Company. All such systems and devices are provided for job-related duties and communications. Equipment provided by the Company (including, but not limited to, computers, phones, and cell phones) is to be configured and used in a manner, which maximizes the usefulness for business purposes. All such equipment is to be treated with care and maintained in good working order.
The Company may monitor the use of communications equipment, e-mail and the Internet. Such monitoring may include monitoring or recording phone calls, accessing recorded or archival messages, monitoring Internet usage and/or printing and reading data files. Employees must acknowledge that there is no expectation of privacy with the use of such systems.

Employees who have been given Internet, phone or text privileges are specifically instructed to avoid sexually explicit, pornographic or otherwise inappropriate or offensive sites or communications. Company equipment shall not be used to transmit or display vulgar, profane, insulting, harassing or offensive messages or information.

Employees are not permitted to access social media sites on company equipment including, but not limited to, Facebook, mySpace, Twitter, Pandora or any other non-business related website.

Employees who violate any portion of this policy are subject to disciplinary action up to and including termination of employment.
Monitoring Notice

All information and communication systems/devices as well as information transmitted by, received from, or stored in these systems are the property of Preferred Industrial Contractors, Inc. All such systems and devices are provided for job-related duties and communications. Equipment provided by the Company (including, but not limited to computers, phones, and cell phones) is to be configured and used in a manner, which maximizes the usefulness for business purposes. All such equipment is to be treated with care and maintained in good working order.

I understand the Company may monitor the use of communications equipment, e-mail, and the internet. Such monitoring may include recording phone calls, accessing recorded or archival messages, monitoring internet usage and/or printing and reading data files. I understand that there is no expectation of privacy with the use of such systems. I also understand that equipment provided to me by the Company is for business use and that the Company may monitor my communications on this equipment at any time without further notice. I further understand that this Monitoring Notice does not prohibit the Company from monitoring, searching, conducting surveillance, or inspecting any area as permitted by law.

I understand that I must avoid sexually explicit, pornographic, or otherwise inappropriate or offensive sites or communications while on the Company systems. Company equipment shall not be used to transmit or display vulgar, profane, insulting, harassing or offensive messages or information.

My signature below confirms my receipt of this “Monitoring Notice.”

________________________________   __________________________
Employee Signature     Date
EMPLOYEE ACKNOWLEDGMENT

I certify that I have received a copy of the Preferred Industrial Contractors, Inc. (the “Company”) Employee Handbook (the “Handbook”). I will comply with all rules, instructions and policies of the Company as stated in the Handbook or otherwise established orally or in writing. I understand that all policies, rules and procedures of the Company are subject to unilateral modification or discontinuance at any time, at the discretion of the Company President, without advance notice and without the requirement that any such change or modification be in writing. I further understand that the provision of this Handbook does not constitute a Company representation or commitment to any employee that the policies stated herein will be followed in every case without regard to the circumstances.

I understand that any clarification or explanation of policies and procedures contained in this Handbook is available at my request from the Company’s President.

I understand that this Employee Handbook, considered individually or in conjunction with any other employment document used by the Company, including the employment application, is not an employment contract, either express or implied, between the Company and me. I understand that I may resign or be terminated by the Company at any time without advance notice or requirement of cause. I acknowledge that any employment will be for an indefinite time period, at the will of myself or the Company, and that I have not been guaranteed continued employment. I also understand that no manager, supervisor, or other employee of the Company has the authority to promise or guarantee me continuing employment, except for the Company’s President. Any such agreement must be in writing.

This Employee Handbook, dated June 2011, cancels and supersedes all previous handbooks or statements of employee policies.

Employee Name (Please Print)  ____________________________

Signature  ____________________________

Date  ____________________________