



POLICIES AND PROCEDURES

Tradewinds Support Partners, LLC (TSP) policies and procedures are intended to be for informational purposes only. This is not a contract between TSP and its Employees, and does not guarantee placement in any position. TSP policies and procedures are subject to change at any time at the sole discretion of TSP and without notice.

Employment at TSP is on an “at will” basis, meaning that employees are free to resign at any time and TSP is free to conclude an employment relationship at any time it, in its sole discretion, deems termination is in the best interest of the company. Other than the president of the organization, no supervisor, manager or other person, irrespective of title or position, has authority to alter the at-will status of your employment or to enter into any employment contract for a definite period of time with you. Any agreement with you altering your at-will employment status must be in writing and signed by the president.

TSP is committed to providing equal employment opportunity to all applicants and employees without regard to race, color, creed, age, sex, national origin, religion, or disability.

Safety Is Our Number One Priority

Your health and well-being are very important to us! Providing a safe and healthy workplace is our number one priority and we expect all of our employees to follow safe practices while working. Each employee is responsible for knowing the safety requirements on the project that he/she is working on. No one should ever take any unnecessary risks while performing his or her job. You must be alert to any potentially hazardous conditions and report them immediately to your job site supervisor and TSP. In addition, employees are empowered to stop work before completing an unsafe task and should immediately contact their job site supervisor and Chris Kent, TSP.

Each employee is required to keep his/her work area clean and free from hazards and must wear all the personal protective equipment at all times while on their project.

If You Are Hurt on the Job

All accidents, injuries and incidents or “near misses”, must be reported to your site Coordinator/supervisor immediately, no matter how minor you may think it is. (Near misses are defined as unplanned event that did not result in injury, illness or damage, but had the potential to do so). You must also report the accident immediately to the TSP Operations Manager or Office Manager as soon as possible. We are available 24 hours a day, 7 days a week to handle any safety concerns you may have. Nothing is more important to us!

Attendance/Call out Procedures

Our clients have schedules and deadlines and they rely on our employees to show up every day at the scheduled time. You are required to show up for work on time, return to work from lunch on time and return to work from scheduled breaks on time. Excessive tardiness and/or absenteeism could result in your assignment coming to an end and impact our ability to place you at other jobs. In the event you must be tardy, absent, or leave work early, be sure to follow your supervisor's call out procedures. Additionally, you must call TSP to notify us of your absence if you know you will be out, call your supervisor or call out line.



Family & Medical Leave Act Policy Statement

TSP allows employees to balance work and family life by taking reasonable unpaid leave for certain family and medical reasons. FMLA provides you with up to 12 workweeks of unpaid, job-protected leave a year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. TSP may require that the need for a leave for a serious health condition or employee's immediate family member be supported by a certification issued by a healthcare provider.

Employee Eligibility

To be eligible for FMLA leave, an employee must work for:

- Have worked for TSP for at least 12 months; and
- Have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.

Employee Responsibilities

Eligible employees seeking to use FMLA leave may be required to provide:

- 30-day advance notice of the need to take FMLA leave when the need is foreseeable;
- Notice "as soon as practicable" when the need to take FMLA is not foreseeable;
- Sufficient information to understand that the employee needs leave for FMLA-qualifying reasons.

Leave Entitlement

You are eligible up to a total of 12 workweeks of unpaid leave in a 12 month period for one or more of the following reasons:

- For the birth of a son or daughter, and to care for the new born child; (Leave to care for a newborn child or for a newly placed child must conclude within 12 months after birth or placement.)
- For the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
- To care for an immediate family member (spouse child, or parent – but not a parent "in law") with a serious health condition; and
- When you are unable to work because of a serious health condition, which means an illness, injury, impairment, or physical or mental conditions that involves: (1) treated connected with inpatient care, (2) incapacity requiring absence of more than 3 calendar days which involves continuing treatment by a healthcare provider, (3) any period of incapacity due to pregnancy or prenatal care; (4) period of incapacity due to a chronic serious health condition; period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective, (5) any absence to receive multiple treatments.

Timecards / Timesheets

It is your responsibility to ensure your weekly timecard is correct. If you notice an error or discrepancy on your timecard, contact your supervisor immediately to get it corrected. All timesheets received by TSP must be approved by the client. If you have any questions or issues with your paycheck, please contact the TSP main office.

Paychecks

TSP pay periods are Monday through Sunday, and Payday is each Friday. Paycheck distribution may vary by client so be sure to inquire with your TSP coordinator for further details. Direct deposit is available. If you're interested, please discuss



with your TSP coordinator.

Problems on the Job

Occasionally, problems arise on the job. We encourage you to work any problems out and go to your supervisor for assistance. If you have spoken to a supervisor and are still having issues, please reach out to TSP as soon as possible, do not let issues escalate.

Americans With Disabilities Act (ADA) Policy Statement

TSP will fully comply with all requirements of the American with Disabilities Act (ADA). Our policy is to treat all employees without discrimination because of physical or mental disability in regard to any position for which the employee is qualified and to treat them equally in all employment practices including: compensation, benefits, training, promotion, transfer or demotion, layoff or termination, and all other terms, conditions and privileges of employment.

TSP will make reasonable accommodation to the known physical or mental limitations of qualified applicants or employees with disabilities to enable them to perform essential job duties, unless such accommodation would impose an undue hardship on the operation of the business.

The Company will maintain all information regarding the medical condition or history of applicants, employees, and employees' dependents on separate forms and in separate locked medical files and will treat such information as a confidential medical record, to be utilized only as permitted by law.

No Tolerance Drug and Alcohol Policy

TSP is a drug free employer and has a *No Tolerance* policy of working while impaired and/or under the influence of illegal drugs and alcohol. TSP is committed to protecting the safety, health and well-being of all employees and individuals in our workplace. We recognize that alcohol abuse and drug use pose significant threat to our goals. We have established a drug free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug free environment. Violation of this policy will result in disciplinary action, including termination.

It is a violation of our drug free workplace policy to use, possess, sell trade and/or offer for sale alcohol, illegal drugs or intoxicants.

Any employee who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

One of our goals of our drug free work place program is to encourage employees to voluntarily seek help with alcohol and/or drug programs. If, however, an individual violates the policy the consequences are serious.

TSP reserves the right to require and conduct random drug tests at any time. Refusing a drug test will result in termination.

Fitness for Duty

If it is determined that an employee appears unfit for duty, he or she may be required to undergo a *Fitness for Duty Evaluation*. This evaluation may include a medical evaluation, a drug and/or alcohol testing, and any other tests deemed necessary.



Anti-Harassment and Discrimination

TSP is committed to maintaining an equal-opportunity work environment free from any form of unlawful discrimination and harassment. Each of the company's employees has the right to work in an environment free from all forms of illegal discrimination, including but not limited to unwelcome sexual advances or overtures. Consequently, the company will not tolerate illegal discrimination against or harassment of its employees by any other employee or by a third party. Such discrimination and harassment violates federal and state law and the company's own policy.

SEXUAL HARASSMENT: TSP has zero tolerance for Sexual Harassment. TSP believes you should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcomed sexual overtures or conduct.

OTHER HARASSMENT DEFINED: Harassment based on someone's race, color, religion, national origin, gender, pregnancy, age, military service, handicap or disability also is prohibited. Such harassment includes jokes, verbal abuse and epithets, degrading comments, the display of offensive objects and pictures, and other conduct that an individual reasonably finds to be offensive.

If you experience or witness any type of harassment in the workplace, report it immediately to your supervisor or the next person in your chain of communication. All allegations of harassment, sexual or otherwise, will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. If an investigation of any allegation of harassment shows that harassing behavior has taken place, the harasser will be subject to disciplinary action, up to and including dismissal. When the investigation is completed, you will be informed of the outcome of that investigation. TSP will permit no employment based retaliation against anyone who brings a complaint of any kind of harassment.

Prohibition against Retaliation

No company employee will be permitted to suffer retaliation or reprisal for making a report of a violation or suspected violation of this policy or for assisting with the investigation of such a report. Such retaliation or reprisal against an employee by any other employee or third party is itself a violation of this policy and will subject the individual engaging in such retaliation or reprisal to the full range of disciplinary measures available to the company, including but not limited to withholding of promotion or transfer, oral or written reprimand, or suspension or termination of an employee's employment. Reports of retaliation or reprisal in violation of this policy shall be made, received, investigated, and handled in the same manner as reports of discrimination or harassment made under this policy.

Prohibition Against Knowing And Intentional False Reports

Any individual who knowingly and intentionally makes a false report of illegal discrimination or harassment in violation of this policy or who makes a false report under this policy with reckless disregard for its truth, shall be in violation of this policy and shall be subject to appropriate discipline, which may include but is not limited to withholding of promotion or transfer, oral or written reprimand, or suspension or termination of an employee's



employment.

Workplace Violence

TSP is committed to preventing workplace violence and to maintaining a safe work environment and has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous, unauthorized or hazardous devices or substances are prohibited from the premise of TSP and all client/customer locations.

The safety and security of all employees is of primary importance. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, customers (clients), or other individuals by anyone on company property will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. TSP reserves the right to take any necessary legal action to protect its employees.

Employees are responsible for notifying management of any threats that they witness, receive or have knowledge of. Employees should report any behavior they have witnessed that they regard as potentially threatening or violent or which could endanger the health or safety of an employee. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The organization understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee.

Employee Work Rules

Each incident will be reviewed by the employee’s supervisor or manager. If the severity of the violation does not warrant immediate termination, the problem will be addressed through the corrective action program. Conduct which is unacceptable and will result in immediate discharge includes, but is **not limited to**:

1. Harassment of or discrimination against an employee or customer, including, but not limited to, on the basis of age, race, sex, national origin, religion, pregnancy, disability;
2. Excessive absenteeism or tardiness, including unauthorized or prolonged breaks;
3. Falsification, unauthorized reproduction, or altering of TSP records or reports, including but not limited to, employment applications, time reporting, and expense reports;
4. Solicitation of sexual favors, advances, or any other verbal or physical conduct of a sexual nature on the company’s premises or a company sponsored function;
5. Dishonesty, misrepresentation, or other conduct detrimental to the company;
6. Conviction of a crime indicating unfitness for the job or considered detrimental to the company, its employees, or customers;
7. Conduct which compromises the safety of the employees or security of the workplace;
8. A slow-down, interference or delay of your work or the work of other employees;
9. Theft, misappropriation, fraud, or gambling;
10. Possession of weapons in the workplace;
11. Violation or disregard of safety rules;
12. Threatening or intimidating conduct, including, but not limited to fighting, damaging company property, horseplay, practical jokes, pranks or endangering persons on the company’s premises, or any other conduct which TSP deems



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- improper, unprofessional, or unethical;
13. Use of threatening, disrespectful, intimidating, coercive or abusive language in the workplace;
 14. Insubordination (including, but not limited to, refusal to comply with reasonable business instructions) or failure to perform reasonable duties as assigned;
 15. Leaving the job during working hours, i.e., not while on authorized break or lunch period, without permission of your supervisor, or switching shifts with another employee without prior approval;
 16. Sleeping on the job;
 17. Making maliciously false statements about TSP or unauthorized possession, use or disclosure of confidential information about the Company;
 18. Failure to cooperate with an investigation of management;
 19. Failure to report an accident in the workplace;
 20. Indecent conduct in the workplace;
 21. Inefficiency, carelessness or other unsatisfactory work performance;
 22. Possession, distribution, sale, transfer, use or being under the influence of drugs in violation of the Drug Free Workplace Policy;
 23. Smoking, except in designated areas;
 24. Violation of or failure to follow other company policies;
 25. Any other conduct not in the best interest of the company.

The above list is not all inclusive, and may be changed from time to time at the discretion of TSP.

Progressive Discipline Policy

POLICY: Employees of TSP, LL Care expected to observe certain standards of job performance and conduct. Conformance to generally-accepted rules of conduct is necessary to protect the health and safety of all employees and to protect the goodwill and property of the company. Conduct which adversely affects or is otherwise detrimental to the interest and reputation of the company, its employees or customers, may result in disciplinary action, up to and including termination. While the company reserves the right to impose progressive discipline for certain types of conduct, employment with the company is at-will. Consequently, certain conduct may warrant, in the company's sole discretion, immediate termination. The company shall decide in all cases what corrective action is appropriate.

Management reserves the right to enter into any level of disciplinary action or termination based on the severity of the offense and the employee's past work record

Ending of Assignment

When your assignment ends, please notify TSP immediately so we may begin searching for new employment for you. It is imperative that you keep us updated on any changes of assignment.

Personal Changes

It is your responsibility to keep TSP updated on any changes in address, contact information and tax form changes (e.g. marriage, a change in the number of dependents, or a change in the amount of itemized deductions or tax credits anticipated for the tax year).



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I have been explained TSP's policies and procedures, which I have read and understand. I understand and agree that TSP's policies and procedures may be changed from time to time at TSP's discretion, without advance notice. I understand that I am expected to adhere to the policies and procedures and be subject to the discipline set forth in them.

I understand that the policies and procedures do not provide any contractual right or guarantees of employment and that my employment is for no duration. I further understand that my employment relationship may be terminated at any time with or without cause, either by myself or TSP, and this understanding cannot be modified except by written agreement signed by the President of TSP. Employee

Name *Printed* _____

Employee Signature _____

Date _____