MICHIGAN GUTTERS INC.

EMPLOYEE HANDBOOK

Separate employee resources: Safety Manual, Benefits and Training

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At-Will Employment

Employee Handbook Policy

Employment Relationship

Employment with Michigan Gutters Inc. (MGI) is at will. This means that either the employee or MGI may end the employment relationship at any time, with or without advance notice and with or without cause, subject to applicable law.

No Guarantee of Continued Employment

Nothing in this handbook, any other Company policy, or any verbal statement creates a contract of employment or a guarantee of employment for any specific period. The handbook is intended to communicate Company policies and expectations, not to change the at-will nature of employment.

Authority to Modify At-Will Status

Only the Chief Financial Officer (CFO) has authority to enter into an agreement that changes an employee’s at-will status. Any such agreement must be in writing and signed by both the employee and the CFO. No supervisor, manager, or other representative may modify the at-will relationship through verbal statements or informal assurances.

Existing Written Agreements and Employee Rights

If an employee has a valid written employment agreement that conflicts with this policy, the written agreement controls to the extent applicable. Nothing in this policy limits rights protected by federal, state, or local law, including employees’ rights to discuss wages, hours, and working conditions or engage in other legally protected activities.

Employee Initials: _____

Employee Classifications — Exempt and Non-Exempt

Michigan Gutters Inc. classifies employees as exempt or non-exempt in accordance with applicable federal and Michigan wage-and-hour laws. Classifications are determined by an employee's actual job duties, compensation arrangements, and applicable legal requirements—not by job title alone.

Non-Exempt Employees

Non-exempt employees are covered by applicable minimum-wage and overtime requirements. They must accurately record all hours worked through Jobber, including required meetings, training, job-related preparation, and other compensable work. Overtime, when required by law, is determined by workweek even when employees are paid biweekly.

Employees paid through a performance-based or commission-style compensation plan may still be classified as non-exempt. Their pay is governed by the applicable compensation policy and wage-and-hour requirements.

Exempt Employees

Employees are classified as exempt only when their positions meet the requirements of an applicable exemption under federal and Michigan law. Qualifying exempt employees generally are not eligible for overtime compensation. Being paid a salary does not, by itself, make an employee exempt.

Exempt employees are expected to follow their assigned schedules, fulfill their job responsibilities, and submit vacation and ESTA-related time-off requests through the Michigan Gutters Inc. employee website, as applicable under Company policy and law.

Classification and Policy Administration

The Company will communicate an employee's classification at hire or when it changes. The Company may review and update classifications as duties, compensation, or legal requirements change. Employees with questions about their classification, hours, or compensation should contact Human Resources.

Eligibility for vacation, Earned Sick Time (ESTA), holiday pay, and other benefits is addressed separately in the applicable Company policies. Exempt/non-exempt classification does not, by itself, determine eligibility for those benefits.

Employee Initials: _____

Employment Authorization Verification

Employee Handbook Policy

Employment Eligibility Verification

New hires are required to complete Section 1 of federal Form I-9 on their first day of paid employment and must present acceptable documents establishing identity and employment authorization no later than the third business day after beginning employment with Michigan Gutters Inc.

If you are currently employed and have not complied with this requirement, or if your employment authorization status has changed, notify your manager.

Renewal of Employment Authorization

If you are authorized to work in the United States for a limited period, you will be required to provide proof of renewed employment authorization before that authorization expires in order to remain employed by the Company, when reverification is required by law.

Employee Initials: _____

Background Check Policy

Employee Handbook Policy

Pre-Employment Screening

Michigan Gutters Inc. conducts a background check on every applicant selected for hire. Background checks include a criminal history review. Employment references may also be checked by Human Resources or the hiring supervisor.

Required Notices and Confidentiality

Background checks will be conducted in accordance with applicable federal and state laws, including any required disclosure, authorization, and notice procedures. Information obtained will be handled confidentially and used only for legitimate employment-related purposes.

Accuracy of Information

Applicants and employees are expected to provide accurate and complete information throughout the hiring process. False or misleading information may result in withdrawal of a job offer or disciplinary action, up to and including termination of employment.

Employee Initials: _____

Revisions to Handbook

Employee Handbook Policy

Purpose

This handbook is intended to keep employees informed of the terms and conditions of employment, including Michigan Gutters Inc. policies and procedures. It is not an employment contract.

Policy Changes

Michigan Gutters Inc. reserves the right to revise, add to, or delete policies and guidelines in this handbook when the Company determines that changes are appropriate, except as provided in the At-Will Employment Policy.

Communication of Revisions

When changes are made to this handbook, Michigan Gutters Inc. will communicate them promptly through DocuSign, by uploading the revised policy or written notice to the MGI employee website, or through another written communication.

Employee Initials: _____

Employment Termination Policy

Employee Handbook Policy

Employment Separation

Employment with Michigan Gutters Inc. is at will, as outlined in the separate At-Will Employment Policy. Employment may end through resignation, discharge, layoff, or other separation.

Employee Resignation

Employees who choose to resign are asked to provide written notice to their supervisor or Human Resources. Two weeks of advance notice is preferred to help with scheduling and the transition of responsibilities. Employees may also be asked to complete a resignation or separation form to document their last day of employment.

Return of Company Property

Employees must return all MGI property by their last day of work, or as otherwise directed. This includes keys, access devices, uniforms, tools, equipment, company vehicles, documents, and other company-issued items. Employees must not retain or improperly disclose confidential company or customer information.

Final Pay and Benefits

Final wages will be paid in accordance with applicable law. Employees participating in company-sponsored benefits will receive information regarding the continuation or termination of their coverage, including COBRA continuation coverage when applicable.

Employee Initials: _____

Punctuality, Attendance and Step Discipline Policy

Employees are hired to perform important functions at Michigan Gutters Inc. As with any group effort, operating effectively takes cooperation and commitment from everyone.

Attendance and punctuality are very important. Unnecessary absences and tardiness are expensive, disruptive, and place an unfair burden on fellow employees and supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge, in addition to loss of any bonus compensation for that period.

MGI work hours during RED season are Monday–Friday to be considered a full-time employee. GRAY & BLACK season hours may vary but will maintain a minimum of 32 hours to be considered full time.

Time-Off Requests and Approval

Vacation and other non-protected time-off requests must be approved. An employee's request may be denied even if the employee has available paid leave. Approval depends on seasonal regulations, available leave, and company needs. Taking non-protected time off after a request is denied will result in attendance points. Employees must notify the office if they still intend to be absent after a denial. Unpaid time off during Red Season is permitted only with approval based on company needs. Qualifying ESTA leave and other legally protected absences are governed by applicable law, rather than these discretionary approval rules.

Qualifying ESTA-protected absences will not be assessed attendance points or used as a basis for discipline or loss of bonus eligibility. Employees may also use their available ESTA hours for non-ESTA personal reasons, but those absences remain subject to normal scheduling, approval, and attendance rules. Employees must indicate non-ESTA use when submitting the request on the employee website.

Time-off requests are submitted through the employee website, and employees will receive an email confirming approval or denial of non-protected time off. For qualifying ESTA leave, employees must follow the applicable notice requirements rather than obtain discretionary approval based on staffing needs.

Absences and Tardiness

Pre-scheduled absences using approved vacation or holiday time, and qualifying ESTA-protected absences, are not considered attendance occurrences. An absence or tardiness on a scheduled day may be an occurrence if it is not legally protected, including weekend, overtime, and optional shifts to which an employee has committed. Every Monday, the schedule will be posted for the following week. Each season has its own time-off request regulations based on company needs.

Red Season Regulations

- 7:00 a.m. start time.

- Monday–Friday.
- Office staff: Monday–Friday / negotiated start time.
- Time-off requests must be submitted two weeks in advance.
- Available paid leave must be used, if available.
- Unpaid time off permitted upon approval contingent on company needs.
- Sales staff: While they can dictate their own schedule, time-off requests still need to be submitted so the company can adjust incoming estimate scheduling.

White Season Regulations

- 8:00 a.m. start time.
- Monday–Friday.
- Office staff: Monday–Friday / negotiated start time.
- Time off must be requested by noon the day prior. For Mondays, requests must be submitted by Friday at noon.
- Available paid leave use is optional for time off.

Black Season Regulations

- 7:00 a.m. start time.
- Monday–Friday.
- Office staff: Monday–Friday / negotiated start time.
- Time-off requests must be submitted two weeks in advance.
- Available paid leave use is optional for time off.

Grey / Steam Season Regulations

- 7:00 a.m. start time.
- Monday–Thursday.
- Office staff: Monday–Friday / negotiated start time.
- Time-off requests must be submitted by noon the day prior.
- Available paid leave use is optional for time off.
- Rotating on-call schedule for weekends (Friday–Sunday).

How Occurrences Are Counted

An absence occurs when an employee misses more than three hours of a normal workday for a non-protected reason. An absence of up to three days due to the same illness, injury, or other incident is counted as one occurrence under this attendance policy, unless the absence is legally protected. For non-protected absences, a doctor's note is required to avoid an additional occurrence for a longer period of the same illness or injury; no further occurrences will be recorded for the period supported by the note. Documentation for protected ESTA leave will be requested only as permitted by applicable law.

A tardy arrival, early departure, or other shift interruption is considered one-half occurrence.

Arrival and departure times will be determined by punch times in Jobber. Employees must be on-site to punch in or out unless previously authorized by the CEO or HR Manager. An employee is considered late if they report to work more than ten minutes after the scheduled starting

time; an early departure occurs when the employee leaves before the scheduled end of the shift, unless due to inclement weather.

The same occurrence rules apply when an employee is scheduled to work overtime or out of town.

Step Discipline

For non-protected absences, each absence is one occurrence; tardiness and early departures are each one-half occurrence. Occurrences are counted over a rolling three-month period and expire three months after the incident. Employees in the step-discipline process or with three or more attendance points are not eligible for bonuses or annual increases under this policy. Legally protected absences will not count toward points, discipline, or loss of these benefits.

The steps also govern employee behavior, actions, and performance issues outside attendance. Depending on the severity, consequences may be escalated to any step of the process or result in termination of employment.

Step One — Coaching and Written Warning

Three occurrences (absences and tardiness combined) in any three-month period will be the basis for a coaching discussion between the employee and direct supervisor or Human Resources. The purpose is to make the employee aware of frequent absences or tardiness and ensure understanding of the policy and consequences. A written warning will be drafted, stored in the personnel file, and signed by the employee, CEO, and Human Resources.

Step Two — Second Written Warning

Any additional unscheduled absence or tardiness in the same three-month period is cause for a second written warning and documentation in the employee's file. The direct supervisor or Human Resources will deliver the warning, which serves to notify the employee of consistent policy violations and typically results in a probationary period. Any point or occurrence accrued during a probationary period will result in an unpaid suspension.

Step Three — Final Written Warning and Suspension

An additional unscheduled absence or tardiness in the same three-month period is cause for a final written warning and unpaid suspension. This is the final step in the disciplinary process regarding attendance and punctuality.

Step Four — Termination

An additional unscheduled absence or tardiness in the same three-month period is cause for termination of employment.

General Discipline — Conduct and Performance

The step discipline process also applies to concerns involving employee conduct, workplace behavior, job performance, failure to follow company procedures, or other violations of company policy. Unlike attendance occurrences, these concerns are evaluated based on their nature, severity, and circumstances. They do not require the accumulation of attendance points.

Step One — Coaching and Written Warning

Management may discuss the concern with the employee, clarify expectations, and issue a written warning documenting the required improvement.

Step Two — Second Written Warning

If the concern continues or another policy or performance issue occurs, management may issue a second written warning and establish a probationary or improvement period.

Step Three — Final Written Warning and/or Suspension

Further concerns may result in a final written warning and/or suspension, as appropriate and consistent with applicable law.

Step Four — Termination

Continued failure to meet company expectations may result in termination of employment.

Depending on the seriousness of the conduct, the Company may begin at any step, skip steps, or terminate employment immediately, subject to applicable law. Disciplinary actions will be handled with the involvement of Human Resources as described below.

No-Call / No-Show

Failing to report for work and failing to notify the Company of an absence is a no-call/no-show and is a serious matter. The first instance may result in a final written warning, unpaid suspension, or termination. A drug test may be required before returning to work following a no-call/no-show determination, consistent with the Company's drug-testing policy and applicable law. Three consecutive days of no-call/no-show may be treated as job abandonment and result in termination, except where applicable protected-leave or notice requirements apply.

If an employee has already begun the step discipline process for attendance or punctuality when a no-call/no-show occurs, the disciplinary process may be accelerated to the final step.

Management may consider extenuating circumstances when determining discipline for a no-call/no-show (for example, a serious accident and hospitalization) and may exercise discretion in such cases.

Procedures and Management Discretion

No disciplinary actions will be taken without the direct involvement of the HR Manager as counsel to management. Warnings will be delivered by the direct supervisor, manager, or HR, as circumstances require.

Management reserves the right to use discretion in applying this policy under special or unique circumstances.

Although occurrences expire after three months, repeated patterns of non-protected absences, such as consistently reaching three or more occurrences within a three-month period or routinely calling off on Mondays or Fridays, may trigger step discipline when additional occurrences arise. Legally protected leave is excluded from this assessment.

Management reserves the right to amend or discontinue this policy at any time without notice.

Employee Initials: _____

Anti-Harassment Policy

Employee Handbook Policy

Policy

Michigan Gutters Inc. is committed to maintaining a professional workplace free from unlawful harassment, discrimination, and retaliation. Harassment based on sex, race, color, religion, national origin, age, disability, or any other characteristic protected by law is prohibited. This policy applies to employees, supervisors, and interactions with customers, vendors, and others encountered through work.

Prohibited Conduct

Harassment may include unwanted comments, slurs, jokes, threats, offensive images or messages, unwelcome sexual advances, requests for sexual favors, or inappropriate physical conduct. Conduct can violate this policy whether it occurs in person, by phone, online, or through work-related messages.

Reporting Concerns

Employees should promptly report harassment, discrimination, or retaliation to their supervisor, Human Resources, or another member of management. Employees may bypass anyone involved in the concern. An initial report may be made verbally or in writing. Employees are expected to provide a written account to Human Resources or management as soon as reasonably practicable after reporting, including relevant dates, individuals involved, and any witnesses, to help document and address the concern. MGI will review concerns without waiting for a written report, and employees are not required to confront the person involved before making a report.

Review and No Retaliation

MGI will review reports promptly and fairly, maintain confidentiality to the extent reasonably possible, and take appropriate corrective action when warranted. Employees are expected to cooperate in investigations. Retaliation against anyone who raises a concern in good faith or participates in an investigation is prohibited. Violations may result in disciplinary action, up to and including termination of employment.

Employee Initials: _____

Grievance Policy

Employee Handbook Policy

Reporting Workplace Concerns

Michigan Gutters Inc. encourages employees to raise work-related concerns, questions, or complaints promptly. Employees may speak with their immediate supervisor, Human Resources, or another member of management. If a concern involves the employee's supervisor, or the employee is uncomfortable speaking with that person, the employee may contact Human Resources or another member of management directly. Employees should also complete and submit the Grievance Form available on the employee website. A concern may be reported directly without waiting to complete the form, especially when prompt attention is needed.

Review and Resolution

MGI will review concerns promptly and fairly, gather relevant information as appropriate, and take action when warranted. Employees are expected to provide accurate information and cooperate with reasonable requests during the review. Information will be shared only with those who need it to address the concern, to the extent reasonably possible.

No Retaliation

MGI prohibits retaliation against an employee for raising a workplace concern in good faith or participating in a review or investigation. Employees who believe retaliation has occurred should report it to Human Resources or management promptly. Concerns involving harassment, discrimination, or other legally protected matters may also be reported under the applicable company policy.

Employee Initials: _____

Employee Dress and Personal Appearance

Michigan Gutters Inc. expects all employees to report to work clean, well-groomed, and dressed appropriately for their position. Clothing must be professional in appearance, in good condition, and suitable for the work being performed.

Company Attire

Employees are expected to wear Michigan Gutters Inc. attire during all scheduled shifts. Employees may use their annual company clothing allowance to purchase approved work attire in accordance with the Tool and Clothing Allowance Policy.

Safety Requirements

Employees must wear all personal protective equipment (PPE) required for their assigned duties, including hearing protection, safety glasses, and appropriate footwear when applicable. Required safety equipment and clothing must meet applicable OSHA requirements. Employees should contact their supervisor with questions about acceptable attire or required protective equipment for their position.

Failure to Meet Dress Requirements

An employee who reports to work without appropriate attire, grooming, or required safety equipment may be directed to correct the issue before beginning or continuing work. If the employee must leave the workplace to become compliant, the employee is required to punch out while away from work. Such incidents may result in attendance points under the company attendance policy, where applicable.

The company will consider reasonable accommodations required by applicable law.

Employee Initials: _____

Confidentiality and Information Protection Policy

Employee Handbook Policy

Michigan Gutters Inc. is committed to protecting confidential company, employee, and customer information.

Employees may have access to sensitive information through their job responsibilities, including employee records, Social Security numbers, payroll information, customer names and contact details, property addresses, job records, photographs, pricing, financial records, and other confidential business information.

Employee Responsibilities

- Keep confidential information private and share it only with individuals who have a legitimate business need to know.
- Use company and customer information only for authorized business purposes.
- Protect documents, electronic records, passwords, and other information from unauthorized access or disclosure.
- Never remove, copy, share, or disclose confidential information without proper authorization.
- Immediately notify management or Human Resources if confidential information is lost, improperly accessed, or disclosed.

Customer Information

Customer information obtained through MGI work must not be shared, distributed, posted, sold, or used for personal purposes. This includes customer contact information, property details, estimates, pricing, job records, and photos. Employees may share this information only with authorized individuals when needed to perform company business or when otherwise permitted by law.

Protection of Social Security Numbers

Michigan Gutters Inc. will restrict access to employee Social Security numbers and maintain safeguards for their use, storage, transmission, and disposal in accordance with applicable law.

Compliance and Protected Rights

Failure to follow this policy may result in disciplinary action, up to and including termination of employment.

This policy does not prohibit employees from discussing wages or working conditions, reporting concerns to government agencies, or engaging in other legally protected activities.

Employee Initials: _____

CONFIDENTIALITY AND NON-COMPETE AGREEMENT

This Agreement is made and entered into on _____, by and between Michigan Gutters Inc., a Michigan corporation (the “Company”), and _____ (the “Employee”).

In consideration of the Company’s prospective or continued employment of Employee, and for other good and valuable consideration, the receipt and adequacy of which are acknowledged by Employee, the parties agree as follows:

1. Non-Disclosure of Confidential Information

Employee understands and acknowledges that, as a result of employment with the Company, Employee will become informed of and have access to confidential information of the Company, including, without limitation, its processes, trade secrets, technical information, know-how, specifications, identities of clients and suppliers, and information as to which the Company is bound by a confidentiality obligation. Such information is the exclusive property of the Company and shall be held by Employee in trust solely for the Company’s benefit. Employee agrees not to use, copy, reveal, report, publish, transfer, or otherwise disclose the Company’s confidential information to any person or entity, during or after employment, without the Company’s written consent, except as necessary to perform work on the Company’s behalf. These obligations also apply to proprietary or confidential information of third parties received by the Company in the normal course of Employee’s employment. Nothing in this Agreement prohibits disclosures or activities protected by applicable law, including reporting possible legal violations to government agencies or discussing wages, hours, or working conditions as legally protected.

2. Non-Solicitation of Employees

During employment with the Company and for two (2) years after termination of Employee’s employment, for any reason, Employee shall not, directly or indirectly, on Employee’s own behalf or on behalf of another individual or business, solicit or attempt to solicit any person then employed or engaged to provide services by the Company to become employed by or enter into a contractual relationship with another individual or entity, or induce or attempt to induce such person to leave employment with the Company.

3. Non-Solicitation of Customers, Customer Prospects, and Vendors

During employment with the Company and for two (2) years after termination of Employee’s employment, for any reason, Employee shall not, directly or indirectly, on Employee’s own behalf or on behalf of another individual or business, solicit or attempt to solicit competing business from any Company customer, client, prospective client, or vendor with whom Employee had contact in an effort to initiate or further a business relationship with the Company during the final two (2) years of Employee’s employment.

4. Covenant Not to Compete

A. During employment with the Company and for twenty-four (24) months following termination of employment for any reason, except while acting as an employee of and for the benefit of the

Company, Employee shall not, directly or indirectly, whether as owner, employee, salesperson, consultant, director, independent contractor, or in any other capacity, solicit business, sales, or orders from the Company's customers, agents, referral sources, or strategic partners.

B. During employment with the Company and for twenty-four (24) months following termination of employment for any reason, Employee shall not, directly or indirectly, have an interest in (whether as founder, proprietor, officer, director, or otherwise), enter the employment of, act as agent, broker, licensor, distributor, adviser, or consultant to, or in any way assist (including by solicitation of customers or employees) any person or business entity that directly or indirectly competes with the Company within a 75-mile radius of any Company office.

For purposes of this Agreement, a potential customer includes any person or entity seeking parts or items manufactured or machined similar to work performed by the Company.

5. Non-Disparagement

Employee shall not make knowingly false statements of fact about the Company or its officers, directors, employees, or customers with the intent to damage the Company's reputation. Nothing in this provision restricts truthful statements, legally protected discussions of wages, hours, or working conditions, cooperation with government agencies, or other activity protected by applicable law.

6. Equitable Relief

Employee acknowledges that the Company may not have an adequate remedy at law to protect its business from prohibited competition or to protect its trade secrets, privileged, proprietary, or confidential information and similar commercial assets. To the extent permitted by applicable law, the Company may seek injunctive relief in addition to any other available remedies. In the event of a breach, the Company may seek reimbursement of its actual attorneys' fees and disbursements incurred in enforcing this Agreement, to the extent permitted by applicable law.

7. Binding Effect; Assignment

This Agreement shall inure to the benefit of and be binding upon the Company, its successors and assigns, and Employee, Employee's estate, legal representatives, heirs, and distributees.

8. Governing Law

This Agreement shall be deemed made under and construed in accordance with the laws of the State of Michigan applicable to agreements made and fully performed in that state, without giving effect to conflict-of-laws provisions.

9. Severability

If any term of this Agreement, or its application to any person or circumstance, is held invalid or unenforceable by a competent tribunal, the remaining terms and applications shall not be affected and shall continue in full force and effect.

10. Waivers

A waiver by either party of a breach by the other party of any provision of this Agreement shall not operate or be construed as a waiver of a subsequent breach.

11. Notices

Any notice required under this Agreement must be in writing and delivered in person or sent by certified United States first-class mail, return receipt requested, to the address of the applicable party shown below. A party may change its address for notice by providing written notice of the new address.

12. Amendment

No modification or amendment of this Agreement shall be effective unless made in writing and signed by the party to be charged.

13. Entire Agreement

This Agreement and any employment agreement constitute the entire understanding between the parties concerning the matters addressed here and supersede prior understandings and agreements on the subject matter. In the event of a conflict between this Agreement and an employment agreement, this Agreement shall control unless the employment agreement was entered into after the date of this Agreement.

14. Counterparts

This Agreement may be signed in one or more counterparts, each of which shall constitute an original.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the dates shown below.

EMPLOYEE

Name: _____

Signature: _____

Date: _____

Address: _____

_____

MICHIGAN GUTTERS INC.

1616 W South Airport Road

Traverse City, MI 49686

By: _____

Title: _____

Date: _____

Non-Solicitation and Non-Distribution Policy

Employee Handbook Policy

Purpose

Michigan Gutters Inc. prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of employees, visitors, and others. Our non-solicitation and non-distribution policy aims to ensure a balanced approach to interactions within the workplace.

Solicitation

For purposes of this policy, solicitation includes activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls within this policy.

During your assigned working hours, soliciting other employees is prohibited. Working hours refer to periods when either you or the employees you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

Distribution

To ensure cleanliness, organization, and safety, the distribution of non-work-related literature or items within working areas is prohibited. Working areas do not include break areas, rest areas, lunchrooms, or parking lots. Electronic distribution of materials during working hours is also not allowed. Any literature that violates the Company's equal employment opportunity (EEO) and non-harassment policies, or knowingly spreads false information, is strictly prohibited. Non-employees are not permitted to distribute materials on Company premises under any circumstances.

Statutory Rights and Communication

This policy is not intended to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Reporting Violations

If you become aware of violations of this policy, report them to your managers.

We appreciate your cooperation in maintaining a respectful and focused work environment.

Employee Initials: _____

Michigan Gutters Inc. Social Media Policy

Michigan Gutters Inc. acknowledges that social media has become an integral part of modern life and provides us with unique opportunities to communicate and share information with others. However, we also want to educate employees that their social media use can:

- Pose risks to MGI's confidential and proprietary information, reputation, and brand.
- Expose MGI to discrimination, harassment, and other claims; and
- Jeopardize MGI's compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that MGI's IT resources and communications systems are used appropriately, all employees must abide by the following policy regarding social media use.

Social Media

For purposes of this policy, social media refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with MGI or not.

Use Good Judgment

While MGI respects your right to personal expression, you should assume that anything you do on social media, whether on a business or personal account, could be viewed by a colleague, supervisor, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects on MGI as well as on yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

Guidelines for Posting on Social Media

When posting:

- Protect trade secrets, intellectual property, and confidential information related to Michigan Gutters Inc.
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.
- Do not make express or implied threats of violence.
- Avoid linking personal accounts to Michigan Gutters Inc. as an official source.
- Respect copyright, trademark, and third-party rights.
- Do not use MGI's email addresses to register on social media platforms for personal use.
- If you identify yourself as an employee of MGI on your personal account and are posting about MGI, make it clear that your views are your own and that you are not speaking on behalf of MGI.

Using Social Media at Work

Do not use social media while on the clock, unless it is work-related as authorized by your supervisor or consistent with policies that cover equipment owned by MGI.

Media Contacts

If you are not authorized to speak on behalf of MGI, do not speak to the media on behalf of MGI. Direct all media inquiries for official MGI responses to the CEO.

Retaliation

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

Violations

Violations of this policy may result in discipline, up to and including termination.

This policy does not limit employees' rights to discuss wages, hours, or other terms and conditions of employment. All employees have the right to engage in or refrain from such activities.

Use of Social Media

Michigan Gutters Inc. respects the right of any employee to maintain a blog or web page or to participate on a social networking site, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Michigan Gutters Inc.'s interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar sites, during work time or at any time with Michigan Gutters Inc. equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, and social networking platforms, such as Twitter, Facebook, LinkedIn, or similar sites. Any information that cannot be disclosed through a conversation, a note, or an email also cannot be disclosed on a blog, website, or social networking site.

Whether an employee is posting something on their own blog, web page, social networking site, Twitter or similar sites, or on someone else's, if the employee mentions Michigan Gutters Inc. and also expresses either a political opinion or an opinion regarding Michigan Gutters Inc.'s actions that could pose an actual or potential conflict of interest with Michigan Gutters Inc., the poster must include a disclaimer. The poster should specifically state that the opinion expressed is their opinion and not Michigan Gutters Inc.'s position. This is necessary to preserve Michigan Gutters Inc.'s goodwill in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking site, Twitter, or similar sites. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. Michigan Gutters Inc. policies apply equally to employee social media usage.

Michigan Gutters Inc. encourages all employees to keep in mind the speed and way information posted on a blog, web page, or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

Employee: _____ Date: _____

Cell Phone Policy

Employee Handbook Policy

Purpose

The purpose of this policy is to ensure safety, productivity, and professionalism while maintaining fair and reasonable use of personal and company-issued cell phones during work hours.

1. Scope

This policy applies to all Michigan Gutters Inc. employees, including office staff, installers, service technicians, and field supervisors.

2. General Policy

- Personal cell phones may not interfere with work duties or customer interactions.
- Employees must use good judgment in determining when it is appropriate to use their phone during work hours.
- Cell phone use is strictly prohibited while driving company vehicles or operating equipment, except when using a hands-free device in compliance with Michigan law.
- Phones must be set to silent or vibrate during working hours to avoid disruption.

3. Field Employees

- Personal cell phone use is limited to breaks, lunch periods, or emergencies only.
- No texting, social media, or personal calls while performing installations, service work, or while on ladders, lifts, or roofs.
- If communication with management or customers is required for job purposes, company-issued phones (if provided) must be used.

4. Office Employees

- Reasonable use for personal matters is allowed during breaks or lunch, provided it does not interfere with workflow or customer service.
- Frequent or excessive personal use during work hours will result in corrective action.

5. Company-Issued Phones

- Company phones are provided for business use only.

- Personal use should be limited and must not result in additional company costs.
- Employees are responsible for the care and proper use of company phones. Loss or damage due to negligence may result in reimbursement to the company.

6. Privacy and Monitoring

The company reserves the right to review call logs, messages, and data usage on company-issued devices. Employees should not expect privacy when using company phones.

7. Disciplinary Action

Violation of this policy may result in:

- Verbal or written warnings;
- Suspension of phone privileges;
- Disciplinary action up to and including termination.

8. Acknowledgment

I have read, understand, and agree to comply with the Michigan Gutters Inc. Cell Phone Policy. I understand that failure to follow this policy may result in disciplinary action.

Employee Name: _____

Employee Signature: _____ Date: _____

Computer Security and Copying of Software

Employee Handbook Policy

Company Software and Systems

Software programs purchased and provided by Michigan Gutters Inc. are to be used only for creating, researching, and processing materials for Company use. By using Company hardware, software, and networking systems, you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

Ownership and Licensing

All software acquired for or on behalf of the Company, or developed by Company employees or contract personnel on behalf of the Company, is and will be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party. The Director of IT is responsible for enforcing these guidelines.

Software Duplication and Purchasing

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Company to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager’s approval. All software acquired by the Company must be purchased through the IT Department.

Software Distribution and Use

You may not duplicate, copy, or give software to any outsiders, including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Company.

Employee Initials: _____

Working Hours, Schedule, and Drive Time

Michigan Gutters Inc. is normally open for business from 7:00 a.m. to 5:00 p.m., Monday through Friday. Employees will be assigned a work schedule and are expected to begin and end work according to that schedule. To accommodate business needs, individual schedules may change on a short-term or long-term basis. Please reference the attendance policy.

Late Arrival, Early Departure and Punch Locations

Requests to arrive late or leave early must be submitted via the MGI website for approval. Employees will be required to drive their own vehicles at their own expense. All punches must take place at the shop or place of installation. Punches outside the shop or work sites are not approved.

If arrangements have been approved to drop off an employee somewhere other than the job or next work site, punch-out will be at the time of leaving the last job site or the shop.

Time-Off Scheduling Limits

Employees must submit all time-off requests via the employee website, in accordance with the attendance policy. Time must be approved by the HR Manager. No more than one (1) foreman or two (2) installers will be approved for time off on the same day without special authorization from the CEO.

Meal and Rest Periods

Employees will be provided with meal and rest periods as required by law. Michigan does not require meal or rest periods for adult employees.

Lunch periods will be paid for employees who eat on-site and do not exceed 30 minutes. If a longer lunch break is needed or an off-site lunch (including drive-throughs) is desired, it must first be approved, and employees are to punch out during that period.

Employee Initials: _____

Timekeeping Procedures for Punch In and Punch Out

Employees must record their actual time worked for payroll and benefit purposes.

Non-Exempt Employees

Non-exempt employees are eligible for overtime compensation as required by law. Non-exempt employees must record their actual hours worked through the Jobber app, including the times work begins and ends and the beginning and ending times of any departure from work for a non-work-related reason. Employees are required to punch in and out between jobs and record each job's completion status.

Non-exempt employees may not punch in until they are at the shop and working. Employees are responsible for reviewing their Jobber time records to certify their accuracy. Errors must be reported immediately to a supervisor and documented in the Jobber app so legitimate corrections can be made.

Exempt Employees

Employees classified as exempt are generally not eligible for overtime compensation under applicable wage and hour laws. Exempt employees must submit all time-off requests, including vacation and ESTA time, through the Michigan Gutters Inc. employee website, consistent with the time-off policy. Applicable leave requirements and protections remain in effect.

Accuracy of Time Records

Altering, falsifying, or tampering with time records is prohibited and subjects an employee to discipline up to and including discharge.

Employee Initials: _____

Employee Performance Pay & FLSA Compliance Policy

Effective Date: _____

1. Purpose and Compliance

The Company uses a performance-based compensation system for certain non-exempt technicians. This policy explains how performance compensation, hourly compensation, hours worked, overtime, paid leave, and the Company's minimum pay guarantee are incorporated into the Company's Pay Calculation Matrix.

The Company's intent is to comply with the Fair Labor Standards Act (FLSA), Michigan wage-and-hour laws, and all other applicable wage requirements.

Nothing in this policy is intended to waive or reduce an employee's rights under applicable wage-and-hour law. If a provision of this policy conflicts with applicable law, the applicable legal requirement will control.

2. Employee Classification

Technicians covered by this policy are non-exempt employees and are therefore subject to applicable minimum-wage, overtime, timekeeping, and recordkeeping requirements. Support staff and trainees are also classified as non-exempt unless the Company specifically determines that a different classification is legally applicable.

An employee will only be treated as exempt when all requirements for the applicable exemption are satisfied.

3. Pay Calculation Matrix

Employee compensation under this plan is calculated using the Company's Pay Calculation Matrix. Performance-based job earnings; Service-job earnings; Large-crew earnings; Hourly compensation for required meetings, training, shop work, or other approved non-billable work; Applicable bonuses or incentives; Vacation or Earned Sick Time, when applicable; Overtime calculations and adjustments; and Any minimum-pay adjustment required under this policy or applicable law. Each category is an input into the employee's overall pay calculation. An amount shown for a particular category is not necessarily a payment added on top of an otherwise finalized compensation amount.

For example, if an employee attends a required two-hour meeting, those two hours are recorded as hours worked. Compensation for those hours is calculated using the employee's applicable Tech Level hourly rate and entered into the Pay Calculation Matrix as one component of the employee's compensation calculation.

The employee's final gross compensation is determined only after all applicable compensation components, hours worked, overtime requirements, and minimum-pay requirements have been evaluated through the Pay Calculation Matrix.

Minimum Pay Guarantee

For employees covered by the performance-based pay plan, Michigan Gutters Inc. guarantees at least one and one-half (1.5) times the applicable minimum wage for every compensable hour worked. This is the minimum total pay guarantee, not an additional payment on top of performance earnings. The Pay Calculation Matrix compares the applicable compensation calculations and ensures that employees receive no less than the guarantee or any higher amount required by law.

4. Training Period

Employees hired below Tech Level 4 will generally remain on the applicable Tech Level hourly training rate for two full biweekly pay periods. If an employee begins work after the start of a pay period, the training period will extend through the end of the next two complete pay periods, so the total training duration may be longer than four weeks. The employee will transition to performance-based compensation at the beginning of the first full pay period following completion of those two full pay periods. This ensures that hourly training pay and performance-

based compensation are not mixed within a single pay period. Employees hired at Tech Level 4 or higher may begin the performance-based compensation structure immediately.

5. Tech Levels and Compensation Rates

Tech Level	Performance Percentage	Tech Hourly Rate
Tech 1	5%	$17.00
Tech 2	5.5%	$18.00
Tech 3	6%	$18.50
Tech 4	6.5%	$19.00
Tech 5	7%	$20.00
Tech 6	7.5%	$21.00
Tech 7	8%	$22.00
Tech 8	8.5%	$23.00
Tech 9	9%	$24.00

The Tech Hourly Rate is used where this policy specifically provides for hourly compensation, including certain meetings, training, shop work, non-billable work, and paid leave.

The Tech Hourly Rate does not necessarily represent the employee's FLSA regular rate for overtime purposes. The legally required regular rate may vary depending upon the compensation earned during a particular workweek.

6. Performance-Based Compensation Categories

Regular Pay — Two-Person Crew

For qualifying jobs performed by a two-person crew, compensation is calculated using the employee's applicable Tech Level performance percentage of the qualifying invoice.

Regular Pay - One-Person Crew

For qualifying jobs performed by a one-person crew, compensation is calculated using the employee's applicable Tech Level performance percentage plus an additional 5% of the qualifying invoice. For example, a Tech 6 employee with a 7.5% Tech Level performance rate would be compensated at a total rate of 12.5% of the qualifying invoice for that job.

Service Pay

For qualifying labor-only jobs or jobs meeting the Company's 85% or greater labor criteria, compensation is calculated at double the employee's applicable Tech Level performance percentage for qualifying one- or two-person crews.

Large Crew Pay

For qualifying large-crew jobs, a total of 18% of the qualifying invoice is allocated among eligible employees based upon hours worked on the job. The designated foreman receives an additional 2%, subject to the Company's applicable compensation procedures.

Large Service Crew Pay

For qualifying large service-crew jobs, a total of 36% of the qualifying invoice is allocated among eligible employees based upon hours worked on the job. The designated foreman receives an additional 4%, subject to the Company's applicable compensation procedures.

7. Required Meetings, Training, Shop Work and Other Non-Billable Work

Employees must accurately record all time spent performing required work, regardless of how that work is compensated through the Pay Calculation Matrix. Required meetings, required training, qualifying shop work, and other approved non-billable work are valued at the employee's applicable Tech Level hourly rate and entered into the Pay Calculation Matrix.

For example, if a Tech 6 employee attends a required two-hour meeting, two hours are recorded as hours worked and $42.00 is entered into the applicable compensation portion of the matrix.

The $42.00 is a component of the employee's overall pay calculation. It is not calculated after the employee's compensation has otherwise been finalized and then automatically added on top of that amount.

All such hours remain hours worked for purposes of determining total compensable hours and overtime eligibility.

Loading and Other Job-Related Activities

Time spent loading materials, preparing equipment, organizing supplies, and completing other shop activities directly associated with a specific job is considered part of that job's overall performance. These activities may be punched separately for accurate timekeeping, while their compensation is accounted for within the overall performance pay calculation. For example, if a technician spends 30 minutes loading materials for an installation, that time is considered part of the work associated with that installation. Shop time not attributable to a specific job, including general meetings, assigned training, or other company-directed activities, should be recorded under the appropriate designated time category. All hours actually worked must be recorded and included in the applicable wage-and-hour and overtime calculations. A separate time punch does not automatically create an additional payment on top of the finalized performance pay calculation.

However, the time must still be recorded and included in total hours worked for wage-and-hour and overtime purposes.

Warranty Work and Return Visits

The Company's performance pay structure compensates technicians for properly completing assigned work to Company standards. When a technician returns to correct or complete work originally performed by that technician due to a workmanship issue, the return visit is considered part of the original job's performance expectations.

Warranty or corrective work attributable to the technician's original workmanship does not generate a second performance percentage or separate job-based incentive. The original performance compensation is intended to account for completing the job correctly.

Technicians must still accurately punch and record all time spent on warranty or corrective work. These hours are included in the applicable payroll, minimum-pay guarantee, and workweek overtime calculations, and any additional compensation required by law will be paid. Warranty work due to product defects, manufacturer issues, customer changes, or circumstances outside the technician's control may be handled differently under Company procedures.

8. Timekeeping

Employees are required to accurately record all hours worked each workday, including:

- Job-site work
- Required pre-shift and post-shift activities
- Required loading and unloading
- Required preparation and cleanup
- Travel between job sites during the workday

- Required meetings
- Required training
- Shop work
- Required paperwork or administrative work
- Other work performed for the Company’s benefit

Employees may not perform work off the clock. Work performed without prior authorization must still be reported and recorded. Employees may be subject to corrective action for violating scheduling or overtime-authorization procedures, but compensable time actually worked will not be withheld.

Timekeeping Accuracy and Accountability

Employees are responsible for ensuring that time punches accurately reflect the time actually spent working, attending meetings, participating in training, or performing other assigned duties. For example, an employee attending a one-hour meeting should record one hour, not a longer period.

Occasional mistakes should be promptly reported so they can be corrected. Knowingly misrepresenting, inflating, or intentionally altering time entries is a serious violation of Company policy and may result in corrective action, up to and including termination of employment. All time actually worked must nevertheless be recorded and compensated as required by law.

9. Biweekly Payroll and Workweek Calculations

Employees are paid on a biweekly payroll schedule. The Company's Pay Calculation Matrix calculates compensation for the full biweekly pay period. However, overtime requirements are evaluated separately for each individual workweek. Hours from the two workweeks are not averaged together for purposes of determining overtime eligibility.

Example: Week 1-46 hours worked = 6 overtime hours. Week 2 -39 hours worked = 0 overtime hours. The employee has 6 overtime hours even though the employee worked a total of 85 hours during the biweekly pay period.

The Pay Calculation Matrix identifies and accounts for overtime hours separately for each workweek.

10. Overtime

Non-exempt employees are eligible for overtime when they work more than 40 hours in a workweek. Overtime eligibility is determined separately for each workweek even though employees are paid biweekly. Hours may not be averaged between the two workweeks to avoid overtime.

The Company will calculate and pay any overtime compensation required by applicable federal and Michigan law.

The Tech Hourly Rate and the Company's minimum-pay guarantee do not replace any higher compensation required by law.

Employees are required to obtain authorization before working overtime when Company procedures require approval. However, all overtime actually worked and known or reasonably knowable by the Company will be compensated as required by law.

11. Bonuses and Incentive Compensation

Bonuses, incentive compensation, margin bonuses, production incentives, and similar payments will be handled in accordance with the terms of the applicable incentive program. When a bonus or incentive is required by law to be included in an employee's regular rate of pay, it will be included in the applicable regular-rate and overtime calculation.

If compensation attributable to an earlier workweek becomes calculable after that workweek has ended, the Company will make any allocation, reconciliation, or additional overtime payment required by applicable law.

12. Timing of Performance-Based Compensation

Performance-based job compensation is calculated under the Company's compensation procedures and may become determinable when the applicable job is completed, processed, or invoiced. Regardless of when performance compensation becomes calculable or payable, employees must record their hours in the workweek in which the work is actually performed.

The timing of an invoice does not change the employee's recorded work hours or eliminate any minimum-wage or overtime obligation.

Where later-determined compensation requires an adjustment to a prior workweek's regular-rate or overtime calculation, the Company will make the adjustment required by applicable law.

13. Vacation and Michigan Earned Sick Time

Vacation and Michigan Earned Sick Time are paid at the employee's applicable Tech Level hourly rate, provided that the amount paid will never be less than the rate required by applicable law. Michigan Earned Sick Time is paid at least at the greater of the employee's normal hourly or base wage or the applicable Michigan minimum wage.

Paid leave during which the employee performs no work is not treated as hours actually worked for purposes of determining whether the employee worked more than 40 hours during a workweek.

Example: An employee who performs 38 hours of actual work and uses 8 hours of Vacation or Earned Sick Time during the same workweek has 46 paid hours, but only 38 hours actually worked for purposes of determining overtime eligibility.

Vacation and Earned Sick Time will be administered in accordance with applicable Company policy and Michigan law.

14. Pay Review and Final Calculation

Before payroll is finalized, the Company uses its Pay Calculation Matrix and payroll procedures to evaluate the following compensation components:

1. All compensable hours worked
2. Performance-based compensation
3. Hourly compensation entered for applicable non-performance work
4. Applicable bonuses and incentive compensation
5. Week 1 overtime hours and calculations
6. Week 2 overtime hours and calculations
7. The Company’s minimum-pay guarantee
8. Applicable regular-rate requirements
9. Legally required overtime premiums or adjustments
10. Vacation, Earned Sick Time, and other applicable paid leave

The various compensation components are used together as part of the Pay Calculation Matrix to determine the employee’s final compensation. A compensation component shown in the matrix should not automatically be interpreted as an additional amount payable on top of another completed pay calculation. The employee will receive the compensation produced under the Company’s compensation plan or any greater amount necessary to satisfy the Company’s minimum-pay guarantee or applicable wage-and-hour law.

15. Employee Review of Time and Pay

Employees are responsible for reviewing their time records and promptly reporting missing or inaccurate time. Employees must not:

- Underreport hours

- Perform work off the clock
- Alter time records inaccurately
- Ask another employee to perform work off the clock
- Fail to report compensable work because the employee believes the activity is already covered by performance compensation

Performance compensation does not eliminate the requirement to accurately record all hours worked. Managers may correct documented timekeeping errors. Changes should be supported by appropriate records and should not be made for the purpose of reducing legally compensable hours.

16. Payroll Questions and Reporting Concerns

Employees are encouraged to promptly raise questions regarding recorded hours, performance compensation, meeting or training compensation, overtime, minimum-pay adjustments, Vacation or Earned Sick Time, or any other payroll discrepancy. Employees may submit a Yellow Ticket through the Company's website for review.

The Company prohibits retaliation against an employee for reporting a wage-and-hour concern, requesting correction of payroll records, or exercising rights protected by applicable law.

17. Recordkeeping

The Company will maintain payroll and timekeeping records in accordance with applicable federal and Michigan recordkeeping requirements. Employees are expected to accurately complete required time records and cooperate in correcting identified errors.

18. Policy Administration

This policy describes the Company's general compensation methodology. Individual compensation rates, Tech Levels, incentive programs, job classifications, percentages, and other compensation components may be changed prospectively by the Company, subject to applicable law. Nothing in this policy creates a guarantee of employment for any particular duration or alters the at-will employment relationship where applicable.

Employee Acknowledgment

I acknowledge that I have received and reviewed the Employee Performance Pay & FLSA Compliance Policy.

I understand that:

- I must accurately record all hours worked
- Performance compensation does not eliminate my obligation to record my work time
- Different types of compensation may be entered into the Company’s Pay Calculation Matrix
- Compensation shown for an individual category may be a component of the overall calculation rather than an additional payment on top of finalized compensation
- Overtime is evaluated separately for each workweek even though payroll is issued biweekly
- The Company’s minimum-pay guarantee is based on all compensable hours at one and one-half times the applicable minimum wage, but this does not mean all hours are legally classified as overtime
- Questions or discrepancies regarding my hours or compensation should be promptly reported

Employee Name: _____

Employee Signature: _____ Date: _____

Manager/Witness: _____ Date: _____

Paycheck Deductions

Employee Handbook Policy

Required and Authorized Deductions

Michigan Gutters Inc. is required by law to make certain deductions from employee pay each pay period. These include federal income tax, Social Security and Medicare (FICA) taxes, state income taxes, and other deductions required by law or court order, such as wage garnishments. The amount withheld for taxes depends on earnings and the information provided on federal Form W-4 and any applicable state withholding forms.

Permissible deductions from the pay of exempt employees may include deductions for certain full-day absences for reasons other than sickness or disability and certain disciplinary suspensions, as allowed by law. Employees may also authorize voluntary deductions where permitted under Michigan law. All deductions will be reflected on the employee's wage statement. Employees with questions about paycheck deductions should contact their manager.

Reviewing and Correcting Paycheck Errors

Michigan Gutters Inc. will not make deductions prohibited by federal, state, or local law. Employees should review each paycheck for errors and immediately report any discrepancies to their manager.

The Company will reimburse employees for isolated, inadvertent, or otherwise improper deductions as required by law. If an error is identified, the Company will make the appropriate adjustment no later than the next regular payday.

Payroll Errors and Overpayments

Michigan Gutters Inc. makes every effort to ensure employees are paid accurately. Employees are responsible for reviewing their pay statements and promptly reporting any discrepancies, including overpayments or underpayments.

If a payroll error results in an employee receiving more compensation than they are entitled to, Michigan Gutters Inc. reserves the right to recover the overpayment in accordance with applicable law.

Employees will be notified of the overpayment and the repayment arrangements. Any payroll deductions will comply with Michigan wage and hour laws, including applicable notice, authorization, and deduction limits.

If an employee has been underpaid, Michigan Gutters Inc. will promptly correct the error and issue any additional wages owed.

Non-Retaliation

The Company will not retaliate against employees who report improper or erroneous deductions in accordance with this policy.

Employee Initials: _____

CASH ADVANCE POLICY

Michigan Gutters Inc. may, at its discretion, provide cash advances to eligible employees under the following conditions. Cash advances are not guaranteed and are subject to approval.

1. Request Process

- All cash advance requests must be submitted through the Michigan Gutters Inc. employee website.
- Employees are expected to plan ahead when requesting a cash advance. Requests—especially for larger amounts or extended repayment terms—may require additional review and are not guaranteed to be approved or disbursed on the same day.

2. Approval and Disbursement

- Standard cash advances will be deducted in full from the employee's next paycheck unless otherwise approved.
- Requests to spread repayment over multiple pay periods require prior written approval from the CEO before any funds are disbursed.
- Michigan Gutters Inc. reserves the right to deny or delay any request based on business needs, timing, or employee eligibility.

3. Eligibility Requirements

- Employees must be in good standing with the company at the time of the request.
- Employees subject to a court-ordered wage garnishment are not eligible for a cash advance.
- Cash advances are not considered earned wages.

4. Repayment and Work Requirements

- Employees with an outstanding cash advance are required to work Saturdays until the balance is paid in full.
- If work is not available, any required Saturdays that cannot be worked or are not scheduled will be documented and carried forward. Employees will be required to work those Saturdays when work becomes available.

5. Failure to Meet Repayment Requirements

- Failure to work a required Saturday for a reason not protected by applicable law will result in:
  - A deduction of 50% of the remaining cash advance balance from the employee's next paycheck, subject to applicable law and any required written payroll-deduction authorization, and
  - One attendance point, in accordance with the company attendance policy.

6. Time-Off Limitations

- Employees with an outstanding cash advance are expected to fulfill all required Saturday work obligations. Absences that are not protected by applicable law may result in attendance points and repayment consequences under this policy. Employees will not receive attendance points or disciplinary action for the lawful use of protected leave, including leave under Michigan’s Earned Sick Time Act (ESTA). Protected leave will not trigger the additional 50% repayment deduction described in Section 5.

7. Policy Enforcement

- Michigan Gutters Inc. reserves the right to modify, suspend, or revoke this policy at any time, subject to applicable law.
- Abuse of the cash advance program may result in disciplinary action, up to and including termination.

Employee Signature: _____

Date: _____

Unemployment Insurance Policy

Employee Handbook Policy

Unemployment Insurance

Michigan Gutters Inc. participates in the Michigan unemployment insurance program as required by law. Employees who experience a separation from employment or a reduction in work hours may apply for unemployment benefits through the Michigan Unemployment Insurance Agency (UIA).

Eligibility and Claims

The UIA determines eligibility for benefits and the amount of any benefits payable under applicable law. MGI does not make these determinations. The Company will provide employment and wage information requested by the UIA and may respond to unemployment claims as permitted by law.

Employee Responsibilities

Employees who apply for benefits are responsible for providing accurate information and following the UIA's filing and reporting requirements. Nothing in this policy limits an employee's right to apply for unemployment benefits.

Employee Initials: _____

Earned Sick Time (ESTA) and Vacation Policy

Requests for vacation and other non-protected time off must be submitted through the Michigan Gutters Inc. employee website and approved. Such requests may be denied based on scheduling needs even if an employee has available time. Qualifying leave protected by Michigan's Earned Sick Time Act (ESTA) or other applicable law is subject to the notice and use requirements of that law, rather than discretionary approval based on staffing needs.

Michigan Gutters Inc. administers ESTA hours and vacation as separate benefits. ESTA hours are provided to eligible employees under Michigan law and may also be used for personal reasons not protected by ESTA under the company's policy. Vacation is an additional company benefit based on position and, for installers, years of service. Vacation does not begin for installers until the third employment anniversary. Vacation hours do not replace or reduce ESTA hours.

This policy applies only to employees whose work location is within the state of Michigan, except for the following:

- An employee whose employer policy allows the employee to schedule their own working hours and prohibits adverse personnel action if the employee does not schedule a minimum number of working hours.
- An unpaid trainee or intern.
- An employee covered by the Youth Employment Standards Act (under the age of 18).
- Independent contractors are not considered employees under this law.

MGI Sales Staff — ESTA Exemption: Michigan Gutters Inc. sales employees who independently establish their own working schedules and are not required to schedule a minimum number of working hours, without adverse personnel consequences for failing to schedule a minimum number of hours, are excluded from ESTA coverage under MCL 408.962, provided both statutory conditions are met. Although these employees control their own schedules, they must still submit planned time-off requests through the Michigan Gutters Inc. employee website so the Company can coordinate incoming estimate appointments and scheduling needs.

Earned Sick Time (ESTA)

ESTA Hours — Eligible Employees

Eligible employees receive an annual bank of 72 ESTA hours, credited January 1. These hours may be used for qualifying ESTA-protected reasons or, as a company benefit, for other personal reasons.

Employees hired after January 1 receive a prorated allocation of ESTA hours based on their hire date and the portion of the calendar year remaining, in accordance with applicable law. The ESTA hours bank renews each January 1, not on the employee’s hire anniversary.

- Use of ESTA hours for legally protected reasons is governed by Michigan law, including notice and documentation requirements. For foreseeable ESTA leave, the Company may

require up to seven days' advance notice; unforeseeable qualifying leave follows the legally permitted notice rules. (See attached ESTA information.)
- All time-off requests must be submitted through the Michigan Gutters Inc. employee website. Employees who request to use ESTA hours for a non-ESTA reason must indicate that selection on the website.
- Using ESTA hours for a qualifying ESTA-protected reason will not result in attendance points or disciplinary action when used in accordance with law. Using hours from the same bank for a non-ESTA reason does not make the absence legally protected; normal scheduling, approval, and attendance rules apply.

Exhaustion of ESTA Hours

Employees may use their available ESTA hours for qualifying ESTA reasons or other personal purposes. Once an employee has exhausted their available ESTA balance, Michigan Gutters Inc. is not required to provide additional paid ESTA hours during that benefit year. Any additional absences will be handled in accordance with the company's attendance and time-off policies and applicable law, including any other legally protected leave.

- Unused ESTA hours do not carry over under this frontloaded policy and are not paid out upon separation, subject to applicable law.

Vacation Benefits (Separate from ESTA)

Vacation — Installers

Installer vacation is an additional company benefit separate from ESTA hours. It does not begin until the employee reaches the third anniversary of employment. Annual vacation eligibility is based on completed years of service:

- Before third anniversary (0–2 completed years): No vacation allowance
- Third through fourth anniversaries (3–4 completed years): 20 hours annually
- Fifth anniversary and after (5+ completed years): 40 hours annually

Vacation is added on January 1 for eligible employees. If an installer reaches the third or fifth employment anniversary during the year, the new vacation allowance (or the increase) is prorated based on that anniversary date for the remainder of the calendar year. No installer vacation is available before the third employment anniversary. The full annual allowance for the applicable service tier is added the following January 1.

Vacation — Office

Vacation time is negotiated at the time of hire.

Negotiated office vacation is added January 1 and prorated when applicable based on the employee's hire anniversary and the vacation terms agreed upon at hire.

Employee Initials: _____

Paid Holidays and Holiday Pay Policy

Regular full-time and part-time employees are eligible for the following paid holidays observed by Michigan Gutters Inc. Full-time employees receive eight (8) hours of holiday pay, and part-time employees receive four (4) hours of holiday pay.

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

Holiday Pay Requirements

- An employee must be present at work on their last scheduled day prior to the holiday and first scheduled day after the holiday to receive holiday pay, except where the absence is protected by ESTA or another applicable law. Legally protected leave will not by itself disqualify an otherwise eligible employee from holiday pay.
- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at each employee's base rate of pay.

If an employee is scheduled to work on a holiday, the employee will be paid their regular rate of pay for hours worked plus the applicable holiday pay: eight (8) hours for full-time employees or four (4) hours for part-time employees.

- Holidays will not be paid to employees on unpaid leave, except where applicable law requires otherwise.
- Holidays will not be paid if an employee is absent due to an injury covered by workers' compensation, except where applicable law requires otherwise.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
- If a holiday falls on a Saturday or Sunday, MGI will identify a day during the week before or after the holiday on which it will be observed.

Employee Initials: _____

Other Leaves of Absence

Employee Handbook Policy

Jury Duty Leave

Michigan Gutters Inc. encourages employees to fulfill their civic responsibilities when summoned for federal or Michigan jury service. Employees should notify their supervisor or Human Resources as soon as reasonably possible after receiving a summons and provide scheduling updates as they become available.

Jury duty leave is generally unpaid for non-exempt employees. Employees will not be required to use vacation or earned sick time for jury service. Employees may choose to use available vacation benefits where permitted by law and company policy. Exempt employees will be paid in accordance with applicable salary-basis requirements, including limitations on deductions for jury-duty absences during a workweek in which they perform work.

MGI will not discipline, retaliate against, or otherwise penalize employees for lawful jury service. Employees will be allowed to return to work in accordance with applicable law.

Military Leave

Michigan Gutters Inc. provides military leave and reemployment rights in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law. This includes qualifying military duty, training, and service in the uniformed services.

Employees should notify their supervisor or Human Resources of anticipated military service as far in advance as reasonably possible, unless notice is prevented by military necessity or is otherwise impossible or unreasonable. Employees are not required to obtain management approval before performing military service.

Military leave is generally unpaid unless otherwise required by law or a separate company benefit. Employees may elect to use available vacation time during military leave but will not be required to do so. Applicable health coverage, seniority, benefits, and reemployment rights will be provided as required by law.

Employees returning from qualifying military service should contact Human Resources regarding their return-to-work or reemployment request. MGI prohibits discrimination or retaliation based on military service or the exercise of rights under USERRA.

Bereavement Leave

Michigan Gutters Inc. provides full-time employees with up to three (3) days, or 24 hours, of paid bereavement leave following the death of an immediate family member. For purposes of this policy, immediate family includes the employee’s spouse, mother, father, brother, sister, or child.

Employees should notify their supervisor or Human Resources as soon as reasonably possible when bereavement leave is needed.

Voting Leave

MGI encourages employees to exercise their right to vote. Employees should make reasonable efforts to vote outside their scheduled working hours when possible and notify their supervisor in advance if a schedule adjustment is needed to vote.

Requests for time away from work to vote will be evaluated in accordance with staffing needs and applicable law. This policy does not establish a separate paid voting-leave benefit. MGI will not retaliate against employees for exercising legally protected voting rights.

Questions and Administration

Employees should contact Human Resources with questions about documentation, scheduling, benefits, or return-to-work arrangements. Where applicable law provides greater protection than this policy, the legal requirement will control.

Employee Initials: _____

Employee Accommodation Policy

Employee Handbook Policy

Disability Accommodation

Michigan Gutters Inc. complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and applicable state and local fair employment practices laws. The Company is committed to equal employment opportunities for qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. The Company will provide reasonable accommodation to otherwise qualified individuals, where appropriate, to enable them to perform essential job functions, unless doing so would impose an undue hardship.

Employees who need an accommodation because of a disability should notify their manager or Human Resources. Requests may include:

- The reason an accommodation is needed.
- A description of the proposed accommodation.
- How the accommodation would assist with essential job functions.

After receiving a request, the Company will engage in an interactive dialogue to understand the limitations and consider reasonable accommodations. Where appropriate, the Company may seek permission to obtain additional information from a medical provider. Medical information received in connection with an accommodation request will be treated as confidential.

Employees are encouraged to suggest accommodations they believe will be effective. The Company may provide an effective alternative rather than the specific accommodation requested, consistent with applicable law and undue hardship requirements.

Where state or local law provides greater protection, the Company will apply the law offering the greater protection. Accommodation leave may run concurrently with leave under the Family and Medical Leave Act (FMLA) or other applicable leave where legally permitted.

The Company will not discriminate or retaliate against employees for requesting an accommodation.

Accommodation for Pregnancy, Childbirth, and Related Medical Conditions

Michigan Gutters Inc. provides reasonable accommodation for employees experiencing limitations related to pregnancy, childbirth, or related medical conditions, consistent with the Pregnant Workers Fairness Act (PWFA) and applicable state or local laws.

Examples of possible reasonable accommodations include:

- Additional breaks for restroom use, meals, hydration, and rest.
- Seating or the ability to sit, stand, or alternate between the two.
- Schedule changes, part-time work, or paid or unpaid leave.
- Flexible hours for medical appointments and physical needs.
- Telework or remote work, where appropriate.

- Parking closer to the workplace entrance.
- Light duty.
- Modifying facilities or the work environment for accessibility.
- Job restructuring or temporarily suspending one or more essential job functions.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting examinations or workplace policies.

Employees needing an accommodation should notify their manager or Human Resources. When the need is not obvious, employees may be asked to explain the limitation, suggest an accommodation, and describe how it would address the limitation, subject to applicable law.

Medical documentation will not be required in the following circumstances:

- The limitation and need for accommodation are obvious.
- The Company already has sufficient information from an earlier disclosure.
- The accommodation is to keep and drink water, take additional restroom breaks, sit or stand as needed, or take breaks to eat or drink.
- The request concerns lactation accommodation.
- Similar accommodation has been provided without requiring documentation.

The Company will engage in an interactive process to identify an appropriate accommodation. An accommodation may be unavailable if it creates an undue hardship under applicable law. Relevant considerations may include cost, facility resources, safety, efficiency, and operational impacts.

Accommodation leave may run concurrently with FMLA or other applicable leave where legally permitted. Retaliation for requesting or using an accommodation is prohibited.

Religious Accommodation

Michigan Gutters Inc. respects employees' sincerely held religious beliefs and practices, or lack thereof, and complies with Title VII of the Civil Rights Act of 1964 and applicable state and local anti-discrimination laws. The Company will reasonably accommodate a conflict between a sincerely held religious belief or practice and a work requirement unless doing so would impose an undue hardship under applicable law.

Employees requesting religious accommodation should contact their manager or Human Resources. A request may include:

- A description of the proposed accommodation.
- The reason the accommodation is needed.
- How it would resolve the conflict with a work requirement.

The Company will engage in an interactive dialogue to consider reasonable options. Employees are encouraged to propose accommodations; however, an effective alternative may be provided instead of the particular accommodation requested, consistent with applicable law.

The Company will not discriminate or retaliate against employees who request a religious accommodation in good faith.

Employee Initials: _____

OSHA/MIOSHA and Workplace Safety Policy

Employee Handbook Policy

Safety Commitment

Michigan Gutters Inc. is committed to providing a safe and healthy workplace and complying with applicable Occupational Safety and Health Administration (OSHA) and Michigan Occupational Safety and Health Administration (MIOSHA) requirements. No job is more important than employee safety.

Safety Rules and Training

Employees must follow company safety rules, use required personal protective equipment, attend assigned safety training, and use tools, ladders, vehicles, and equipment safely. The MGI Safety Program (Safety Manual) contains more detailed procedures and is available through the employee website.

Reporting Hazards and Incidents

Employees must promptly notify their supervisor or management of unsafe conditions, injuries, near misses, and safety concerns. Required incident or safety forms must also be completed through the employee website. Employees must never conceal an incident or knowingly continue work under unsafe conditions.

Stopping Unsafe Work

Employees should stop the affected task and notify a supervisor if conditions appear unsafe, including hazardous weather, unstable ladders, fall hazards, or unsafe equipment. Management will assess the situation and determine how work can proceed safely. Employees will not be retaliated against for reporting a safety concern in good faith.

Compliance

Employees are expected to cooperate with safety inspections and corrective measures. Violations of safety requirements may result in disciplinary action, up to and including termination of employment.

Employee Initials: _____

ZERO TOLERANCE

DRUG AND ALCOHOL TESTING POLICY

I. PURPOSE

Michigan Gutters Inc. (the "Company"), Zero Tolerance Drug and Alcohol Testing Policy (the "Policy") was approved and adopted by Michigan Gutters Inc. and is established to maintain a safe, healthful and efficient working environment for our employees. Our mission is to ensure that our services are delivered safely, efficiently, and effectively by establishing a drug and alcohol -free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees. In keeping with this mission, Michigan Gutters Inc. declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.

II. POLICY RATIONALE

The use and effects of controlled substances and alcohol pose very serious problems. Not only can the use and/ or abuse of controlled substances or alcohol jeopardize the health, safety and well-being of the individual user, and all of our employees,it can also endanger safety of the general public. In view of these problems, the Company wants to clearly state its policy to accurately detect and to deter the use of drugs and alcohol in our work environment, through testing and/or termination of employment.

Employees who engage in prohibited activity will be subject to disciplinary action up to, and including, discharge.

This policy supersedes all previous policies related to drugs and alcohol in the workplace.

This policy will take effect on June 1, 2018.

Michigan Gutters Inc. CEO, Steve Ball

Date:

DER - Designated Employer Representatives

HR Manager & HR Assistants

III. APPLICATION

The Policy applies to all Michigan Gutters Inc. employees (full- or part-time) when performing any company related business on Company premises or driving any company vehicles.

Definitions for Purposes of This Policy

"Company Premises" includes, but is not limited to, all property, whether owned, leased or used by the Company. This policy also includes any other locations, or modes of transportation, to and from those locations, while in the course and scope of employment.

"Designated Employer Representative" (DER) is an individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from duties and to make required decisions in the testing and evaluation processes. The individual must be an employee of the Company.

"Monitored Urine Drug Collection" is defined as a urine drug collection, where both the donor and a collector of the same gender are present in the collection area during the collection process. The collector must not watch the employee urinate into the collection container but is present to ensure that no tampering of the collection takes place.

"Reasonable Suspicion" is the determination by a Supervisor or Company Official trained to recognize the effects and attributes of an impaired employee. The determination will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee.

"Refusal to Submit" (to an alcohol or controlled substances test) means that an employee;

1. Fails to appear for any test within a reasonable time, as determined by the employer, after being directed to do so by the employer;

2. Fails to remain at the testing site until the testing process is complete;

3. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;

4. Fails or declines to take a second test the employer or collector has directed the employee to take;

5. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process);

6. Is reported by the MRO (Medical Review Officer) as having a verified adulterated or substituted test result;

7. Fails to complete and sign the testing form;

8. Fails to provide sufficient breath, or saliva; or

9. Fails to remain available for post-accident alcohol testing until the test has been completed.

10. As the donor being tested, if you decline to permit a collection to be monitored, it is a refusal to test.

11. Possess or wear a prosthetic device that could be used to interfere with the collection process.

12. Admit to the collector, or MRO that you adulterated or substituted the specimen.

IV. PROHIBITIONS

Michigan Gutters Inc. Policy prohibits:

1. Use, possession or being under the influence of a controlled substance while on duty, or on Company premises, property or worksite.

2. To use Prescription and Non-Prescription medicine use that impairs an employee's ability to perform duties of his or her position. {See Section V).

3. Consuming an intoxicating beverage, regardless of its alcohol content, within four (4) hours of reporting for work and for eight (8) hours following an incident or until a post-incidental alcohol test is performed.

4. Possessing, consuming or being under the influence of an intoxicating beverage, regardless of its alcohol content while on duty, or on Company premises, property or worksite.

5. Refusing to submit to an alcohol or controlled substance test as required by this policy.

V. IMPLEMENTATION AND ENFORCEMENT OF POLICY

DRUG TESTING Employees are required to submit to urine analysis testing for prohibited substances under the following circumstances:

A. To be considered for employment. Prospective employees will be required to submit to a pre-employment drug test per the instructions of the Human Resources Department. The test will only be ordered after a job offer, contingent on the results of the drug test. Candidates who refuse to submit to a drug test or who fail to show up for a drug test will no longer be considered for employment. Failure to receive an MRO verified negative result will cause the contingent job offer to be refused by the applicant.

B. When management or supervisory personnel has reasonable suspicion that an employee is under the influence of a prohibited substance while on duty. Reasonable Suspicion testing will only be conducted when ordered by a supervisor or management person trained in the recognition of drug use in the workplace. The determination must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee, that violations of the prohibited behavior has occurred. Rumor and/or hearsay are not valid reasons for Reasonable Suspicion determination.

C. Following an incident: 1) Incidents that would require testing:

i. Any incident that involves medical treatment, or injury, of any involved person.

ii. Any incident that involves verbal abuse.

iii. Any incident that involves damage to property belonging to someone other than the employer. 2) Incidents that would require testing if a supervisor, or member of management. deems it appropriate, includes, but is not limited to:

i. Reckless driving of any vehicle on company property, including but not limited to personal vehicles in employee parking areas. il. Large quantity of damage in one incident.

iii. Any incident that involves substantial damage to company equipment.

iv. Employees found sleeping while on duty. 3) Incidents that would not require testing:

i. Minor incident, as determined by a supervisor, that involves a company vehícle or equipment that causes no injury or damage, i.e. scrape the railing with hi-lo.

ii. Incident that involves a slip, bruise, strain, or cut etc., with no medical attention needed, as determined by a supervisor.

D. Second Absenteeism Test: Any employee who has a second unexcused absence from work within 30 days of the first absence will be required to submit to a urine drug test.

VI. URINE DRUG SCREEN PROTOCOLS

1) 10-panel instant drug test will be conducted. This panel includes: Amphetamines (including Methamphetamine, and Ecstasy); Cocaine: Opiates (including codeine, morphine and heroin); Phencyclidine; Marijuana; Benzodiazepines, Barbiturates; Methadone; Propoxyphene; and Methaqualone.

A MRO verified negative result is required.

A non-negative result of the instant drug test will cause the sample to be sent out to a qualified DHHS certified laboratory for confirmation and results are reported to the MRO to determine the positive or negative result.

If the result is reported as Negative-Dilute, a second collection will be conducted, and the results of the second collection will be the results of the record.

Employees who receive an MRO verified result other than negative, during the above testing requirements, may be subject to disciplinary action up to and including termination.

2) Negative Dilute Procedure. When Michigan Gutters Inc. receives an MRO (Medical Review Officer) verified negative-dilute test result; the employee will be required to submit to another collection, with minimal advance notice. The second collection result will be used as the result of record. If an employee declines to take another test, then the employee has refused to test for purpose of this policy.

3) Collection Site Procedures. The collection of your urine specimen will be conducted under the procedures required by the Mandatory Guidelines for Federal Workplace Drug Testing Programs dated April 11, 1988. (Revised August 31, 2009) These procedures allow for individual privacy unless there is reason to believe that a particular individual may alter or substitute the specimen to be provided. The collection site person will take precautions to ensure that your specimen is not adulterated or diluted during the collection procedure. Your specimen collected must follow strict chain of custody and security procedures.

4) Marijuana - Michigan Gutters Inc. Policy. Marijuana is included among the substances prohibited under this Policy. The legalization of marijuana for medical or recreational use under Michigan law does not change the Company's requirements regarding drug testing, workplace safety, or prohibited conduct. Employees may not use, possess, or be under the influence of marijuana while on duty, on Company premises, property, or worksites, or while operating or in physical control of a Company vehicle. An employee who receives an MRO-verified positive marijuana test result may be subject to disciplinary action up to and including termination, consistent with this Policy and applicable law.

DOT-Regulated Employees. Employees who are subject to U.S. Department of Transportation (DOT) drug and alcohol testing regulations must also comply with the applicable DOT requirements. For

DOT-regulated testing, a state medical marijuana authorization, recommendation, or card does not provide a legitimate medical explanation for a confirmed positive marijuana test. The Medical Review Officer (MRO) will verify DOT test results in accordance with 49 CFR Part 40, including Section 40.151. These DOT-specific rules apply only where DOT regulations govern the employee or test.

VII. ALCOHOL TESTING

A. Testing. Employees are required to submit to a breath testing for alcohol under the following circumstances: 1. Where management has reasonable suspicion that an employee is under the influence of alcohol while on duty. Reasonable Suspicion testing will only be conducted when ordered by a supervisor or management person trained in the recognition of alcohol abuse in the workplace. The determination must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee, that violations of the prohibited behavior has occurred. Rumor and/or hearsay are not valid reasons for Reasonable Suspicion determination.

2. Following an incident: a. Incidents that would require testing:

i. Driving a company vehicle involved in an accident.

ii. Doing damage to company property.

iii. Post-accident when medical treatment is sought away from the scene.

iv. Causing an injury to another person with or without medical attention. b. Incidents that would require testing if a supervisor, or member of management, deems it appropriate, includes, but is not limited to:

i. Reckless driving of any vehicle on company property, including but not limited to personal vehicles in employee parking areas. ii. large quantity of damage in one incident.

iii. Any incident that involves substantial damage to company equipment.

iv. Employees found sleeping while on duty.

c. Incidents that would not require testing:

i. Minor incident that involves a company vehicle or equipment that causes no injury or damage, i.e. scrape the railing with hi-lo.

ii. Incident that involves a slip, bruise, strain, or cut etc., with no medical attention needed. Post-Incident Testing. No employee required to take a post-incident test shall use alcohol for eight hours following the incident or until he/she undergoes a post incident alcohol test. The individual must remain readily available, which includes keeping management of Michigan Gutters Inc. informed as to your location, until testing is completed.

3. Prohibited Alcohol Use: Alcohol is a legal substance; therefore, the rules define specific prohibited alcohol related conduct. Performance of safety-sensitive functions is prohibited:

i. While using alcohol.

ii. While having a breath alcohol concentration of .04 percent or greater as indicated by an alcohol breath test.

iii. Within four hours after using alcohol.

Employees who receive an alcohol breath test with a verified result other than negative, during the above testing requirements, may be subject to disciplinary action up to and including termination.

VIII. AVAILABILITY OF TEST RESULTS

The results of any drug test and records connected with the testing procedure will be made available to the individual tested upon written request. The results of the tests themselves are reviewed by a licensed physician with knowledge of substance abuse disorders (MRO). If the tests are positive, the individual tested will be advised of the results and the type of drug or drugs discovered. For DOT-regulated testing, the MRO will apply the requirements of 49 CFR Part 40, including those concerning marijuana. The individual tested will be given the opportunity to discuss the test results with the licensed physician before the test results are made available to the Employer.

The documentation of the results of the test will not be made available to other parties except upon written request of the individual tested, or when the MRO's reasonable judgment the information could result in the employee being medically unqualified to perform their duties, or if the information would cause a safety risk.

IX. PRESCRIPTION AND NON-PRESCRIPTION MEDICINE

Before any drug test is given, the employee or prospective employee may note the use of any prescription or non-prescription medications. The laboratory procedures may report the presence of all prescription and non-prescription drugs.

Employees are expected to report for duty able to perform their assigned work safely. If the Company has an objectively supported concern that a prescription or non-prescription medication may impair an employee's ability to safely perform essential job duties, including driving, climbing ladders, working at heights, or operating equipment, the Company may temporarily remove the employee from affected duties while evaluating the concern. When job-related and consistent with business necessity, the Company may request appropriate documentation from a treating healthcare provider addressing the employee's ability to perform the relevant duties safely and any necessary work restrictions or accommodations. The Company will not routinely require a copy of the prescription or the employee's complete medication information. Any leave, compensation, return-to-duty decision, and reasonable accommodation will be handled in accordance with applicable law and Company policies.

For those employees working in a safety sensitive position, the Company's MRO may also review that employee's medication profile if a medication could potentially impair that employee. In this case, the employee would need to discuss with his/her prescribing provider any alternative therapies. If it is discontinued, then that employee who works in a safety sensitive position may return to work once he/she has passes a return-to-duty drug test with a verified negative result.

At the Company's prerogative, The Company may ensure that the employee remains free from all drugs by subjecting the employee to unannounced follow-up drug testing, as directed by the MRO (Medical Review Officer) or SAP (Substance Abuse Professional) over the next 6-12 months. Failure by the employee to either submit to a drug test under this part or have a verified positive test shall result in disciplinary action up to and including termination.

X. CONDITION OF EMPLOYMENT

Compliance with the Company's Drug and Alcohol Testing Policy is a condition of employment. Failure or refusal of an employee to cooperate fully or submit to any inspection, drug test, or alcohol test as provided in this policy will be grounds for termination of employment.

XI. RE-APPLICATION AND REHIRE

Michigan Gutters Inc. understands that individuals who are rehabilitated drug users or engaged in a supervised drug rehabilitation program and are no longer using drugs are protected under the Americans with Disabilities Act. Therefore Michigan Gutters Inc. will consider the applications of candidates who formerly tested positive for drugs if candidates can subsequently show evidence of rehabilitation.

XII. EMPLOYEE ASSISTANCE PROGRAM

Michigan Gutters Inc. has established an Employee Assistance Program (EAP) with Pine Rest Christian Mental Health Services. Employees who need assistance in dealing with problems with either drugs or alcohol may be referred to the companies EAP for counseling or treatment.

Workers’ Compensation Policy

Michigan Gutters Inc. provides workers’ compensation insurance coverage for work-related injuries at no cost to employees.

Injury Reporting

Employees who are injured on the job, regardless of how minor the injury may seem, must immediately report the incident to their supervisor and the HR Manager.

An Accident/Injury Form, available through the employee website, must be completed for any work-related injury or incident and submitted to the HR Manager within 24 hours.

Medical Treatment

If an injury requires immediate emergency or urgent medical care, employees should seek appropriate treatment. For injuries that do not require immediate emergency or urgent care, employees must report to Michigan Gutters Inc.’s designated medical provider for any potential workers’ compensation claim.

The current designated medical provider is Munson Community Health Center. Employees who need or would like an appointment should contact the HR Department for scheduling.

Drug and Alcohol Testing

A drug and alcohol test will be conducted on all workers’ compensation claims, in accordance with Company procedures and applicable law.

Compliance with Procedures

Failure to follow Michigan Gutters Inc.’s reporting and treatment procedures may affect an employee’s ability to receive workers’ compensation benefits, subject to applicable law.

Leave and Return to Work

Workers’ compensation provides monetary benefits and does not, by itself, constitute a leave-of-absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence, as applicable.

Michigan Gutters Inc. will review any medical restrictions and determine what duties the employee may perform until the employee can return to their regularly scheduled duties.

Employee Initials: _____

Damage Reporting Policy

Employee Handbook Policy

Reporting Damage

All employees must immediately report any damage to Michigan Gutters Inc. property, equipment, tools, vehicles, materials, or facilities, as well as damage to a customer’s or any other person’s property. This requirement applies whether an employee caused the damage, witnessed it, or discovered it.

Notification and Required Form

Notify the Operations Manager or a supervisor immediately after the damage occurs or is discovered. Employees must also complete and submit the Damage Report Form on the MGI employee website as soon as possible, and no later than 24 hours after becoming aware of the damage. Reporting directly to management does not replace the required website form.

Information to Provide

The report should accurately describe what happened, when and where it occurred, the property or equipment involved, and any known injuries or safety concerns. Include photographs when they can be taken safely. Employees must not conceal damage, alter the facts, or make unauthorized promises about repairs, payment, or responsibility.

Safety and Follow-Up

If the damage creates an immediate hazard, stop the affected work, secure the area when safe to do so, and notify management. Employees are expected to cooperate with the review and any corrective actions. Failure to promptly report damage or knowingly providing false information may result in disciplinary action, up to and including termination of employment.

Employee Initials: _____

Company Vehicle Use

Employee Handbook Policy

Authorized Vehicle Use

Company vehicles are to be used for MGI business only. Unless use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited. Only employees who are approved drivers under MGI's vehicle insurance may operate a company vehicle.

Driving Violations and License Status

If you drive an MGI vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations of your driver's license must be immediately reported to your supervisor or Human Resources.

Unsafe or Damaged Vehicles

When an MGI vehicle cannot be operated, is unsafe for use, or has been damaged, notify your supervisor immediately. Employees must also complete and submit an EDR through the MGI employee website whenever there is an issue with a company vehicle.

Driver Responsibility and Vehicle Condition

As the driver of an MGI vehicle, you are responsible for the vehicle while it is in your charge and must not permit unauthorized people to drive it. You are also responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

Safe Driving and Prohibited Activities

You may not operate a motor vehicle while under the influence of alcohol, a chemical substance, or any other substance that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device. Smoking and vaping are both prohibited in company vehicles.

Employee Initials: _____

Company-Owned Vehicle for Personal Use

Employee Handbook Policy

Purpose and Scope

This policy establishes the requirements for using Michigan Gutters Inc. (MGI) company-owned vehicles for company business, commuting to and from work, and any separately approved personal use. It applies to employees assigned or otherwise authorized to operate a company vehicle.

Authorized Vehicle Use

Employees assigned a company-owned vehicle may use it for company business and commuting directly to and from work. Stops, errands, trips, or other personal use beyond normal commuting are not permitted unless management approves the specific use in advance through the MGI employee website. Approval for one occasion does not authorize future personal use.

Request, Check-Out, and Check-In

Employees must submit a request through the MGI employee website and receive management approval before using a company vehicle for any personal purpose other than authorized commuting. Employees must check the vehicle out through the employee website each day it is used and check it back in through the website at the end of that day, including days when it is used only for commuting. Employees must follow all instructions associated with the approval and check-in/check-out process.

Fuel Costs for Commuting and Other Personal Use

Employees are responsible for gasoline and other fuel costs associated with commuting and any additional approved personal use of a company-owned vehicle. Company fuel cards or company-paid fuel may not be used for commuting or other personal travel.

Approved Drivers and Driver Criteria

Only employees who are authorized by MGI and approved to drive under MGI's vehicle insurance may operate a company-owned vehicle. Employees may not permit another person to drive the vehicle without express management authorization, except for the emergency circumstances described below. Motor vehicle records (MVRs) will be requested at least annually. Management reserves the right to determine whether an MVR is unsatisfactory; as a guideline, violations within the preceding three years may result in the loss of driving privileges, disciplinary action, or termination.

Emergency Use

In an emergency involving serious illness or a medical emergency, the authorized employee may designate another operator to use the vehicle strictly as necessary for the emergency, consistent with applicable law and insurance requirements. Management must be notified as soon as reasonably possible.

Drug and Alcohol Restrictions and Testing

Driving a company vehicle while under the influence of alcohol or prohibited substances is strictly prohibited and may result in termination. MGI reserves the right to conduct pre-employment and/or periodic random drug and alcohol testing as provided in its Drug and Alcohol Testing Policy and applicable law. Testing will be performed through a facility designated by the Company. Violations may result in disciplinary action up to and including termination.

Accident and Violation Reporting

All accidents and moving violations must be reported to MGI by the end of the employee's shift or within 24 hours. This reporting requirement applies to incidents occurring in either a company vehicle or the employee's personal vehicle. Employees must promptly notify management of any damage, accident, or safety concern involving a company vehicle during authorized personal use.

Employee Responsibility for Insurance Deductible

If an employee negligently causes physical damage to a company-owned vehicle, the employee is responsible for reimbursing MGI for the applicable comprehensive or collision insurance deductible, up to a maximum of $5,000. Reimbursement is due within 10 days, subject to applicable law. Any collection or payroll deduction will be handled only as permitted by applicable law and any required written authorization.

Preventive Maintenance and Vehicle Condition

MGI will conduct routine maintenance according to manufacturer specifications. Employees must visually inspect tires, windshield wipers, brakes, mirrors, and lights before use and promptly report needed repairs or safety concerns to their supervisor. Employees are responsible for returning the vehicle in the condition required by the approved use and check-in process.

Employee Acknowledgment

I have read, understand, and agree to comply with Michigan Gutters Inc.'s Company-Owned Vehicle for Personal Use Policy. I understand that violations may result in disciplinary action, up to and including termination of employment.

Employee Name: _____ Date: _____

Employee Signature: _____ Employer Witness: _____

Tool and Clothing Allowance Policy

Eligible employees receive an annual Tool Allowance and/or Clothing Allowance based on position. Allowance amounts, eligibility, and matching programs will be reviewed and re-evaluated annually by the CEO. SOP document included with this policy and is available on company website for review.

Tool Allowance

- Allowance varies by position; New Installers receive up to $500 in year one.
- Once an installer's $150 Tool Allowance is fully used, the company will provide a 50% match on additional tool purchases, up to a maximum company contribution of $150 per year.
- If employment ends before one year, tools remain the employee's property and the total company-paid value will be deducted from the final paycheck.
- Tool Allowance account balance may not exceed $500; no additional funds added if over limit at annual reload.

Clothing Allowance

- Allowance varies by position; balance may not exceed $500.
- Clothing must be company-approved colors. (Red/Black/Gray)
- Footwear limited to $125 per purchase; excess is employee responsibility.
- Clothing items purchased through the allowance are not charged back or deducted from an employee's final paycheck, regardless of length of employment.

Purchases & Ordering

- Catalog items are pre-approved; all others require management approval.
- Clothing orders placed twice yearly: third week of March and September.
- Deadlines will be sent out via email and newsletter.

Allowance by Position

Position	Tool Allowance	Clothing Allowance
Office	N/A	$100
Estimators	N/A	$100
Field Management	N/A	$250
Installers	$150 (+ match)	$250

Employee Signature: _____ Date: _____

Company: MGI

MGI Tool and Clothing Allowance Ordering Procedures

1. **Go to the company website. (www.michigangutters.net)**
2. **Scroll to the bottom of the page and click Employees.**
3. **Sign in using the universal sign in info: User: mg-staff Password: mgiisthebest**
4. **Scroll to the top of the page.**
5. **Hover over Employee, then Forms.**
6. **Select Clothing Tool Allowance Form.**
7. **Complete all required fields for the item(s) requested.**
8. **Check 'I'm not a robot.'**
9. **Click Submit.**
10. **Management will review the request and notify the employee of approval or denial.**
11. **Approved items will be distributed to the employee once they arrive.**

Employee Handbook Acknowledgment

I acknowledge that I have received or been provided access to the Michigan Gutters Inc. Employee Handbook. I understand that I am responsible for reading and following the policies that apply to my employment. I understand that the current handbook, forms, and other employee resources are available through the employee website. I also acknowledge that the company maintains a separate Safety Manual and that I am responsible for following applicable safety requirements and training. I understand that this acknowledgment does not create an employment contract or change the at-will nature of employment as described in the handbook.

Employee Name:

Employee Signature:

Date: