



McCAFFERTY BRINSON
consulting

Employee Handbook

Edition 1.10 (Revised 3-2022)

Employee Handbook Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

The employee handbook describes important information about McCafferty Brinson Consulting, LLC (MBC), and I understand that I should consult my supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with MBC voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or MBC can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that, other than the president of company, no manager, supervisor or representative of MBC has any authority to enter into any agreement for employment other than at will; only the president of the company has the authority to make any such agreement and then only in writing signed by the president of MBC.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with MBC. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by MBC, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the president of MBC has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at MBC is employment at will, which may be terminated at the will of either MBC or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by MBC or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. The most recent version of this handbook can be found at <http://www.mcbrinson.com/portals/mbc-portal>, using the password MBCLLC.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

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Part 1: Handbook Introduction

McCafferty Brinson Consulting, LLC (MBC) is an engineering consulting firm founded in Broward County, Florida, in February 2006. MBC offers environmental consulting, engineering design, and construction administration services related to potable water, reclaimed water, and wastewater treatment systems, pumping and transmission systems, and utility infrastructure, as well as permitting and regulatory compliance consulting.

1.1 Mission Statement

Our mission is to provide quality consulting services based on a foundation of honesty, integrity and attention to detail. To deliver the right engineering solutions for our clients while being attentive and responsive to our client's needs.

For our employees, our business partners and the communities in which we operate, we will also strive to ensure opportunities for personal growth, improved co-working and shared life enrichment.

1.2 History of the Company

MBC was established in February 2006 by two Florida Professional Engineers, focusing on potable water, reclaimed water, and wastewater treatment systems, pumping and transmission systems, and utility infrastructure. The principals, Ms. Audra McCafferty, P.E. and Mr. Frank Brinson, P.E. have over 40 years of combined experience in environmental consulting and engineering design, serving both the public and private sectors.

MBC is certified as a Small Business Enterprise (SBE) and County Business Enterprise (CBE) in Broward County. MBC is also a registered Small Business Enterprise with the South Florida Water Management District. The State of Florida has certified MBC as a Minority Business Enterprise.

1.3 Welcoming Statement

MBC has prepared this handbook to provide you with an overview of our MBC's policies, benefits and expectations. It is intended to familiarize you with important information, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment. Please understand that this Employee Handbook (Handbook) only highlights company policies, practices and benefits for your personal understanding and cannot, therefore, be constructed as a legal document. It is intended to provide general information about policies, benefits, and regulations governing the employees of the company, and is not intended to be an express or implied contract. The guidelines presented in this handbook are not intended to be a substitute for sound management, judgement, and discretion.

This Handbook and the information in it should be treated as confidential. No portion of this Handbook should be disclosed to others, except MBC employees and others affiliated with MBC whose knowledge of the information is required in the normal course of business.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this handbook change from time to time. Accordingly, MBC reserves the right to modify, supplement, rescind, or revise any provision of this Handbook from time to time as it deems necessary or appropriate in its sole discretion with or without notice to you.

No business is free from day-to-day problems, but we believe our personnel policies and practices will help resolve such problems. All of us must work together to make the company a viable, healthy, and profitable organization. This is the only way we can provide a satisfactory working environment that promotes genuine concern and respect for others including all employees and our clients. If any statements in this Handbook are not clear to you, please contact your supervisor. This Handbook supersedes any and all prior policies, procedures, and handbooks of the company.

1.4 Open Door Policy

All employees have the right and are encouraged to speak freely with management about their job-related concerns. We urge you to go directly to your supervisor to discuss your job-related ideas, recommendations, concerns and other issues which are important to you. If, after talking with your supervisor, you feel the need for additional discussion, you are encouraged to speak with the company president.

The most important relationship you will develop at MBC will be between you and your supervisor. However, should you need support from someone other than your supervisor, the entire management team, including the company president, is committed to resolving your individual concerns in a timely and appropriate manner.

1.5 Handbook Purpose

We think that employees are happier and more valuable if they know what they can expect from MBC and what MBC expects from them. In the preceding sections, we introduced you to our MBC's history, values, culture, and goals. We expect you to incorporate that information into your day-to-day job performance, striving to meet our MBC's values in everything you do. The remainder of this Handbook will familiarize you with the privileges, benefits, and responsibilities of being an employee at MBC. Please understand that this Handbook can only highlight and summarize our MBC's policies and practices. For detailed information, you will have to talk to your supervisor. In MBC, as in the rest of the world, circumstances are constantly changing. As a result, we may have to revise, rescind, or supplement these policies from time to time. Nothing in this Handbook is a contract or a

promise. The policies can change at any time, for any reason, without warning. We are always looking for ways to improve communications with our employees. If you have suggestions for ways to improve this Handbook in particular or employee relations in general, please feel free to bring them to your supervisor.

1.6 Company Resources

This handbook is made available to all employees by means of the [MBC portal](#) on MBC's website.

Other company resources are available in the MBC portal and should be reviewed periodically for updates.

Part 2: Diversity

2.1 Equal Employment Opportunity

It is MBC's policy to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, creed, sex, age, religion, national origin, sexual orientation, political affiliation disability, marital status or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of their supervisor. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

2.2 Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of MBC to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to MBC. Contact your supervisor with any questions or requests for accommodation

2.3 Anti-Harassment Policy

MBC does not tolerate harassment or intimidation of our employees on any basis prohibited by law, including race, color, sex, age, religion, national origin, handicap, disability, marital status, or veteran status. Moreover, any suggestions made to any employee that sexual favors will affect any term or condition of employment with the MBC will not be tolerated. It is the policy of MBC that any harassment, including acts creating a hostile work environment or any other discriminatory acts directed against our employees, will result in discipline, up to and including discharge. MBC also will not tolerate any such harassment of our employees by our clients or vendors.

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive. The following are examples of conduct that, depending upon the circumstances, may constitute sexual harassment:

- Unwelcome sexual jokes, language, epithets, advances or propositions;
- Written or oral abuse of a sexual nature, sexually degrading or vulgar words to describe an individual;
- The display of sexually suggestive objects, pictures, posters or cartoons;
- Unwelcome comments about an individual's body;
- Asking questions about sexual conduct;
- Unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures;
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment, or promises of the same.

Employees must bring any violation of this policy to the immediate attention of their supervisor or the company president. MBC will investigate all such claims with due regard for the privacy of the individuals involved. Any employee who knowingly retaliates against an employee who has reported workplace harassment or discrimination shall be subject to immediate disciplinary action, up to and including discharge.

Part 3: Employment and Workplace Expectations

3.1 Employment At-Will Basis

All employees of MBC, regardless of their classification or position, are employed on an at-will basis. This means that each employee's employment is terminable at the will of the employee or MBC at any time, with or without cause and with or without notice. No officer, agent, representative, or employee of the company has any authority to enter into any agreement with any employee or applicant for employment on other than on an at-will basis. Furthermore, nothing contained in the policies, procedures, handbooks, manuals, job descriptions, application for employment, or any other document of the company shall in any way create an express or implied contract of employment or an employment relationship on other than an at-will basis.

3.2 Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help you understand employment classifications and your employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and MBC.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

MBC has established the following categories for both nonexempt and exempt employees:

Permanent, full time: Employees who are not in a temporary status and who are regularly scheduled to work MBC's full-time schedule of 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.

Permanent, part time: Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule between 25 and 32 hours each week. Regular, part-time employees are eligible for some of the benefits offered by MBC subject to the terms, conditions and limitations of each benefits program.

Temporary, full time: Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are

temporarily scheduled to work MBC's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, part time: Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary workers are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.

3.3 Background and Reference Checks

To ensure that individuals who join MBC are well qualified and to ensure that MBC maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume, application form, and driving record.

All offers of employment are conditioned on receipt of a background check report that is acceptable to MBC. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead MBC to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

MBC also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

3.4 Attendance and Reporting to Work

Each employee is important to the overall success of our operation. When you are not here, someone else must do your job. Consequently, you are expected to report to work on time at the scheduled start of the workday. Reporting to work on time means that you are ready to start work, not just arriving at work, at your scheduled starting time.

MBC depends on its employees to be at work at the times and locations scheduled. Excessive absenteeism and/or tardiness will lead to disciplinary action, up to and including termination. The determination of excessive absenteeism will be made at the discretion of MBC.

Paid Time Off (PTO) must be scheduled with one's supervisor in advance. Sick leave, in the form of PTO, may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off.

If you expect to be absent from the job for an approved reason (e.g., paid time off or a leave of absence), you should notify your supervisor of your upcoming absence as far in advance as possible. If you unexpectedly need to be absent from or late to work, you must notify your supervisor prior to the start of your scheduled workday that you will be late or absent and provide the reason for that absence or tardiness. If your supervisor is not available, you should contact MBC's office prior to the start of your scheduled workday. Failure to properly contact us will result in an unexcused absence for disciplinary purposes. Your attendance record is a part of your overall performance rating. Your attendance may be included during your review and may be considered for other disciplinary action up to and including termination.

Where possible, medical and dental appointments should be scheduled around your assigned work hours; otherwise, they may be considered absences without pay. If you are unable to schedule an appointment before or after your shift, you are required to talk to your supervisor to make special arrangements, such as using PTO.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.**

3.5 Workday Hours and Scheduling

The regularly scheduled workday for our business office is: Monday through Friday, 8:00 a.m. to 5:00 p.m. The usual expected workday at jobsites is 8:00 a.m. to 5:00 p.m. These start and end times are only guidelines, however, and employees are required to be present for work during the workday established for them by their supervisors.

Particularly at jobsites, this regular schedule may vary depending on such factors as weather, materials supply, permit approval, etc. If you are unsure about expected starting times on any particular job assignment, ask your supervisor for clarification.

In case of unplanned conditions, such as bad weather, that may force a schedule change at the last minute, you should contact your supervisor or call the office directly.

The company does not generally schedule rest periods or breaks, other than meal breaks, during the workday. However, if the company does schedule such rest periods or breaks, they will be paid breaks and will usually be for 15 minutes. For lunch or meals, our policy is:

Office and field employee meals will be 1 hour.

The meal period is unpaid.

3.6 Confidentiality

Our clients and other parties with whom we do business entrust the company with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to MBC’s president.

3.7 Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of MBC may conflict with the employee’s own personal interests. Company property, information or business opportunities may not be used for personal gain.

MBC is often contracted with government agencies who have specific C.O.I disclosure. Please be aware of such conditions by reviewing the contract file and/or speaking with your supervisor.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with MBC.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.

- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from their supervisor. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their supervisor.

3.8 Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with, or compromise the company interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by MBC. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If MBC determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use PTO to work on the outside job. Fraudulent use of PTO will result in disciplinary action up to and including termination.

3.9 Attire and Grooming

It is important for all employees to project a professional image while at work by being appropriately attired. MBC employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

All employees must be covered from shoulders to knees at all times (no see-through clothing is permitted at any time). Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy.

MBC is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee

who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

3.10 Electronic Communication and Internet Use

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner:

Internet, company-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.

The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon MBC or be contrary to MBC's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.

Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.

Employees must not use the system in a way that disrupts its use by others. Employees are prohibited from sending or receiving files that are not related to work.

Employees should not open suspicious e-mails, pop-ups or downloads. Contact your supervisor with any questions or concerns to reduce the release of viruses or to contain viruses immediately.

Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company. E-mails sent outside the company must include the disclaimer that is presented below:

DISCLAIMER

McCafferty Brinson Consulting, LLC (MBC) makes electronically stored data in email transmissions available for information purposes only. While MBC makes every effort to insure this transmission is virus free, we assume no responsibility for damages caused by the use of attached data and reserve the right to revise, update, and improve it without notice. If you receive this email and its attachments in error, you must take no action on them, nor copy or show them to anyone. Use of this data serves as acceptance of the above conditions. If these terms are not acceptable, MBC should be notified, and all copies of the transmission must be destroyed.

Right to Monitor

All company-supplied technology and company-related work records belong to the company and not to the employee. MBC may monitor use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

3.11 Social Media—Acceptable Use

Below are guidelines for social media use.

Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees or applicants.

MBC may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

3.12 Phone Use While Driving

When employees use cellphones or other mobile electronic devices they have an obligation to use them in a responsible efficient, ethical, and legal manner.

Except in an emergency, employees may not use a handheld telephone or text messaging device while driving a motor vehicle during working hours (including overtime, weekend work or work conducted before or after regular weekday business hours) regardless of whether the employee in on MBC business.

Employees may not use headphones (or ear “buds”) while driving.

Below are examples of when personal mobile phones may not be used, this is not an exhaustive list.

- Send text messages or make calls while driving for work related affairs
- To access a navigation program while driving to a client’s site

MBC will not pay any ticket issued to an employee for violation of texting and driving laws. MBC is not responsible for any damages or injury caused by an employee if such injury or damage occurs as a result of violation of this policy. Employees may be held personally liable for any such damage or injury caused by violation of this policy.

Employees must safely pull the motor vehicle to a designated parking area and stop the engine before answering or dialing the phone or reading, sending or typing a text message when driving a motor vehicle during working hours.

If your position requires that you drive your vehicle on MBC business, you may use your mobile phone in a hand's free capacity.

Although the law may not prevent you from accessing your address book for the purpose of placing a call on a hand's free phone we discourage this conduct as well.

3.13 Maintaining Your Personnel Records

It is your responsibility to provide current information regarding your address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Please use the personnel records form to note any changes in your address, phone number, emergency contact information, marital status, number of dependents, etc. Changes in exemptions for tax purposes will only be made upon the receipt of a completed W-4 form.

3.14 Personnel Files

Employee personnel files are the property of the company, and do not belong to the employee. However, upon request, the company will provide employees with copies of performance evaluations and other performance-related documents that the employee has previously received.

3.15 Performance Evaluations

Employees may have their job performance reviewed on an annual basis by their supervisor.

3.16 Disciplinary Actions

Problem Resolution/Grievances

MBC seeks to deal openly and directly with its employees, and believes that communications between employees and management is critical to solving problems.

Any employee with a problem, concern or in need of advice on handling a situation should consult with their supervisor as soon as possible. If necessary, the request may be made in writing. Should the supervisor fail to acknowledge the employee in a timely manner or should the employee feel supervision has dealt with the situation inappropriately, the employee should submit a written request or complaint directly to management. If a complaint involves harassment, or a violation of the equal employment opportunity policy, the procedures set forth in the unlawful harassment policy, and equal employment opportunity policies should be followed.

Once the supervisor is presented with a request from the employee, all efforts should be made to resolve the problem, concern and/or situation in a timely fashion. Should the problem, concern and/or situation require the attention of another department, the supervisor of that department should be contacted in a timely fashion.

If supervisors and appropriate staff are unable to resolve the problem, concern or situation, the matter should be brought to the attention of the management.

Discipline

MBC's policy is to attempt to deal constructively with employee performance and attitude problems. The disciplinary process will be determined by the management of MBC in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate discharge. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. Details of this process are outlined further in the Corrective Action section below.

Corrective Action

Corrective Action is taken against an employee in response to a rule infraction or a violation of MBC's policies. Corrective action will continue until the violation or infraction is corrected.

Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, or have his or her employment terminated.

MBC considers some violations as grounds for immediate dismissal, including, but not limited to: insubordinate behavior, theft, destruction of company property, breach of confidentiality, untruthfulness about personal background, drug or alcohol abuse, or threats of violence.

Part 4: Classification and Compensation

4.1 Pay Period and Payday

MBC issues paychecks on a bi-weekly basis. Pay periods start on Sunday morning and end on Saturday. Please refer to the pay period schedule for the current calendar year for details.

4.2 Workweek and Overtime Compensation

MBC's workweek begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

Occasionally it may be necessary for an employee to work beyond his or her normal workday hours. Employees who are classified as non-exempt are covered by the Fair Labor Standards Act of 1938 (FLSA), as amended, and must be compensated for hours worked over 40 in a standard work week either through granting overtime pay or compensatory time. (This policy applies to any and all hours where an employee is "suffered or permitted" to work in excess of 40 hours in the standard work week.) Non-exempt employees will receive overtime pay at a rate of a regular hourly rate for all hours worked in excess of 40 in a workweek. Overtime pay is paid only when work is scheduled, approved, and made known to you in advance by your supervisor. Under no circumstances shall an employee work overtime without the prior approval of his or her supervisor. The manager who signs the employee's timesheet is authorized to grant overtime pay to non-exempt staff. The signature of the manager on an employee's timesheet will constitute granting of overtime compensation as recorded on the time sheet.

4.3 Onboarding 90-day Probation Period

MBC uses a 90-day probation time frame for new employees. This time frame supports our adherence to the at will employment doctrine, which allows employees to leave employment at any time with or without notice or cause. It also allows MBC to terminate any employee at any time without prior notice or cause.

During the probationary period, new hires will receive the following:

- Onboarding and new hire training provided by the department manager or their delegate
- An employee handbook with company rules and policies
- All state and federally required benefits
- Health care allowance
- Company Holiday pay
- Weekly meetings with supervisor who will provide feedback on their job performance
- Monthly performance updates describing whether they are meeting expectations

If the employee is determined to have met job requirements by the end of the probationary period, and is employed by the company at that time, they will be eligible to receive all normal and customary benefits offered to regular [full time/part time] employees as outlined in the employee handbook, to include:

- Sick leave/paid time off
- Retirement Account Contribution
- Student tuition assistance
- Bonuses

Once the employee successfully completes the probation period, they, like all employees of MBC, are subject to the at will employment doctrine.

4.4 Reporting Work Hours

All employees are required to keep a time sheet using MBC's project management software (Bigtime IQ) which will be used for reporting your hours. Tutorials can be found [here](#). On your time sheet, you must correctly record the project number, project name, labor code, and time spent on each job number or code for each day worked. Individual projects may require additional information. Only you are authorized to record your own time.

Completed time sheets are due to be submitted in the project manager software no later than 8:00 a.m. on each Monday. Failure to turn in time sheets by this deadline may delay your paycheck for that pay period.

4.5 Travel and Business Expenses

Employees may occasionally incur expenses on behalf of MBC. MBC will reimburse employees for typical business expenses, such as mileage (for example, when MBC asks you to travel to a different jobsite during the workday) and certain job-related supplies or materials. MBC will pay mileage reimbursements within bi-weekly paychecks, upon receipt of the employee's mileage record. Expense reports shall be recorded with MBC's project management software (Bigtime IQ). A tutorial can be found [here](#).

1. Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the company.
2. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.
3. Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit their travel expenses using MBC project management software and supporting documentation to obtain reimbursement of expenses.

Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

4.6 Career Advancement

Career Paths:

MBC has developed job titles which align with our client fee schedules. The job titles are associated with grades. MBC uses the ASCE Guidelines for Engineering Grades as a general guidance document for recognizing staff members' level of professional development and outline for career advancement, see Appendix D. A specific career pathway at MBC is presented below. The requirements for advancement are streamlined for a small business structure. A career path should be selected by the employee and agreed upon by their supervisor for mutual benefit to the employee and the company. The career path will be one of the topics at the employee's performance evaluation which is discussed in this section. However the employee should be cognizant of the requirements for advancement between performance evaluations and align their efforts with the requirements for the chosen career advancement path.

- Chief Engineer: A licensed professional engineers with in excess of twenty-five years' experience.
- Principal Engineer: A licensed professional engineers with in excess of fifteen years' experience.
- Senior Engineer: A licensed professional engineer with a minimum of ten years' experience.
- Engineer II: A licensed professional engineer with a minimum of six years' experience.
- Engineer I: A licensed professional engineer with a minimum of four years' experience.
- Engineer Intern: An entry level professional that has passed the Fundamentals of Engineering examination and has a Bachelor of Science degree in engineering from an ABET accredited university.
- Staff Professional: An entry level professional with Bachelors of Science degree from an ABET accredited university.
- Designer II: Proficient in producing construction drawings and other engineering graphic work products under the direction of an engineer or engineer intern using AutoCAD or other comparable software with more than four years' experience.

- Designer I: Proficient in producing construction drawings and other engineering graphic work products under the direction of an engineer or engineer intern using AutoCAD or other comparable software with less than four years' experience.
- Construction Manager: Shall be either a professional engineer with at least 10 years of construction administration experience or have at least twenty-five years' experience in construction observation, inspection, and/or construction contract administration.
- Construction Associate: Shall be either a professional engineer with at least 5 years of construction administration experience or have at least twenty-five years' experience in construction observation, inspection, and/or construction contract administration.
- Senior Field Coordinator: Shall be either an engineer or engineer intern or have at least ten years' experience in construction observation, inspection, and/or construction contract administration.
- Field Coordinator : Shall be either an engineer or engineer intern or have with five to ten years' experience in construction observation, inspection, and/or construction contract administration.
- Project Administrator/Assistant: Proficient in producing engineering documents under the direction of an engineer or engineer intern using Microsoft Word, Excel, and/or other comparable software.

Engineer's Career Path								
		Grade	Years	Education	License	Tech/Prof Cert	Management Training	Community
1	Chief Engineer	VII VIII	25+	MS ENG ¹	PE	Level 4	Level 4	State or National Level Regional Board Member
2	Principal Engineer	VI	15+	MS ENG ¹	PE	Level 4	Level 4	
3	Senior Engineer	V	10+	BS ENG	PE	Level 3	Level 4	Local Board Member Hold Position of Authority
4	Engineer II	IV	6+	BS ENG	PE	Level 2	Level 3	
5	Engineer I	III	4+	BS ENG	EI	CSI CDT	Level 2	Active
6	Engineer Intern	II	0	BS ENG	EI	None	Level 1	Identify
7	Staff Professional	I	0	BS ENG	-	None	None	None
8	Designer II	IV	4	BS	-	Level 2	Level 2	Active
9	Designer I	I	0	BS	-	Level 1	Level 1	Identify
10	Construction Manager	IV	25+	BS		Level 3	Level 3	Active
11	Construction Associate	III	15+	AS		Level 2	Level 2	Active
12	Senior Field Coordinator	II	5	HS	-	Level I	Level I	Identify
13	Field Coordinator	I	0	HS	-	None	None	Identify
14	Project Administrator	-	0	HS	-	Level 1	None	Identify

Note: Levels are outlined in the Technical and Professional Certification table presented below.

1: Masters in Engineering Preferred

Technical and Professional Certifications					
		Level 1	Level 2	Level 3	Level 4
Engineering		CSI CDT	CSI CCCA	TBD	TBD
Sustainability		LEED Green	LEED AP/ ENV SP	LEED FELLOW	TBD
Leadership		Internal PM	Ext PM	TBD	TBD
Construction Management		OSHA Training	CSI CDT	CSI CCCA	TBD
Management		Time Mangt	Legal and Contracts	PMP	TBD
Speaking/Presentations		-	Attend	Present tech paper	TBD
Auto CAD/ BIM/ GIS		Internal Training	GISP/NICET/ACP	TBD	TBD

Career Track:

MBC recognizes that each employee have an aptitude and desire for a particular career track such as technical, project management, business development (sales and marketing), and business management (internal company management). While each employee may have a particular career track they should develop and exhibit skills in all tracks. For example, A Project Professional may consider the technical career track but they should develop project management and business development skills. Presently, MBC emphasize the technical career track with the knowledge that the other tracks will become available as MBC continues to grow. MBC has adopted ASCE document concerning career tracks as a general guideline for career development.

Consulting



Devise and implement civil engineering design solutions for a wide variety of projects and an array of clients.

Consulting offers a multitude of career opportunities in firms ranging in size from less than 10 people to more than 1,000. At smaller firms, civil engineers have the opportunity to work on numerous varied projects, design challenges, and management-related activities. At larger firms, they have the opportunity to focus on specific projects, design expertise, and business management, depending on the core competence of the firm. Whether at a small or large firm, civil engineers in consulting generally start with basic engineering evaluations, computations, and design, which opens the door to many career paths and flexibility to change paths if they so choose.



4.7 Continuing Education and Professional Development

Professional and Technical Certification are a means for an employee and thereby the company to grow in knowledge and competency in a particular field of study. MBC’s career advancement paths and track requires the satisfaction of various certifications as they relate to a chosen path and/ or track. As such MBC has developed compensation related to professional and technical certifications.

Certifications directly related to career advancement paths and track

Upon agreement of the employee and supervisor, MBC will pay certification /test fee. In many cases MBC will also pay for training materials and preparatory classes related to the certification. The employee will be compensated for the time to take the certification /test fee. Additional compensation related to certification activities are at the discretion of the supervisor. Should the employee not pass or obtain the certification, MBC encourages

additional attempts and may pay for test fee for the additional attempt. However, additional training materials and work time compensation will not be provided.

Certifications not directly related to career advancement paths and track.

Compensation for professional and technical certifications not directly related to career advancement paths and track are at the discretion of the supervisor.

Tuition Reimbursements for College Level Coursework is at the discretion of the supervisor.

Professional Development

MBC recognizes the benefit to the employee and company of attending professional development seminars (time management, field-specific workshops etc) and the involvement with professional organizations (ASCE, AWWA) as an opportunity for personal growth and networking. In an effort to encourage the employee to seek professional development opportunities, most efforts will be compensated for fees and time, up to the discretion of the Supervisor. The locale and expense of the opportunities will be evaluated for a mutual benefit to employee and company. A general rule of thumb, for each calendar year an employee may attend one local (within 60 miles) conference and one non-local conference/seminar that requires travel and hotel accommodations per year once the employee has reached a Grade III status. Details will be handled on a case by case basis at the discretion of the Supervisor.

Self-Directed Study

In addition to professional development through MBC-supported events and programs; MBC encourages you to seek personal and professional growth opportunities on your own. Determine one or more areas of interest/needs that help you develop as a person and professional. Examples include, but aren't limited to public speaking, volunteerism and community activities.

Part 5: Time Off/Leaves of Absences

5.1 Holidays

MBC observes the following holidays:

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

Full-time employees (exempt) will be paid for these holidays as long as the employee was present for work on the workdays immediately before and after that holiday, or has made prior arrangements with his/her supervisor, or had an acceptable excuse for being absent on any such days unless the absence has been approved by employees supervisor.

Part-time and temporary employees are not eligible for holiday pay.

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

PTO may be granted to employees who desire to observe a religious holiday that is not recognized by the company.

5.2 Paid Time Off (PTO)

The purpose of Paid Time OFF (PTO) is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice. The company's goal is to reduce unscheduled absences and the need for supervisory oversight.

Each full time employee (exempt) will accrue PTO bi-weekly in hourly increments based on their length of service as defined below. PTO is added to the employee's PTO bank when the bi-weekly paycheck is issued. PTO taken will be subtracted from the employee's accrued time bank in one half hour increments. Temporary employees are not eligible to accrue PTO.

Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO for the entire bi-weekly pay period. PTO is not earned in pay periods during which unpaid leave or worker's compensation leave are taken.

Employees may use time from their PTO bank in half hour increments. Time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include company paid holidays, bereavement time off, military leave, and required jury duty.

To take PTO requires seven days of written notice to the supervisor unless the PTO is used for legitimate, unexpected illness or emergencies. In all instances, PTO must be approved by the employee's supervisor in advance. MBC appreciates as much notice as possible when you know you expect to miss work for a scheduled absence.

Paid Time Off (PTO) Exceptions

Employees who miss more than two consecutive unscheduled days, may be required to present a doctor's release to their supervisor that permits them to return to work.

PTO taken in excess of the PTO accrued can result in progressive disciplinary action up to and including employment termination. This time will be unpaid. The only possible exception to this policy must be granted by the company president.

PTO accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

PTO is accrued/earned on the following schedule based on a 40 hour work week. PTO is prorated based on the number of hours worked on an employee's regular schedule.

Years of Service:

Full Time Employees

1-5: 120 working hours per year, earned at a rate of 4.6154 hours for each bi-weekly pay period in a calendar year.

6-10: 160 working hours per year, earned at a rate of 6.1538 hours for each bi-weekly pay period in a calendar year.

11-15: 200 working hours per year, earned at a rate of 7.6923 hours for each bi-weekly pay period in a calendar year.

Part Time Employees (32+ hours)

1-5: 60 working hours per year, earned at a rate of 2.3077 hours for each bi-weekly pay period in a calendar year.

6-10: 80 working hours per year, earned at a rate of 3.0769 hours for each bi-weekly pay period in a calendar year.

11-15: 100 working hours per year, earned at a rate of 3.8462 hours for each bi-weekly pay period in a calendar year.

Each full time employee (exempt) may carry up to 40 hours of accrued PTO over into a new calendar year. Part time employees may not carry accrued PTO into a new calendar year. Employees are responsible for monitoring and taking their PTO over the course of a year so that they do not lose time accrued when the current calendar year ends. (PTO is subject to supervisory approval and not every employee can take accumulated time in December)

If extenuating business circumstances prevented the employee from taking scheduled PTO, this PTO may be carried over and taken in the first half of the next calendar year with the approval of your supervisor.

Employees are paid for the PTO they have accrued at employment end. If an employee has used PTO time not yet accrued, and employment terminates, the PTO taken is deducted from the final paycheck. Employees who give two weeks' notice of employment termination must work the two weeks without utilizing PTO.

Employees who are rehired will receive credit for former time worked and accumulate current PTO for the combined time.

5.3 Personal Leave of Absence

MBC may, at its discretion, grant an employee a leave of absence without pay when sufficient personal reasons necessitate such a leave. However, employees are not eligible for a personal leave of absence until they have been continuously employed as full-time employees of the company for 12 months.

MBC may require an employee to provide documentation, such as a doctor's certification of illness or disability, supporting the employee's need for a leave of absence, and the company may periodically require the employee to provide such supporting documentation on basis during the leave of absence. Prior to or upon an employee's return to work from a leave of absence, the company may also require the employee to provide documentation establishing the employee's ability to return to work.

MBC reserves the right to determine the duration of the leave of absence, but no leave of absence shall exceed 12 weeks. If an employee fails to return to work immediately after his or her leave of absence expires, the employee will be considered to have voluntarily resigned his or her position with the company.

Leaves of absence will be without pay except that employees may be required to use any accrued paid time off during a leave. While on a leave of absence, employees will not accrue additional paid time off.

Because operations sometimes require that vacant positions be filled, a leave of absence does not guarantee that the job will be available when the employee returns from a leave. MBC will, however, make an effort to place the employee in the previous position or a comparable job which you are qualified to perform. If no such position is available, the employee may be eligible for rehire as a new employee if you apply for an available position for which you are qualified and if your prior work history warrants your rehire.

5.4 Military Leave

The company will grant employees called into military service an unpaid leave of absence and reemployment rights as provided by the laws of the United States. Employees may use accrued paid time off during a military leave of absence, but are not required to do so.

5.5 Bereavement

Funeral Leave for an Immediate Family Member:

When a death occurs in an employee's immediate family, all regular full time employees may take up to three days off with pay to attend the funeral or make funeral arrangements. The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled work day. MBC may require verification of the need for the leave.

Immediate Family Defined for Bereavement Leave:

Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Non-family Member Funeral Leave:

All regular, full-time employees may take up to one day off with pay to attend the funeral of a close, non-family member. This time off will be considered by the employee's supervisor on a case-by-case basis. The pay for time off will be prorated for a part-time employee if the funeral occurs on scheduled work days. The supervisor should confirm that the time is recorded accurately on the timecards. MBC may require verification of the need for the leave.

Additional Time Off:

MBC understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. The employee may make arrangements with his or her supervisor for an additional four unpaid days off in the instance of the death of an

immediate family member. Additional unpaid time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements at the discretion of MBC.

5.6 Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. MBC complies with the Broward County Ordinance as follows:

BROWARD COUNTY ORDINANCE – CHAPTER ONE – SECTION 1-9

Sec. 1-9. Compensation by employers to employees for jury service.

(a) This section shall be applicable to and govern all employers located or doing business within Broward County who have employees summoned to jury service within Broward County.

(b) No employer shall withhold wages or salary from a full-time employee summoned to jury service because of the employee's absence from work on any day that the employee, reports for jury duty, or serves as a juror or on a venire panel for a period not to exceed five working days, provided that the employee gives a copy of the summons to his or her immediate supervisor within five working days prior to the commencement of his or her jury service and provided further that the employer can deny or withhold from the employee's usual wages or salary an amount equal to the statutory fees to which the employee is entitled for performing jury service or otherwise. This subsection includes a full-time employee whose regular work schedule does not fall within the daily time period for jury service. The full-time employee shall be excused from work by the employer during each day the employee provides jury service, regardless of the regularly scheduled time such employee reports to work, and shall be compensated by the employer as provided for in this subsection.

(c) Definitions: As used in this Section 1-9, the following terms shall have the meanings respectively ascribed:

(1) *Full-time employee* shall mean an individual employed by an employer and regularly scheduled to work at least thirty-five (35) hours per week.

(2) *Jury service* shall mean being summoned and reporting for jury service as well as actual service on a jury, or summoned to sit on a venire panel.

(3) *Wages or salary* shall mean the employee's regular salary, draw, or compensation, but does not include commissions, overtime pay, or compensation for more than eight (8) working hours per day.

(d) Any person in violation of this section shall be punished as provided by law.

Part 6: Workplace Safety

6.1 Drug-Free Workplace

MBC has a commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, MBC is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

Please refer to Appendix B: TCN Drug Free Workplace for additional information.

6.2 Workplace Bullying

MBC defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates MBC’s Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. MBC considers the following types of behavior examples of bullying:

Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.

Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.

Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

6.3 Violence in the Workplace

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

The company believes in maintaining a safe and healthy workplace, in part by promoting open, friendly, and supportive working relationships among all employees. Violence or threats of violence have no place in our business. Violence is not an effective solution to any problem. Employees are strictly prohibited from bringing any weapons, including pistols, rifles, stun guns, Mace, etc., to the worksite or office. Neither threats of violence nor fighting will be tolerated. Furthermore, if you have a problem that is creating stress or otherwise making you agitated, you are encouraged to discuss it with your supervisor.

You are expected to immediately report to your supervisor any violation of this policy. Any employee found threatening another employee, fighting, and/or carrying weapons to the worksite will be subject to disciplinary action, up to and including termination.

6.4 Workplace Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Please refer to Appendix C: MBC Safety Manual for additional information.

6.5 Smoke-Free Workplace

It is the policy of MBC to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

The smoke-free workplace policy applies to:

- All interior areas of company buildings.
- All company-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the company.
- All visitors (customers and vendors) to the company premises.
- All contractors and consultants and/or their employees working on the company premises.
- All employees, temporary employees and student interns.

Smoking is permitted in the exterior of the building as directed by the building owner/landlord.

Employees who violate the smoking policy will be subject to disciplinary action up to and including termination.

Appendix A

Affirmative Action Plan

Appendix A Affirmative Action Plan

Programmatic Activities and/or Goals

1. Recruitment/Advertising

All employment advertisings will include a statement that our company is an Equal Opportunity Employer.

Specific Affirmative Action in the areas of recruitment and hiring in terms of the employment of minority individuals and minority businesses will be taken to insure equal employment opportunity and shall include but not be limited to the following:

- a. When vacancies occur, McCafferty Brinson Consulting, LLC, will advertise utilizing minority media or minority published newspapers, where available, that have greater minority readership, using the term "Equal Opportunity/Affirmative Action Employer" in all such employment opportunities.
- b. With respect to use of part-time college students and/or co-ops, efforts are currently made to include minority candidates in the interview/hiring process.
- c. McCafferty Brinson Consulting, LLC, will refer to its Affirmative Action Policy Statement on its employment application to reaffirm its commitment to equal employment opportunity.

Our Company's Equal Employment Opportunity Policy will be displayed in any job applicant waiting areas and other areas where applicants seek or await employment interviews.

McCafferty Brinson Consulting, LLC, currently seeks to increase the flow of minority applicants through community resources, including the Miami Dade and City of Miami Job Training Programs, Urban League of Greater Miami, and any other governmental referral programs with placement opportunities. Such public and private employment offices and business contacts will be advised in writing of its AAP/EEO policy and will be urged to refer qualified minority applicants as needed.

McCafferty Brinson Consulting, LLC, consider minority applicants for vacancies in all job classifications in conjunction with its established AAP policy, including advancement and promotion from within on the basis of individual qualifications, potential and job performance.

Any tests which show differential rejection rates for minority will be validated prior to continued use.

2. Hiring Procedures

All positions will be filled without regard to race, color, religion, sex, or national origin.

McCafferty Brinson Consulting, LLC, currently utilizes its best efforts to hire qualified minority applicants for employment when vacancies occur. McCafferty Brinson Consulting, LLC, maintains a policy of equal opportunity in employment which is communicated to all levels of management and consultation for hiring purposes.

Testing is currently the same for everyone and limited to the precise job skills required.

Qualified minority applicants are currently given consideration possible during the process.

3. Promotion Procedures

McCafferty Brinson Consulting, LLC, will afford promotions and advancement opportunities to all qualified minority employees through the following affirmative actions:

- Communicate policy of promotion from within of qualified employees to minorities when such advancement opportunities occur, and during performance reviews.
- Post promotional opportunities in a conspicuous place for all employees' awareness.
- Brief supervisors at all levels of management of company's AAP promotion policy and its intent to insure utilization of qualified minority personnel at all job levels.
- Review objectively all qualifications of all candidates including minorities for promotion from within.
- Transfers will be fairly considered upon request or as deemed necessary by company discretion for advancement or better operations.
- Promotion will be based on factors such as job skills, performance, aptitude and attitude, potential, seniority, etc.

4. Training Procedures

As part of any tuition reimbursement program, and in support of the Affirmative Action thrust, encouragement and special effort will be made to encourage minority employees to utilize the program.

All training and development programs within the company will be reviewed periodically and made available to all employees including minorities.

All trainers and supervising management personnel shall be required to report the progress of any minority employee in training, directly to the AAP officer to assure that the skills of minority employees are being developed and upgraded to their fullest potential.

Employees are currently trained by experienced employees under full working conditions under the supervision of a management employee.

5. Publicity

External

- a. In the development of company brochures and direct mail flyers, and all external publicity material, an Affirmative Action statement will be included with the printed material.
- b. Where pictures of the staff are included in external publicity material, minority employees, as well as other minorities, will be included.
- c. Printed materials for company use, such as purchase orders, etc., will include an Affirmative Action statement.

Internal

- a. Development of new procedures, policies, and other administrative internal publications will include a statement of Affirmative Action, and in particular, place special emphasis on the recruitment and utilization of minority employees.

6. Grievance Procedures

It is the policy of McCafferty Brinson Consulting, LLC, to provide a non-discriminating procedure for every employee to express a complaint or personnel concern about his or her employment or benefits that are administered and implemented by the company.

In the event of such an occurrence, the following procedure is suggested for resolution:

1. Employees are encouraged to report any grievance to the immediate supervisor.
2. If the result of (1) above is not satisfactory to the employee, his or her supervisor will schedule a meeting with him or her before the Affirmative Action Program Officer, who will listen and respond to each complaint in a fair and non-discriminating manner.
3. Should the above verbal processes not suffice; the Affirmative Action Officer will assist the grieved employee, to direct a letter to the company's Chief Executive Officer, asking for consideration of his or her grievance. Any such letters will be answered in a timely manner in writing to the employee.
4. Should all of the above fail, the Chief Executive Officer will schedule a personal meeting with the employee and make every effort to understand and resolve his or her problems in a fair and equitable manner.

Each formal grievance will be documented in writing and forwarded to the Affirmative Action Officer for immediate resolution.

The company's CEO will be responsible for changing any policy or procedure which in any way has caused discrimination.

Retaliation is prohibited. No harm or retaliation against any employee filing a grievance will be tolerated. All employees may seek assistance from the Affirmative Action Officer at any time.

7. Program Reporting and Monitoring

The Affirmative Action Plan, along with all employment and other related statistical and/or records, is available for review during normal working hours. These records are located at 633 South Andrews Avenue Suite 203, Fort Lauderdale, FL 33301.

A periodic reporting and auditing system has been established internally for the purpose of measuring EEO progress and for updating the Affirmative Action Plan annually.

PROCUREMENT POLICY

It is the policy of McCafferty Brinson Consulting, LLC and all of subsidiaries and affiliates to afford equal opportunity to all vendors and suppliers of material to firms providing goods and services to Miami-Dade County shall not be discriminated against based on the owner's race, age, sex, religion, disability, color, national origin, or status as a veteran.

McCafferty Brinson Consulting, LLC. will:

1. Solicit bids from all qualified firms, regardless of ownership. Including the utilization of lists of qualified vendors maintained by the Office of Capital Improvements.
2. Evaluate all bids so as to further the principles of non-discrimination and equal opportunity.
3. Ensure that final purchases are in accordance with the principles of equal opportunity.
4. Ensure that all procurement actions such as repeat purchases, extensions, change orders, acceptance policies, etc., will be administered without regard to race, age, sex, religion, status as a veteran or national origin.

I firmly endorse and support our EQUAL OPPORTUNITY PROGRAM and have established an AFFIRMATIVE ACTION PROGRAM to ensure our continued commitment. I am confident that all subsidiaries and affiliates will provide their full support, cooperation and effort to ensure the committed successful achievement of this program.

CEO/President Date

PROCUREMENT PROCEDURE

McCafferty Brinson Consulting, LLC shall purchase all commodities, equipment and services through the normal purchasing procedures implemented by department heads, supervisors and others responsible for purchasing for McCafferty Brinson Consulting, LLC.

The following bidding procedures shall be utilized (bidding requirements are based on total cost of the purchase):

1. Purchases \$250 to \$999:

Telephone quotes will be obtained from at least three (3) businesses, particularly when the vendor list contains more than three (3) suppliers for the requested service or commodity. The Purchase Order will be issued to the lowest qualified and responsible bidder.

2. Purchases \$1,000 to \$4,999:

Written quotes will be solicited using the Solicitation of Quote form detailing the items or services to be purchased and other pertinent information and mailed to interested businesses. The Purchase Orders shall be issued to the lowest qualified and responsible bidder.

3. Purchases \$5,000 and Up:

Formal sealed bids will be solicited by mailing an "Invitation to Bid" form to interested companies. All bids must be received prior to or by the scheduled bid opening date and time. Bids received after the scheduled opening will be returned to the bidder unopened. At the scheduled date and time, the bids are opened and read publicly. The award will be made to the lowest qualified and responsible bidder meeting the specifications.

Appendix A
Affirmative Action Plan

Appendix A Affirmative Action Plan

Programmatic Activities and/or Goals

1. Recruitment/Advertising

All employment advertisings will include a statement that our company is an Equal Opportunity Employer.

Specific Affirmative Action in the areas of recruitment and hiring in terms of the employment of minority individuals and minority businesses will be taken to insure equal employment opportunity and shall include but not be limited to the following:

- a. When vacancies occur, McCafferty Brinson Consulting, LLC, will advertise utilizing minority media or minority published newspapers, where available, that have greater minority readership, using the term "Equal Opportunity/Affirmative Action Employer" in all such employment opportunities.
- b. With respect to use of part-time college students and/or co-ops, efforts are currently made to include minority candidates in the interview/hiring process.
- c. McCafferty Brinson Consulting, LLC, will refer to its Affirmative Action Policy Statement on its employment application to reaffirm its commitment to equal employment opportunity.

Our Company's Equal Employment Opportunity Policy will be displayed in any job applicant waiting areas and other areas where applicants seek or await employment interviews.

McCafferty Brinson Consulting, LLC, currently seeks to increase the flow of minority applicants through community resources, including the Miami Dade and City of Miami Job Training Programs, Urban League of Greater Miami, and any other governmental referral programs with placement opportunities. Such public and private employment offices and business contacts will be advised in writing of its AAP/EEO policy and will be urged to refer qualified minority applicants as needed.

McCafferty Brinson Consulting, LLC, consider minority applicants for vacancies in all job classifications in conjunction with its established AAP policy, including advancement and promotion from within on the basis of individual qualifications, potential and job performance.

Any tests which show differential rejection rates for minority will be validated prior to continued use.

2. Hiring Procedures

All positions will be filled without regard to race, color, religion, sex, or national origin.

McCafferty Brinson Consulting, LLC, currently utilizes its best efforts to hire qualified minority applicants for employment when vacancies occur. McCafferty Brinson Consulting, LLC, maintains a policy of equal opportunity in employment which is communicated to all levels of management and consultation for hiring purposes.

Testing is currently the same for everyone and limited to the precise job skills required.

Qualified minority applicants are currently given consideration possible during the process.

3. Promotion Procedures

McCafferty Brinson Consulting, LLC, will afford promotions and advancement opportunities to all qualified minority employees through the following affirmative actions:

- Communicate policy of promotion from within of qualified employees to minorities when such advancement opportunities occur, and during performance reviews.
- Post promotional opportunities in a conspicuous place for all employees' awareness.
- Brief supervisors at all levels of management of company's AAP promotion policy and its intent to insure utilization of qualified minority personnel at all job levels.
- Review objectively all qualifications of all candidates including minorities for promotion from within.
- Transfers will be fairly considered upon request or as deemed necessary by company discretion for advancement or better operations.
- Promotion will be based on factors such as job skills, performance, aptitude and attitude, potential, seniority, etc.

4. Training Procedures

As part of any tuition reimbursement program, and in support of the Affirmative Action thrust, encouragement and special effort will be made to encourage minority employees to utilize the program.

All training and development programs within the company will be reviewed periodically and made available to all employees including minorities.

All trainers and supervising management personnel shall be required to report the progress of any minority employee in training, directly to the AAP officer to assure that the skills of minority employees are being developed and upgraded to their fullest potential.

Employees are currently trained by experienced employees under full working conditions under the supervision of a management employee.

5. Publicity

External

- a. In the development of company brochures and direct mail flyers, and all external publicity material, an Affirmative Action statement will be included with the printed material.
- b. Where pictures of the staff are included in external publicity material, minority employees, as well as other minorities, will be included.
- c. Printed materials for company use, such as purchase orders, etc., will include an Affirmative Action statement.

Internal

- a. Development of new procedures, policies, and other administrative internal publications will include a statement of Affirmative Action, and in particular, place special emphasis on the recruitment and utilization of minority employees.

6. Grievance Procedures

It is the policy of McCafferty Brinson Consulting, LLC, to provide a non-discriminating procedure for every employee to express a complaint or personnel concern about his or her employment or benefits that are administered and implemented by the company.

In the event of such an occurrence, the following procedure is suggested for resolution:

1. Employees are encouraged to report any grievance to the immediate supervisor.
2. If the result of (1) above is not satisfactory to the employee, his or her supervisor will schedule a meeting with him or her before the Affirmative Action Program Officer, who will listen and respond to each complaint in a fair and non-discriminating manner.
3. Should the above verbal processes not suffice; the Affirmative Action Officer will assist the grieved employee, to direct a letter to the company's Chief Executive Officer, asking for consideration of his or her grievance. Any such letters will be answered in a timely manner in writing to the employee.
4. Should all of the above fail, the Chief Executive Officer will schedule a personal meeting with the employee and make every effort to understand and resolve his or her problems in a fair and equitable manner.

Each formal grievance will be documented in writing and forwarded to the Affirmative Action Officer for immediate resolution.

The company's CEO will be responsible for changing any policy or procedure which in any way has caused discrimination.

Retaliation is prohibited. No harm or retaliation against any employee filing a grievance will be tolerated. All employees may seek assistance from the Affirmative Action Officer at any time.

7. Program Reporting and Monitoring

The Affirmative Action Plan, along with all employment and other related statistical and/or records, is available for review during normal working hours. These records are located at 633 South Andrews Avenue Suite 203, Fort Lauderdale, FL 33301.

A periodic reporting and auditing system has been established internally for the purpose of measuring EEO progress and for updating the Affirmative Action Plan annually.

PROCUREMENT POLICY

It is the policy of McCafferty Brinson Consulting, LLC and all of subsidiaries and affiliates to afford equal opportunity to all vendors and suppliers of material to firms providing goods and services to Miami-Dade County shall not be discriminated against based on the owner's race, age, sex, religion, disability, color, national origin, or status as a veteran.

McCafferty Brinson Consulting, LLC. will:

1. Solicit bids from all qualified firms, regardless of ownership. Including the utilization of lists of qualified vendors maintained by the Office of Capital Improvements.
2. Evaluate all bids so as to further the principles of non-discrimination and equal opportunity.
3. Ensure that final purchases are in accordance with the principles of equal opportunity.
4. Ensure that all procurement actions such as repeat purchases, extensions, change orders, acceptance policies, etc., will be administered without regard to race, age, sex, religion, status as a veteran or national origin.

I firmly endorse and support our EQUAL OPPORTUNITY PROGRAM and have established an AFFIRMATIVE ACTION PROGRAM to ensure our continued commitment. I am confident that all subsidiaries and affiliates will provide their full support, cooperation and effort to ensure the committed successful achievement of this program.

CEO/President Date

PROCUREMENT PROCEDURE

McCafferty Brinson Consulting, LLC shall purchase all commodities, equipment and services through the normal purchasing procedures implemented by department heads, supervisors and others responsible for purchasing for McCafferty Brinson Consulting, LLC.

The following bidding procedures shall be utilized (bidding requirements are based on total cost of the purchase):

1. Purchases \$250 to \$999:

Telephone quotes will be obtained from at least three (3) businesses, particularly when the vendor list contains more than three (3) suppliers for the requested service or commodity. The Purchase Order will be issued to the lowest qualified and responsible bidder.

2. Purchases \$1,000 to \$4,999:

Written quotes will be solicited using the Solicitation of Quote form detailing the items or services to be purchased and other pertinent information and mailed to interested businesses. The Purchase Orders shall be issued to the lowest qualified and responsible bidder.

3. Purchases \$5,000 and Up:

Formal sealed bids will be solicited by mailing an "Invitation to Bid" form to interested companies. All bids must be received prior to or by the scheduled bid opening date and time. Bids received after the scheduled opening will be returned to the bidder unopened. At the scheduled date and time, the bids are opened and read publicly. The award will be made to the lowest qualified and responsible bidder meeting the specifications.

Appendix B
TCN Drug Free Workplace



Total Compliance Network, Inc.

Drug Free Workplace Programs

DRUG FREE WORKPLACE

HANDBOOK

FOR

EMPLOYEES

OF

McCafferty Brinson Consulting, LLC

DRUG-FREE WORKPLACE COMPANY POLICY

Recognizing that substance abuse (including alcohol) is a detrimental problem facing society, this company will do the best we can to actively fight this problem. One of the ways we are addressing this problem is by implementing and maintaining a substance abuse policy to ensure the company will be a drug-free workplace.

We understand employees and applicants under a physician's care may be required to use prescription drugs; however, illegal use of prescribed medications is also substance abuse and will be dealt with in the same manner as the abuse of illegal substances. The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe, productive, drug-free environment. We encourage those who abuse drugs and/or alcohol to voluntarily seek help. This policy contains an employee assistance resource file which allows employees and their families to find help in dealing with alcohol or drug abuse. However, it is the employee's responsibility to seek help before drug and alcohol problems lead to disciplinary action.

Legal Drug: Includes prescribed drugs and over-the-counter medications which have been legally obtained and are being used solely for the purpose for which they were prescribed or manufactured.

Illegal Drug: Any drug: (a) which is not legally obtainable; (b) which may be legally obtainable but has not been legally obtained; or (c) which is being used in a manner or for a purpose other than as prescribed.

This company's Standard of Conduct requires that employees of this company shall not use illegal drugs or abuse alcohol or prescription medications. Any employee determined to be in violation of this policy is subject to disciplinary action, even for the first offense. In order to maintain this standard, this company shall establish and maintain the program and rules set forth below, under Florida statutes 440.101 and 440.102.

A. Post-Offer Job Applicant Screening

This company will conduct post-offer drug tests designed to prevent the hiring of individuals who use illegal drugs or abuse prescription medications. If a job applicant refuses to submit to the required drug test, tampers with or adulterates a drug test specimen or has a confirmed positive drug test result; he/she forfeits his/her eligibility for employment.

B. Current Employee Screening

This company will conduct drug and/or alcohol screens, as outlined in this policy, to identify employees who use illegal drugs or abuse alcohol, etc., either on or off the job. It shall be a condition of continued employment that all employees submit to a drug and/or alcohol screen in accordance with the provisions listed below. This company may suspend employees without pay, under this policy, pending the results of a drug and/or alcohol test or investigation.

1. Reasonable Suspicion Testing

"Reasonable suspicion testing" means drug and/or alcohol testing based on an employer's belief that an employee is using or has used drugs in violation of the employer's policy, drawn from specific visual or verbal facts that would lead a reasonable person, without any medical training but normal life experiences, to conclude the possibility of drug and/or alcohol use.

Whenever possible, the supervisor who is suspicious of an employee's behavior should have the suspicious behavior confirmed by another supervisor or manager before requiring the employee to be tested. Employees who refuse to be tested will be terminated.

If there is reasonable suspicion that an employee is under the influence of drugs and/or alcohol, the employee will be required to undergo drug and/or alcohol testing at a laboratory chosen by the company.

Occurrences that may be indicators of substance abuse and are considered grounds for reasonable suspicion are:

- a. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- c. A report of drug use, provided by a reliable and credible source.
- d. Evidence that an individual has tampered with a drug test during his employment with the current employer.
- e. Information that an employee has caused, contributed to, or been involved in an accident while at work.
- f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

If an employee is arrested for or convicted of a drug-related crime, this company will investigate all of the

circumstances, and company officials may utilize the drug-testing procedure if cause is established by the investigation. An arrest for a drug-related crime constitutes reasonable suspicion of drug use under this policy. As a condition of employment, an employee must notify the company's manager of Human Resources of any criminal drug statute arrest or conviction within five (5) days of such arrest or conviction.

2. Accident and Injury Procedures

Any employee involved in a work related accident, which requires medical treatment, above and beyond first-aid, must first receive treatment. The employee must then submit to a post-accident drug screen. A post-accident alcohol test may apply. The employee must report for testing to the designated collection site within 24 hours of the accident, if the drug and/or alcohol collection is not performed following treatment. Failure to do so will be considered a refusal to test, resulting in immediate termination.

3. Routine Fitness-for-duty

This company must require an employee to submit to a drug test IF the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of this company's established policy OR that is scheduled routinely for all members of an employment classification or group. Employees subject to any routine fitness-for-duty testing will be notified in writing and be required to sign a routine fitness-for-duty consent form.

4. Return to work and Follow-up drug testing

If an employee in the course of employment voluntarily enters an employee assistance program for drug-related problems, or an alcohol/drug rehabilitation program, this company must require the employee to submit to a drug and/or alcohol test as a follow-up to such program. Follow-up testing must be conducted at least once a year for a two (2) year period after completion of the program. Advanced notice of a follow-up testing date must not be given to the employee to be tested.

5. Random Testing

This company may conduct random drug testing, as stated in Florida Statutes 440.102. A third-party company designated by this company will generate a computerized random list of employees who would be required to submit to a random drug screen. When an employee is chosen for a random drug screen, their name automatically returns to the pool for future random tests.

C. Basis for Discipline or Termination

1. Illegal Drug Use and Alcohol Abuse

Any employee using, selling, purchasing, possessing, soliciting or distributing illegal drugs and/or unauthorized alcoholic beverages on company property or company business will be in violation of this policy, resulting in immediate termination of employment. Any employee who has a confirmed positive drug and/or alcohol test, as determined under Florida Administration Codes 59A-24 listed below, will be subject to the company disciplinary action, as outlined in the company Employment Acknowledgment Agreement Form.

<u>Table of Positive Drug Levels In Urine</u>					
<u>Drug to Be Tested For:</u>					
<u>Drug</u>	<u>Initial</u>	<u>Confirmation</u>	<u>Drug</u>	<u>Initial</u>	<u>Confirmation</u>
Alcohol (blood)	.04 g/dL	.04 g/dL	Barbiturates	300 ng/ml	150 ng/ml
Amphetamines	1,000 ng/ml	500 ng/ml	Benzodiazepines	300 ng/ml	150 ng/ml
Cannabinoids	50 ng/ml	15 ng/ml	Methaqualone	300 ng/ml	150 ng/ml
Cocaine	300 ng/ml	150 ng/ml	Methadone	300 ng/ml	150 ng/ml
Opiates	2000 ng/ml	2000 ng/ml	Propoxyphene	300 ng/ml	150 ng/ml
Phencylidine	25 ng/ml	25 ng/ml			

Any employee who has a confirmed positive drug and/or alcohol test may forfeit eligibility for medical and indemnity benefits under Florida's Worker's Compensation Law (Florida Statutes 440.101 and 440.102) and may also forfeit unemployment benefits, under Florida law.

2. Refusal to Test

Any employee who refuses to submit to a required drug and/or alcohol test will be subject to immediate termination of employment. A tampered with or an adulterated drug and/or alcohol specimen, will be considered a refusal to test, resulting in termination of employment. Any employee who refuses to test, tampers with or adulterates a drug and/or alcohol specimen, will automatically forfeit eligibility for medical and indemnity benefits under Florida's Worker's Compensation Law (Florida Statutes 440.101 and 440.102) and will also forfeit unemployment benefits under Florida law.

D. Confidentiality

1. All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by the employer through a drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except

in accordance with this Rule, in determining compensability under Chapter 440.101 & 440.102 FL. Statutes.

2. Employers, testing laboratories, employee assistance programs, drug and alcohol rehabilitation programs and their agents who receive or have access to information concerning drug test results shall keep all information confidential. Release of such information under any other circumstances shall be solely pursuant to a written consent form signed voluntarily by the person tested, unless such release is compelled by a hearing officer or a court of competent jurisdiction, in pursuant to an appeal taken under this section, or unless deemed appropriate by a professional licensing board in related disciplinary proceedings.

The consent form must contain, at the minimum, the following:

- a. The name of the person authorized to obtain the information.
 - b. The signature of the person authorizing release.
 - c. The purpose of the disclosure.
 - d. The duration of the consent.
 - e. The precise information to be disclosed.
3. Information on drug test results shall not be released or used in any criminal proceeding against the employee or job applicant. Information released contrary to this section shall be inadmissible as evidence in any such criminal proceeding.
 4. Nothing herein shall be construed to prohibit the employer, agent of the employer, or laboratory conducting a drug test from having access to employee drug test information when consulting with legal counsel in connection with actions brought under or related to this section or when the information is relevant to the company or its agents defense in a civil or administrative matter.

E. Prescription and Non-Prescription Medications

This company will provide a standard form for the employee to confidentially report the use of prescription or non-prescription medications to the Medical Review Officer both prior to and after the drug or alcohol test. No prescription drug shall be brought upon the premises by any person other than the person for whom the drug is prescribed by a licensed medical practitioner, and shall be used only in the manner so prescribed. Employees must keep all such prescription medicines in the original container which identifies the date of the prescription and the prescribing physician. Employees should report the use of any prescribed medication which may alter the employee's physical or mental ability, prior to commencing work. This company retains the right to change the employee's job assignment during the term of treatment.

F. Drugs To Be Tested For: Common and Chemical Name

Over-the-counter and prescription drugs which could alter or affect the outcome of a drug test:

ALCOHOL: (booze, drink, beer, liquor, wine, moonshine) All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 10% (20 proof) ethyl alcohol, Comtrex is 20% (40 proof) and Listerine is 26.9% (54 proof).

AMPHETAMINES: (bennies, black beauties, crystal, speed, uppers, crank) Obetrol, Biphetamine, Desoxy, Dexedrine, Direx.

CANNABINOIDS: (marijuana, hashish, maryjane, grass, reefer, pot, dope, etc.) Marinol (Dronabinol, TEC).

COCAINE: (coke, crack, blow, nose candy, toot, snow) Cocaine HCl topical solution (Roxanne)

PHENCYCLIDINE: (PCP, angel dust) Not legal by prescription.

METHAQUALONE: (ludes, qualude, optimil, parest) Not legal by prescription.

OPIATES: (heroin, horse, smack, powder) Paregoric, Prepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitusin AC, Guituss AC, Novahistine DM, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine and sulfate), Percodin, Vicodin, etc.

BARBITURATES: (barbs, rainbows, downers, golfballs, reds, blues) Penobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad, etc.

BENZODIAZEPINES: Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.

METHADONE: Dolphine, Methadose

PROPOXYPHENE: Darvocet, Darvon N, Dolene, etc.

This company will test for the minimum of drugs which is described as a five (5) panel test (amphetamines, opiates, cocaine, pcp, cannabinoids), but is allowed to test up to all 10 drugs and alcohol, as listed above.

G. Challenge to Test Results

1. A requirement of a drug-free workplace program is that within five working days after receiving notice of positive, confirmed test result, the employee must be allowed to submit information to the Medical Review Officer explaining or contesting the test results. If the employee's explanation or challenge of the positive test result is unsatisfactory to the employer, the employee must be notified within fifteen days that the explanation is unsatisfactory and be given a copy of the positive test results. All documentation shall be kept confidential by the employer and shall be retained by the employer for at least one year.
2. An employee or job applicant may undertake an administrative challenge by filing a claim for benefits with a Judge

or Compensation Claims pursuant to Chapter 440 F.S., or if no workplace injury has occurred, the person must challenge the test result in a court of competent jurisdiction.

H. Employee's Responsibility

When an employee undertakes a challenge, it shall be the employee's responsibility to notify the Medical Review Officer and the sample shall be retained by the laboratory until the case is settled.

I. Laboratory Assistance

The Medical Review Officer, designated by this company, shall provide clinical/technical assistance to the employee for the purpose of interpreting positive, confirmed test results which could have been caused by prescription or non-prescription medication taken by the employee. Additionally, employees and job applicants have the right to consult the laboratory for technical information regarding prescription or non-prescription medication.

J. Employee Protection

1. Upon implementation of a drug-free workplace program, the employer shall detail in writing, within seven (7) days after testing an employee who had exhibited suspicious behavior, the circumstances leading to a determination of reasonable suspicion of drug and/or alcohol abuse to warrant the testing. A copy of this documentation shall be given to the employee upon request and the original documentation shall be kept and retained confidentially by the employer for at least one (1) year.
2. During the 180-day period after written notification of a positive test result, the employee or job applicant who has provided the specimen shall be permitted by the employer to have a portion of the specimen re-tested at the employee's expense. Such re-testing shall be done at another AHCA licensed or NIDA approved laboratory chosen by the employee or job applicant. The second laboratory must test for equal or greater sensitivity for the drug in question. The first laboratory is responsible for the transfer of the portion of the sample to be re-tested, and for the integrity of the chain-of-custody during the transfer.
3. The testing laboratory may not disclose any information concerning the health or mental condition of the tested employee.
4. This company may not request or receive from any testing facility any information concerning the personal health, habits, or condition of the employee or job applicant, including the presence or absence of HIV antibodies in that person's body fluids.
5. This company may not discharge, discipline, refuse to hire, discriminate against, or request or require rehabilitation of an employee or job applicant on the sole basis of a positive test result that has not been verified by a confirmation test. All initial positive results are automatically subject to a GC/MS confirmation test before any results are reported to the Medical Review Officer.
6. This company may not discharge, discipline or discriminate against an employee solely on the employee's voluntary seeking of treatment while employed by the company for a drug-related incident, if the employee has not previously tested positive for the drug, entered an employee assistance program for drug-related problems, or entered an alcohol and drug rehabilitation program.

K. Investigation

To ensure that illegal drugs and alcohol do not enter or affect the workplace, this company reserves the right to search all vehicles, containers, lockers, or other items on this company's property in furtherance of this policy. Individuals may be requested to display personal property for visual inspection upon this company's request. Searches will be conducted only where this company has reason to believe that the employee has violated this company's substance abuse policy. Failure to consent to a search or display personal property for visual inspection will be grounds for discharge or denial of access to this company's premises. Searches of an employee's personal property will take place only in the employee's presence. All searches under this policy will occur with the utmost discretion and consideration for the employee involved. Individuals may be required to empty their pockets, but under no circumstances will an employee be required to remove articles of clothing or be physically searched. Because the primary concern is the safety of its employees and their working environment, this company will not normally prosecute the employee in matters involving illegal substances. However, this company will turn over all confiscated drugs to the proper law enforcement authorities. Further, this company reserves the right to cooperate with or enlist the services of proper law enforcement authorities in the course of any investigation.

L. Collective Bargaining Rights

This policy does not eliminate the bargaining rights of any employee covered under any collective bargaining agreement between this company and any certified labor organization as provided in the collective bargaining process, if applicable.

M. AHCA (Agency for Health Care Administration) Certified Testing Laboratories and MRO

This company uses only AHCA certified testing laboratories and AAMRO Certified Medical Review Officers. For information concerning laboratories and medical review officer services please contact:

N. Employer Protection

This policy supercedes any information provided to applicants and/or employees, either written or oral. This company reserves the right to change provisions of this policy and testing program at any time in the future.

O. Drug Referral Services and Support Groups

Nationwide:

1. Alcohol Hot-line: 1-800-ALCOHOL, 24 hour referral line for information on programs designed for alcoholics.
2. Cocaine Hot-line: 1-800-COCAINE, 24 hour referral line for information on programs designed for cocaine abuse.
3. National Drug & Alcohol Treatment and Referral Hot-line: 1-800-662-4357, Confidential information on treatment, self-help, and support programs for drug users.

State of Florida:

Operation Par (Par Outpatient Counseling)
10901-C Roosevelt Boulevard, Suite 1000
St. Petersburg, Florida 33716
(813) 577-5812

Sarasota Memorial Hospital
1700 S. Tamiami Trail
Sarasota, Florida 34239-3555
(813) 953-1783

Southwest Fl. Addiction Services
2101 McGregor Blvd.
Fort Myers, Florida 33901
(813) 337-4411

Tri-County Addictions Rehabilitation
1831 N. Crystal Lake Drive
Lakeland, Florida 33803
(813) 667-0333

Tampa Metro Treatment Center
5202 East Busch Blvd.
Tampa, Florida 33617
(813) 980-3260

Alcohol & Drug Abuse (S.D.A.P)
451 Riverside Drive
Stuart, Florida 34994
(407) 286-8933

Central Fl. Substance Abuse
1048 A. Dixon Blvd.
Cocoa, Florida 32922
(407) 631-4578

Columbia Lawnwood Pavillion
1870 North Lawnwood Circle
Fort Pierce, Florida 34950
(561) 466-1500

Savannas Hospital
2550 S.E. Walton Road
Port St. Lucie, Florida 34952
(561) 335-0400

Charter Counseling Center of Brooksville
12120 Cortez Blvd.
Brooksville, Florida 34613
(352) 596-4420

Center for Life Enrichment
11820 Beach Blvd.
Jacksonville, Florida
(904) 642-6680

Charter Woods Counseling Center
700 W. 23rd. Street, Suite 54
Panama City, Florida 32405
(904) 769-3252

Care Center for Mental Health
1205 4th. Street
Key West, Florida 33040
(305) 292-6843

Transitions
1928 N.E. 154th. Street
N. Miami Beach, Florida 33162
(800) 626-1980

Beachcomber
4493 N. Ocean Blvd.
Delray Beach, Florida 33483
(561) 734-1818

Fort Lauderdale Hospital
1601 East Las Olas Blvd.
Fort Lauderdale, Florida 33301
(954) 463-4321

Mental Health Assoc. of Central Fl.
608 Mariposta Street
Orlando, Florida 32801
(407) 843-1563

Lake Wales Drug Awareness Council
P.O. Box 7432
Lake Wales, Florida 33859-2432
(813) 676-1949

Life Stress Behavioral Center
P.O. Box 491000
Leesburg, Florida 34719-1000
(352) 787-9178

Bowling Green Treatment Center
2727 Capital Medical Blvd.
Tallahassee, Florida 32301
(904) 877-7790 / (800) 243-9007

Columbia Behavioral Health Center
3130 S.W. 27th. Avenue
Ocala, Florida 32674
(352) 237-7293

P. Educational Material On Substance Abuse

WHAT IS SUBSTANCE ABUSE?

Substance abuse is the harmful and dangerous use of alcohol and/or other drugs. It affects all types of workers; male and female, young and old, production workers, executives, supervisors, clerical workers, and maintenance personnel. Anyone can have a substance abuse problem. It can be prevented or treated by Substance Abuse Professionals. Alcohol and drugs may give the illusion of freeing you from the fears, responsibilities, and petty hassles of everyday life. It can destroy you physically and mentally. Most people abuse drugs and alcohol as an escape from other problems such as family problems, low self-esteem, financial worries and/or feelings of inadequacy.

Many of us enjoy an occasional social drink or take legal drugs under a doctor's supervision. That is okay as long as we don't overdo it and misuse the substances. Various people handle alcohol in different ways. It isn't necessarily how much you drink, it's what happens when you drink; how it affects your life and those around you. Besides harming your body and mind, most abused drugs are illegal. Buying and using them could result in arrest, fines or even jail! The typical reasons given for taking the express train to Utopia with drugs are it helps me relax, it heightens the senses, it expands the mind and/or it makes me feel confident. The truth is, you can achieve these same feelings naturally without destroying your body and life. A "natural high" is legal. Hiding behind drugs or alcohol could lead to the biggest mistake of your life. Everyone pays for substance abuse.

Abusers often have legal or health problems, conflicts at home, accidents on and off the job. Substance abuse is a major factor in half of all divorces. It contributes to domestic violence, child abuse and sexual abuse. Working with substance abusers can be unpleasant and dangerous. Substance abuse destroys work performance, resulting in reduced productivity, motivation, quality of work and increased employee theft.

It is never too late or too soon to change a substance abuse problem. If you suspect that you have a problem, don't think that it will go away if you ignore it. *It will only get worse.* The first thing you must do is accept the fact that abusing drugs and alcohol is like playing with fire- it can and will destroy the lives of people just like you everyday. Pushing yourself to the limit with drugs and alcohol will only destroy all that you hope to be. Talk to a close friend about your problem, if your friends keep telling you that you have a problem, listen to them and take a good look at yourself. Sometimes it's not easy to see ourselves clearly.

Many companies have employee assistance programs (EAP 's) that refer you to professionals and groups to help you with your problem. They also provided information about insurance coverage for treatment. These programs are **voluntary** and **confidential!** No one can make you go or hold it against you if you do go. Your company realizes that anyone who is willing to seek help deserves the company's support. Another source for help is your *phone book*. Look in the yellow pages for Health Organizations, Social Services and Mental Health Organizations. Since substance abuse harms everyone, join with others to oppose it. *Encourage* those who need help to get it, at work or in the community. One of the most effective ways to fight substance abuse at work is for employees to unite against it. Make it clear that alcohol or drug use on the job is absolutely unacceptable.

THE MOST ABUSED SUBSTANCES AND THEIR EFFECTS ARE:

ALCOHOL - Alcohol is legal, socially acceptable and inexpensive substance to use. Because it is accepted part of many occasions, it's hard to recognize when you cross the invisible line from social drinking and abusive drinking.

The following check list may help you determine if you have a drinking problem. **Do You:**

***lose time from work due to drinking? *want to drink in the morning? *have trouble sleeping? *drink to feel more confident or outgoing?*feel easily frustrated?*find you are overanxious or oversensitive? *blame others for your problems? *drink alone? *let family or job responsibilities slide? *forget what happened when you're drinking? *find you have lost weight? *find your mind is not working quickly *have violent mood swings**

If you drink regularly, answering "yes" to any of these questions could indicate that you have a drinking problem.

Admitting that you have a problem is the first step. The best place to start solving it is by contacting **Alcoholics Anonymous**. An AA group is as close as your phone book. *Alcohol* is a central nervous system depressant and is the most widely abused drug. About half of all auto accidents fatalities in this country are related to alcohol abuse.

Fact: A 12-ounce can of beer, a 5-ounce glass of wine and a 1-1/2 ounce shot of hard liquor all contain about the same amount of alcohol. Coffee, cold showers and exercise do not quicken sobriety. Each one-half ounce of alcohol takes the average body about one hour to process. Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors. Low self-control often leads to the aggressive behavior associated with some people who drink. In large doses, alcohol can dull sensation and impair muscular coordination, memory and judgment. Taken in larger quantities over a long period of time alcohol damages the liver and heart and can cause permanent brain damage. On the average, heavy drinkers shorten their life span by about ten years. **Other Effects:**

***greatly impaired driving ability *reduced coordination and reflex action *impaired vision and judgment *inability to divide attention *lowering inhibitions *overindulgence (hangover) can cause: headaches, nausea, dehydration, unclear thinking, unsettled digestion and/or aching muscles.**

MARIJUANA - Marijuana is also known as "grass", "pot", "weed", "Mary Jane", "herb", "a joint" and "a roach", among the other street names.

Fact: While alcohol dissipates in a matter of hours, marijuana stays in the body for 28 days. *Marijuana* alters sense of time and reduces the ability to perform tasks requiring concentration, swift reactions and coordination. The drug has a significant effect on judgment, caution, and sensory/motor abilities. **Other Effects:**

***increased pulse rate and blood pressure *rapidly changing emotions and erratic behavior *altered sense of identity *impaired memory *dulling of attention *hallucinations, fantasies and paranoia *reduction or temporary loss of fertility**

COCAINE - is a stimulant drug, which increases heart rate and blood pressure. As a powder, *Cocaine* is inhaled (snorted), ingested, or injected. It is known as "coke", "snow", "nose candy" and "lady". *Cocaine* is also used in a free- base form known as "crack" or "the rock" which is smoked. It acquired its name from the popping sound heard when it is heated. **Fact:** Many people think that because crack is smoked, it is "safer" than other forms of cocaine use. **It is not.** Crack cocaine is one of the most addictive substances known today. The crack "high" is reached in 4-6 seconds and last about 15 minutes. The most

dangerous effects of crack is that it can cause vomiting, rapid heartbeat, tremors and convulsive movements. All of this muscle activity increases the demand for oxygen, which can result in a cocaine-included heart attack. Since the heart regulating center in the brain is also disrupted, dangerously high body temperatures can occur. With high doses, brain functioning, breathing and heartbeat are depressed- leading to death. **Other Effects:**

***impaired driving ability * anxiety *reduced sense of humor *accelerated pulse, blood pressure and respiration mood swings* heightened, but momentary, feeling of confidence, strength and endurance *paranoia, which can trigger mental disorders in users prone to mental instability *repeated sniffing/snorting results in irritation of the nostrils and nasal membrane *compulsive behavior such as teeth grinding or repeated hand washing**

AMPHETAMINES - are drugs that stimulate the central nervous system and promote a feeling of alertness and an increase in speech and general activity. Some common street names for amphetamines are “speed”, “uppers”, “black beauties”, “bennies”, “wake ups”, “football” and “dexies”.

Fact: People with a history of sustained low-dose use quite often become dependent and believe they need the drug to get by. These users frequently keep taking amphetamines to avoid the down mood they experience when the high wears off. Even small, infrequent doses can produce toxic effects in some people. Restlessness, anxiety, mood swings, panic, heartbeat disturbances, paranoid thoughts, hallucinations, convulsions and coma have been reported. **Other Effects:**

***loss of appetite *irritability, anxiety, apprehension *increased heart rate and blood pressure *difficulty in focusing eyes *exaggerated reflexes *distorted thinking *perspiration, headaches and dizziness *short term insomnia**

OPIATES - Opiates, including heroin, morphine, and codeine, are narcotics used to relieve pain and induce sleep. Common street names are “horse”, “hard stuff”, “M”, “brown sugar”, “Harry” and “Mr. H”.

Fact: Heroin, also called “junk”, or “smack”, accounts for 90% of the narcotic abuse in this country. Sometimes narcotics found in medicines are abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal, and cannot even be obtained with a physician’s prescription. Most medical problems are caused by the uncertain dosage level, use of unsterile needles, contamination of the drug, or combination of a narcotic with other drugs. These dangers depend on the specific drug, its source and the way it is used. **Other Effects:**

***reduced vision, impaired driving ability *change in sleeping habits, drowsiness followed by sleep *constipation, decreased physical ability *short-lived state of euphoria, possible death**

PHENCYCLIDINE (PCP) - also called “angel dust”, “rocket fuel”, “super kools” and “killer weed” was developed as a surgical anesthetic in late 1950’s. Later due to its unusual side effects in humans, it was restricted to use as a veterinary anesthetic and tranquilizer.

Fact: *PCP* is a very dangerous drug. It can produce violent and bizarre behavior even in people not otherwise prone to such behavior. More people die from accidents caused by erratic and unpredictable behavior produced by the drug than from the drug’s direct effect on the body. *PCP* scrambles the brain’s internal stimuli and alters how users see and deal with their environment. Routine activities like driving and walking become very difficult. Low doses of *PCP* produce a rush, sometimes associated with a feeling of numbness. Increased doses produce an excited, confused state including any of the following: muscle rigidity, loss of concentration and memory, visual disturbances, delirium, feelings of isolation and convulsions. **Other Effects:**

***impaired driving ability *drowsiness *thick, slurred speech *blank stare *involuntary eye movement *perspiration *repetitive speech patterns *incomplete verbal responses**

COMBINATIONS OF DRUGS - The number of drug variations that can be made, mixed and distributed is almost unlimited. Combining drugs makes physical and mental effects unpredictable and often much more severe than if the same drugs were taken separately. Combining alcohol with depressants, cocaine, marijuana, etc. can be especially dangerous.

As long as there is a demand for drugs and alcohol there will be a supply, in ever-changing variations. The solution is preventing the demand for drugs and alcohol.

Appendix C
MBC Safety Manual



McCafferty Brinson Consulting, LLC

Safety Program

Employee Handbook

Prepared by:
McCafferty Brinson Consulting, LLC
in association with:
U.S. Compliance Systems, Inc.

Disclaimer: This Employee Handbook is not all inclusive. It does reflect selected portions of the safety program belonging to:

McCafferty Brinson Consulting, LLC
633 S Andrews Ave Suite 203
Ft Lauderdale, FL 33301

To the best of our knowledge, the information contained herein is accurate. U.S. Compliance Systems, Inc. accepts no responsibility for errors or omissions.

McCafferty Brinson Consulting, LLC

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McCafferty Brinson Consulting, LLC

SAFETY COMMITMENT

We are committed to ensuring that you do not work in an environment that is unsanitary, hazardous, or dangerous to your health or safety. You will be instructed on the recognition and avoidance of unsafe conditions and the regulations applicable to your work environment to control or eliminate any hazards or other exposure to illness or injury.

Using the safety and health training programs provided by the Occupational Safety and Health Administration (OSHA), as well as other reference materials, company safety training, policies, and procedures will be developed and implemented as needed.

Frequent and regular inspections of our facilities, materials, and equipment will be made by the Safety Program Administrator or designated persons.

You may operate equipment or machinery only if you are qualified by training or experience. Machinery, tools, material, or equipment that you find either not in compliance with a particular OSHA standard or that you determine is unsafe will be identified as such by tagging; locking the controls; or physically removing it from its place of operation.

Safety takes a commitment from all persons from senior management to the newest hire. It is expected that you will actively participate in safety training and perform your work in a safe manner.

The primary beneficiary of maintaining a safe work environment is you. You are the person who will not sustain an occupational injury or illness. A safe work site, additionally, protects fellow employees and those with whom we work. Performing tasks in a safe manner allows us to work more efficiently, reduces the possibility of equipment damage, eliminates costly citations, and enhances our opportunities to procure more work. Working safely has nothing but positive benefits to you and the company.

If confronted with a new task for which you do not know the proper safety procedures, ask for instruction from your supervisor before proceeding.

Do not hesitate to point out observed safety deficiencies to your supervisor -- you may prevent an injury to yourself or a fellow employee.

OSHA standards that are applicable to the work you do are readily accessible.

SAFETY CONSIDERATIONS

You should have a working understanding of the below safety principles/topics as they apply in all workplace situations. Safety procedures for specific tasks will be addressed through formal or on-the-job training depending on the task.

On every project, there will be a competent person with the knowledge and authority to stop work should a hazardous condition develop that cannot be immediately resolved.

Regular and frequent inspections will be made to ensure that established safety procedures are being followed.

HOUSEKEEPING

You are to maintain a neat and orderly work area *as far as practical*. Housekeeping and general cleanliness have a direct effect on safety and health. Proper housekeeping can prevent slips and falls, allow unhampered egress in the event of an emergency, prevent falling object injuries, enhance fire safety, and prevent the infestation of vermin. Listed below are general housekeeping rules:

- a. All walking/working surfaces shall be kept clean and dry.
- b. Do not allow debris to accumulate.
- c. All stored materials will be neatly stacked.
- d. All containers, when not in use, will be sealed.
- e. No objects will be left unattended on stairways.
- f. Entrances and exits will be properly marked and not blocked.

EMERGENCY MEDICAL RESPONSE

**DO NOT PROVIDE ANY MEDICAL ASSISTANCE
FOR WHICH YOU ARE NOT QUALIFIED BY
CERTIFIED TRAINING**

Should an injury occur that requires an emergency medical responder, the below listed actions will be taken in the order given:

1. Call the posted emergency response number.
2. Provide any medical assistance you are trained and certified to do.
DO NOT provide any medical assistance you are not trained to do.

3. Designate an individual to direct the emergency responders to the injured party and provide Material Safety Data Sheets if applicable.
4. Notify your supervisor who, in turn, will notify the office.

FIRE PREVENTION

Fire prevention deals not with handling a fire emergency, but rather preventing a fire in the first place. To reduce the likelihood of a fire, you must adhere to the following rules:

1. There shall be no smoking except in designated smoking areas. Smoking materials will be totally extinguished and placed in appropriate receptacles. Under no circumstances will there be smoking during refueling of vehicles or within 50 feet of flammable materials.
2. All chemical products will be handled and stored in accordance with the procedures noted on their individual MSDS.
3. Heat producing equipment will be properly maintained and operated per the manufacturer's instructions to prevent accidental ignition of combustible materials.
4. Precautions will be taken when working with an open flame and those areas will be made fire safe by removing or protecting combustibles from ignition.
5. Combustible liquids must be stored in approved containers.
6. Chemical spills -- particularly combustible and reactive liquids -- must be cleaned up immediately. Damaged chemical containers and cleanup materials must be properly disposed.

[Note: Exercise care! Information on appropriate personal protective equipment; proper disposal; proper cleanup procedures; required ventilation; etc. is found on the product's MSDS.]

7. Combustible liquids and trash must be segregated and kept from ignition sources.
8. Keep clear access to fire hydrants as well as portable fire extinguishers.
9. Practice good housekeeping!

PORTABLE FIRE EXTINGUISHERS

Know the location of fire extinguishers, what class of fire extinguisher is appropriate for what type of fire, and how to safely use a fire extinguisher.

Portable fire extinguishers will be located allowing for ease of accessibility.

Portable fire extinguishers will be distributed as indicated below:

<u>CLASS</u>	<u>DISTRIBUTION</u>	<u>NOTES</u>
A "A" on a green triangle	75 feet or less travel distance between yourself and the extinguisher	Use on wood, paper, trash.
B "B" on a red square	50 feet or less travel distance between the hazard area and yourself	Use on flammable liquid, gas.
C "C" on a blue circle	Based on the appropriate pattern for the existing Class A or Class B hazards	Use on electrical fires.
D "D" on a yellow star	75 feet or less travel distance between the combustible metal working area and the extinguisher or other containers of Class D extinguishing agent.	Use on combustible metals.

Using the wrong fire extinguisher on some fires can actually spread the fire. Portable fire extinguishers suitable for ABC class fires will be available on all job sites – at least one extinguisher will be on each floor of a project, near the stairway.

FIRE PROTECTION

The phone number of the local fire department as well as our facility address will be posted or readily accessible.

If a fire should occur, all personnel and the local fire department will be notified. In all emergency situations, you should:

- a. Remain calm.
- b. Speak clearly and slowly.
- c. Give the exact location.
- d. Describe the situation.
- e. Give the phone number from where you are calling.
- f. Do not hang up until told to do so.

FIRST AID & FIRST AID KITS

Should a medical emergency occur, call 911 or, if 911 service is not available, call the emergency medical response phone number posted at the job site. Explain the situation clearly and follow the emergency response team's instructions.

If an emergency vehicle is being sent to the job site, establish easy access and keep on-lookers away.

Unless trained and licensed in CPR/first aid and a designated first aid provider as an additional job as part of the company bloodborne pathogen program, employees will not expose themselves to blood or other bodily fluids of other employees at any time.

Per OSHA, first aid is limited to:

- a. Using a non-prescription medication, such as aspirin, at non-prescription strength.
- b. Cleaning, flushing or soaking wounds on the surface of the skin;
- c. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™.
- d. Using hot or cold therapy.
- e. Using any **non-rigid** means of support, such as elastic bandages, wraps, non-rigid back belts, etc..
- f. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
- g. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.
- h. Using eye patches.
- i. Removing foreign bodies from the eye using only irrigation or a cotton swab.
- j. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means.
- k. Using finger guards.
- l. Using massages.
- m. Drinking fluids for relief of heat stress.

You must know the location and contents of first aid kits. These kits are worthless if not readily accessible. First aid kits will **not** be locked up.

First aid supplies generally include: adhesive bandages, bandage compresses, scissors, tweezers, triangular bandages, antiseptic soap or pads, eye dressing, and other items that are appropriate for the work we do.

First aid kits will be replenished as items are used. Sterile items will be wrapped and sealed and used only once. Other items such as tape or scissors can be reused and should be kept clean. In the absence of plentiful amounts of clean water, eye flush will be available.

FLUIDS

From a safety standpoint, you must not neglect your need for potable (drinkable) fluids.

On job sites, exertion and heat dictate the need for plenty of water.

From a life process standpoint, what fluid intake is doing is keeping you healthy by allowing your body to maintain its core body temperature at its appropriate level as well as transporting, within your body, nourishment, gases, and waste.

Imagine your body as a water based chemical factory that functions only within a narrow temperature range. Sweating (water loss) cools your body and this fluid must be replaced.

Drink plenty of water!

PERSONAL PROTECTIVE EQUIPMENT

A hazard assessment will be to determine what types of personal protective equipment (PPE) are appropriate. A major part of this hazard assessment will be determining what PPE needs can be eliminated through feasible engineering controls or work procedures.

Types of hazard categories that are considered are: impact; penetration; compression; chemical; heat; harmful dust; and light radiation.

The focus of PPE is to eliminate eye, hand, foot, limb, and head injury. Visitors exposed to the identified hazards will be loaned appropriate PPE (and given instruction in its use) prior to hazard exposure.

You must understand the limitations of your PPE; the correct procedure for putting on, adjusting, and removing the PPE; and the proper care, maintenance, and useful life of the PPE.

Cleanliness of PPE is of importance particularly when dealing with eye protection where fogging, scratches, or dirt can render the PPE a hazard rather than protection from a hazard.

An inexpensive pair of safety glasses could save your priceless eyesight.

Unique PPE required for job performance such as respirators, ear plugs, safety goggles, etc. will be supplied to you. You are responsible for maintenance of the equipment issued to you. Items of PPE that are damaged or non-functioning should be turned in to the supervisor for repair or replacement.

Normal PPE generally protects you from an *instant* injury such as a projectile in the eye. Respiratory and hearing protection, while PPE, fall under more stringent standards than hard hats, for example. Respiratory and hearing hazards can take years to present themselves. Hearing protection and respirator selection are more complicated, procedurally, than ordinary PPE (i.e., hard hats, safety glasses, gloves, steel toed boots, etc.). Their uses are governed by specific standards that require in depth training based on objective scientific data.

For personal comfort and to eliminate nuisance noises and nuisance respiratory conditions that are not at or above the threshold level for required protection, dust masks and ear plugs may be used at any time.

LIFTING, PUSHING & PULLING

Back injuries are often caused by the obvious -- putting excessive strain on the lower back by lifting an object that is too heavy or awkward, or by bending and/or twisting while lifting.

However, lifting injuries are also caused by less obvious reasons:

- a. poor physical condition
- b. poor posture
- c. poor judgment (lifting, pulling, pushing an object that is obviously too heavy or awkward without seeking assistance or a mechanical lifting device.)
- d. lack of exercise
- e. excessive body weight

Proper lifting techniques are important for employee safety. Below are lifting techniques that will reduce the likelihood of injury:

- a. lift objects comfortably, not necessarily the quickest or easiest way.
- b. lift, push, and pull with your legs, not your arms or back.

- c. when changing direction while moving an object, turn with your feet, not by twisting at the waist.
- d. avoid lifting higher than your shoulder height.
- e. when standing while working, stand straight.
- f. when walking, maintain an erect posture; wear slip-resistant, supportive shoes.
- g. when carrying heavy objects, carry them close to the body and avoid carrying them in one hand.
- h. when heavy or bulky objects need to be moved, obtain help or use a mechanical aid such as a dolly, hand truck, forklift, etc..
- i. when stepping down from a height of more than eight inches, step down backwards, not forward.
- j. handle heavy objects close to the body -- avoid reaching out.
- k. lift gradually and smoothly. Avoid jerky motions.
- l. maintain a clear line of vision.

SLIPS, TRIPS & FALLS

Slips, trips, and falls are among the most common job site accidents and they are easily preventable. Below are some of the causes of slips, trips, and falls:

- a. running on the job site.
- b. engaging in horseplay.
- c. working off a ladder that is not firmly positioned.
- d. carrying an object that blocks line of vision.
- e. work boots not laced or buckled.
- f. working off a scaffold without safety rails.
- g. using ladders that have oil and grease on the rungs.
- h. not using a handrail on steps.
- i. messy work areas with debris strewn about.
- j. not paying attention to what one is doing.

This list can go on and on, but all the above are easily preventable by adherence to common safety procedures, common sense, and awareness of potential hazards on the job site.

BASIC TOOLS

Much is written about powered tools and the importance of guards and other safety related topics. Seldom addressed are the hazards associated with simple, non-powered tools. Every tool is potentially dangerous if not properly used. Basic tools would include, but not be limited to: hammers, screwdrivers, shovels, shears, utility knives, and wrenches.

Below are five guidelines for basic tool use.

1. Never use a tool for a purpose other than that for which it was designed!

Improper use of a tool will certainly damage it and may result in injury if the tool slips or breaks.

2. Never exceed a tool's design limits.

If a tool cannot do the job being properly used, you've got the wrong tool. Exceeding a tool's design limits will certainly damage the tool and, of course, expose yourself to injury if it slips or breaks.

3. Inspect tools before use.

Cracked or splintered handles, loose heads, "mushroomed" striking surfaces, dull chisels/blades, bent shafts, worn or deformed ends -- all are potentially dangerous conditions for tool use. Either repair or replace damaged tools -- do not use them!

4. Clean tools after use.

It is much easier to clean and/or lubricate tools immediately after use than waiting until the tools become rusty or encrusted with gunk.

5. Store tools properly.

If tools are properly stored automatically, you, over time, save hours not having to look for tools. From a safety standpoint, you will have the right tool at the right time. Additionally, by having tools properly stored, you'll prevent the possibility of rummaging around in a tool box and cutting yourself on an exposed sharp object.

POWERED TOOLS

You may operate powered tools only if authorized. This authorization will be granted after it has been demonstrated that you have the ability to safely operate these items through training or experience.

Seemingly simple powered tools, misused, can cause serious injury. Understand the operator's manual and never bypass any guards.

GROUND FAULT CIRCUIT INTERRUPTERS (GFCI)

When you are using temporary wiring -- extension cords are a form of temporary wiring -- ground fault circuit interrupters must be used. A GFCI is designed to prevent you from receiving a dangerous electrical shock.

Because 115V at 15A is so common, its safety is often taken for granted. The danger is not the voltage, it is the Amps (current). 0.015 Amps is enough current to cause a painful shock. The table below was prepared by the National Safety Council and the Pacific Telegraph Company:

Safe Current Values

Amps		
0.001A	(1mA)	Cannot be felt
0.001 - 0.008A	(1 - 8 mA)	Felt, but not painful: muscle control is not lost.

Unsafe Current Values

Amps		
0.015 - 0.02A	(15 - 20mA)	Painful shock: muscular control lost; cannot let go; not harmful to body organs
0.02 - 0.09A	(20 - 90mA)	Burns; breathing extremely difficult; sore muscles
0.1 - 0.2A	(100mA - 200mA)	*Ventricular Fibrillation (a fatal heart condition)
0.2 - 2A	(200mA - 2A)	Burns; paralysis of the lungs; nerve damaged if above 600V
2A and up frying currents; severe burns of two types:		1. External - caused by arching on contact 2. Internal - cooking of the organs and flesh. Results in: amputation or destruction of vital organs

*Ventricular Fibrillation is essentially a fluttering of the heart which is useless in circulating blood.

If you do receive a severe shock, you should seek medical evaluation even if there is no apparent damage.

GFCI's are required by all 120-volt, 15-, 20-, and 30-ampere receptacle outlets that are not a part of the permanent wiring of a building. GFCI's provide employee safety by detecting lost current resulting from a short, overheating, and/or ground fault and "tripping" or cutting off the current within as little as 1/40th of a second.

A GFCI **will not** protect one who comes in contact with two hot wires or a hot wire and a neutral wire. A GFCI **will** provide protection against fires, overheating, damage to insulation, and, the most common form of electrical shock hazard -- the ground fault. Always **test** a GFCI before use.

SIGNS & TAGS

You must pay heed to the various signs and tags found throughout our facility. Color coding assists in determining the level of danger:

- red = danger
- yellow = caution
- orange = warning
- white = safety instruction
- fluorescent orange = biological hazard

ADEQUATE LIGHTING

You must see what you are doing. A simple guideline for adequate lighting is this: if you are not sure if you have enough light for your work, you don't!

APPROPRIATE CLOTHING

Wear clothing that is appropriate for your work. You may be exposed to heat, cold, rain, or snow. Wear clothing that provides comfort, yet be sure that it cannot snag on equipment.

PERSONAL HYGIENE

You will have access to restroom facilities as needed. Do not take job site chemicals home with you on your skin or clothing.

DRUGS AND ALCOHOL

With the exception of over the counter drugs such as aspirin or drugs prescribed by a physician, you may have no drugs or alcohol within our facility. Alcohol and drug abuse cause an unacceptable level of safety hazard. If you are found to be under the influence of drugs and/or alcohol, you will be immediately removed from your work assignment by your supervisor and further disciplinary action will be taken by the Safety Director.

If you are taking prescription medication that reduces motor skills, you should report this to your supervisor for appropriate work assignment.

ACCIDENT INVESTIGATION

The purpose of Accident Investigation is to prevent the same type of accident from reoccurring. An accident investigation will begin immediately after the medical crisis is resolved.

Near-miss mishaps, events which result in no injury or damage, will be investigated because, even though the outcomes are different, the causes are the same.

Your responsibility, should you be involved as a witness in an accident investigation, is to fully answer questions that may be asked of you so that future accidents may be prevented.

POSTINGS

There will be a prominently displayed bulletin board or area for postings. You must be aware of the location of the following posted items:

- a. OSHA Form 3165, *It's the law!*
- b. Emergency phone numbers & facility address for emergency response.

- c. During the period from 1 February through to April 30, OSHA Form 300A, Summary of Work-Related Injuries and Illnesses, must be posted for work-related injuries and illnesses which have occurred during the previous year.

If appropriate, the following will be posted:

- a. OSHA citations.
- b. Notice of informal hearing conference.
- c. Names and location of assigned first aid providers.
- d. Air or wipe sampling results.
- e. Emergency action plan.

RECORDKEEPING: INJURIES & ILLNESSES

OSHA Forms 300; 300A & 301

Employers maintain OSHA Form 300, Log of Work-Related Injuries and Illnesses, OSHA Form 301, Injury and Illness Incident Report, and OSHA Form 300A, Summary of Work-Related Injuries and Illnesses.

OSHA Forms 300 and 301 are used to record and classify occupational injuries and illnesses. The information on the OSHA Form 300 related to employee health and must be used in a manner that protects the confidentiality of the employees to the extent possible. Recordable injuries and illnesses must be entered on OSHA Forms 300 and 301 within seven (7) days of receiving information that a recordable injury or illness has occurred.

Injuries and illnesses must be recorded if they result in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or if the injury or illness involves a significant injury diagnosed by a physician or licensed health care professional even if it does not meet the forgoing conditions.

Retention of Forms:

Old OSHA Forms 300 and 301 will be retained for five years following the year to which they relate.

Employee Involvement:

As a matter of policy, all work-related accidents and injuries are to be immediately reported to the competent person/supervisor on a job site who will complete an accident investigation form. This will be forwarded to the Safety Director who will extrapolate appropriate information for completion of the OSHA Form 300.

Catastrophic Reporting Requirements:

Within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of three (3) or more employees as a result of a work-related incident, either in person or by telephone, the OSHA Area Office nearest to the site of the incident will be notified. OSHA may be contracted for this purpose using a toll free telephone number:

1-800-321-6742.

Location of OSHA Forms 300 and 301:

As a general rule, the OSHA Forms 300 and 301 will be maintained in our main office. However, in the event that a project is to last more than one year, that job site will be considered a fixed establishment and maintain its own OSHA Forms 300 and 301.

SAFETY MEETINGS

Depending on the work at hand, safety meetings may be held during the work shift. Successful safety meetings demand interactive participation by the presenter as well as those attending. Pay attention, feel free to ask questions, and ensure that, at the completion of a safety meeting, you have no unanswered safety questions.

ENFORCEMENT

It is expected that all employees will abide by our safety rules and guidelines not only to protect themselves, but also to protect their fellow workers from harm. Should a safety violation occur, the following steps will be taken by the employee's immediate supervisor:

- a. **Minor Safety Violations:** Violations which would **not** reasonably be expected to result in serious injury.
 1. The hazardous situation will be corrected.
 2. The employee will be informed of the correct procedures to follow and the supervisor will ensure that these procedures are understood.
 3. The supervisor will make a written report of the occurrence using our Enforcement Documentation Form and inform the employee that this documentation will be forwarded to the Safety Director for a retention period of one year.
 4. A repeat occurrence of the same minor safety violation is considered substantially more serious than the first.

- b. **Major Safety Violations:** Violations which would reasonably be expected to result in serious injury or death.
1. The hazardous situation will be corrected.
 2. The employee will be informed of the correct procedures to follow and will impress upon the individual the severity of the violation and the likely consequences should this type of violation be repeated. The supervisor will ensure that the individual understands the correct procedures and will be cautioned that a reoccurrence could result in disciplinary action up to and including discharge.
 3. The supervisor will make a written report of the occurrence using our Enforcement Documentation Form and inform the employee that this documentation will be forwarded to the Safety Director for a retention period of one year.
- c. **Willful Major Safety Violations:** Intentional violation of a safety rule which would reasonably be expected to result in serious injury to the employee or a fellow worker.
1. The hazardous situation will be corrected.
 2. The employee will be removed from the job site, the event will be documented and forwarded to the Safety Director, and the employee will be discharged.

Employees are to understand that the primary purpose of documenting safety violations is to ensure that the important business of employee safety is taken seriously and that the potential for injury is reduced to the lowest possible level.

Schedule of Enforcement Actions for Violations within a 1 Year Period
Minor Violation

Offense	Action	Repeat of Same Offense	Action
1st	Written Notice	1st	1 Day Off
2nd	Written Notice	2nd	3 Days Off
3rd	1 Day Off	3rd	Dismissal
4th	2 Days Off		
5th	3 Days Off		
6th	Dismissal		

Major Violation

Offense	Action	Repeat of Same Offense	Action
1st	Written Notice	1st	4 Days Off
2nd	2 Days Off	2nd	Dismissal
3rd	4 Days Off		
4th	Dismissal		

HAZARDOUS JOB SITE MATERIALS

When working in or around older structures, potential asbestos and lead hazards **may** exist. On many job sites, the potential for crystalline silica exposure **may** exist. The presence of these hazards, and the appropriate PPE and respiratory protection requirements, will be disclosed before any work begins.

Should these materials be “discovered” as work progresses, we will protect our employees from these hazards by:

- a. identification of these items by the competent person.
- b. informing the owner, project designer, or engineer of the hazards.
- c. securing the areas in question until testing proves samples to be negative.

Asbestos can be found in pipe, wall, and boiler insulation; exterior sheeting; and flooring. Friable or crumbling asbestos presents the most hazard as it can float in the air and be inhaled into the respiratory system. Without respiratory protection, the microscopic asbestos fibers can enter the deepest portion of the lung, causing scar tissue to develop and stiffen the lung. The net result is a reduction of gas exchange -- a condition called asbestosis.

Lead can be found in water pipes, soldering, and paint. Lead is a heavy, toxic metal which can be absorbed into your body by ingestion and/or inhalation. It is a cumulative poison which can stay in your body for decades.

While massive doses of lead can kill in a matter of days, the more likely scenario on a job site is moderate exposure to asbestos or lead which probably would not create any health problems for years -- if at all.

Crystalline Silica can be readily found on many job sites in rocks as well as many concrete and masonry products. Crystalline Silica can be released in the air when employees are performing such tasks as:

- a. chipping, hammering, drilling, crushing, or hauling rock.
- b. abrasive blasting.
- c. sawing, hammering, drilling, or sweeping concrete or masonry.

Unprotected respiratory exposure to crystalline silica may cause a lung disease called silicosis.

Because of the chronic (long term) nature of these hazards, detrimental health effects due to exposure would not be immediately noticed.

The competent person on site will prevent exposures to these materials. Areas that contain the above materials will be cordoned off and protected with appropriate warning signs. Do not enter any restricted area unless dictated by job assignment and only after specific training for dealing with these hazards. The training would include PPE, respiratory protection, work procedures, medical surveillance, containment, hygiene, handling, testing, and labeling.

SPECIFIC OSHA COMPLIANCE PROGRAMS

When you are confronted by situations listed below, you must perform your tasks in accordance with our written programs which comply with specific OSHA standards. Below is an overview of each program.

Control of Hazardous Energy - Lockout/Tagout

Applicable: to servicing and maintenance of machines and equipment where the unexpected energization, start up or release of stored energy could occur and cause injury.

Not

Applicable: to routine, repetitive, integral procedures such as minor adjustments & tool changes. Work on cord and plug connected equipment where unplugging negates the hazard and the plug is in the control of the person doing the work.

Hazard: possibility of being crushed, dismembered, mangled, paralyzed, electrocuted, sliced, or punctured by the sudden release of energy such as the following sources: capacitor, chemical, counter weight, electrical, engine, flywheel, hydraulic, pneumatic, spring, thermal, or gravity.

Procedures

Preparation for Shutdown: Using the Energy Source Evaluation, all isolating devices must be located.

Equipment Shutdown: Inform the affected person and use normal shut down procedures.

Equipment Isolation: Physically isolate the equipment from its energy source(s) -- there may be more than one.

Device application: Apply color coded locks and/or tags to hold the isolating devices in a "Neutral" or "Off" position.

Release of Stored Energy: Dissipate stored energy.

Verification of Isolation: Prior to work, operate machine controls and ensure the machine will not operate.

Release from Lockout/Tagout: The person who applied the devices is the one who removes them after ensuring the area is clear and affected employees are informed.

Exposure Control Plan

(for bloodborne pathogens or other infectious materials)

An exposure control plan is required when emergency medical response is not available within a reasonable time frame and personnel are assigned as first aid providers as an additional duty.

The primary hazard relates to the possibility of infection resulting from exposure to blood-borne pathogens or other infectious materials while providing first aid to a trauma victim or cleaning up bodily fluids after an incident.

As a statement of policy, should an exposure control plan be required, Universal Precautions will be used. Essentially, this means that each trauma victim's blood, bodily fluids, and other potentially infectious materials will be treated as if they are known to be infectious.

First aid providers must understand:

- a. the hazards of bloodborne pathogens and other infectious materials.
- b. engineering & work practice controls designed to minimize possible exposure such as:
 1. handwashing equipment & procedures.
 2. eating; drinking & smoking prohibitions.
 3. the containment of contaminated sharps.
 4. the containment of other regulated waste.
 5. the disposal of contaminated sharps & regulated waste
 6. controlling splashing/spraying of potentially infectious materials.
 7. the prohibition of mouth pipetting (the mouth suction of blood through a tube).
- c. the need to place an impermeable barrier between potential infectious materials and the provider's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes using:
 1. disposable gloves
 2. utility gloves
 3. eye & respiratory protection
 4. protective body clothing
- d. hepatitis B epidemiology and how bloodborne pathogens are transmitted.

- e. the importance of hepatitis B vaccination within 24 hours of possible exposure.
- f. the procedure for incident report preparation and the importance of completing them, in writing, before the end of the work shift.

Fall Protection

Fall protection is required for employees working six feet or more above walking/working surface, when there is a potential for objects to fall on them, or when they are working around covers.

The obvious hazard is falling or being hit by a falling object.

A fall protection plan is required when conventional fall protection systems are infeasible.

Through training, employees must know where conventional fall protection systems are required such as when working on or around:

1. unprotected sides and edges
2. leading edges
3. hoist areas
4. holes
5. formwork & reinforcing steel
6. ramps, runways & other walkways.
7. excavations
8. dangerous equipment
9. overhand bricklaying & related work
10. roofing work on low-sloped roofs
11. steep roofs
12. precast concrete erection
13. residential construction
14. wall openings

Additionally, employees must understand:

- a. the selection, use, and maintenance of fall protection system(s).
- b. the types of fall protection systems:
 1. guardrail system
 2. personal fall arrest system
 3. safety net system

4. warning line system
5. safety monitoring system
6. positioning device system
7. controlled access zone (CAZ)
8. covers
9. protection from falling objects.

Forklifts

Forklifts include: fork trucks; tractors; platform lift trucks; motorized hand trucks; and other specialized industrial trucks powered by electric motors or internal combustion engines.

The primary hazards involved in truck operation are:

1. physically hitting a person/object with the truck or load.
2. having a load fall and hit the operator or other person.
3. having the truck tip and crush the operator or other person.
4. fire or explosion during refueling/recharging.

Supervisors should ensure that truck operators are authorized by the Program Administrator. Authority to operate a truck will be revoked if unsafe acts are observed or it is apparent that the operator has not retained the knowledge and job skills necessary to safely perform truck operations.

Supervisors should caution employees not involved with truck operations to stay clear of them due to limited visibility of the operator and the size and weight of the vehicle and load.

Hazard Communication

Practically all chemical products have physical or health hazards if they are inadvertently spilled or improperly used. Our Hazard Communication Plan details the methods used to keep our employees informed of these potential hazards.

The Program Administrator will ensure that all personnel understand:

- a. the importance and use of labels; material safety data sheets (MSDS); and the ready accessibility of MSDS.
- b. the physical & health hazards of chemicals used in the workplace.
- c. the methods used to detect the release of a hazardous chemical.

- d. the methods to protect oneself from chemical hazards including PPE; work practices; & emergency procedures.
- e. the need to share product information with other contractors.

Hearing Conservation

Supervisors are to ensure that employees are not exposed to occupational noises that exceed the levels listed below. Excessive noise may cause permanent hearing loss. Supervisors should be aware that hearing loss is often painless and unnoticeable.

Permissible Noise Exposures

<u>Sound level</u>	
<u>Duration per day, hours</u>	<u>dBA slow response</u>
8	90
6	92
4	95
3	97
2	100
1 1/2	102
1	105
1/2	110
1/4 or less	115

The Program Administrator will ensure that applicable standards are posted, medical surveillance and noise monitoring are instituted, and that all affected personnel understand the process of hearing and the importance of preventing hearing loss.

Permit-Required Confined Space

Permit-required confined spaces may present a very hazardous environment if specific procedures, testing, and training are not implemented prior to entry. As a reminder:

A confined space is a space that:

- is large enough and so configured that an employee can bodily enter and perform assigned work; and

- has limited or restricted means for entry or exit. These spaces may include: ventilation or exhaust ducts, bins and tanks, boilers, sewers, tunnels and open top spaces more than 4 feet in depth such as pits, tubs, and vessels; and

- is not designed for continuous employee occupancy.

A permit-required confined space is:

a confined space that contains any recognized serious safety or health hazards. These hazards may be: engulfment by materials; entrapment by space shape; inhalation of hazardous (possibly fatal) atmospheres.

Supervisors should ensure that employees understand:

1. the need to identify and evaluate permit space hazards before entry.
2. the need to test conditions before entry and monitor conditions during entry.
3. how to prevent unauthorized entry.
4. how to eliminated or control hazards for safe permit-space entry operations.
5. the need to ensure that at least one attendant is stationed outside the permit-required space for the duration of the entry operations.
6. how to coordinate and monitor entry operations when we are working with employees of another contractor or client within a permit-required confined space.
7. our procedures for emergency rescue.
8. the establishment of a written procedure for preparation, issuance, use, and cancellation of entry permits.

Personal Protective Equipment

A hazard assessment will be made on all job sites to determine what types of personal protective equipment (PPE) are appropriate. A major part of this hazard assessment will be determining what PPE needs can be eliminated through feasible engineering controls or work procedures.

Types of hazard categories that are considered are: impact; penetration; compression; chemical; heat; harmful dust; and light radiation.

The focus of PPE is to eliminate eye, hand, foot, limb, and head injury. Visitors exposed to the identified hazards will be loaned appropriate PPE (and given instruction in its use) prior to hazard exposure.

You must understand the limitations of your PPE; the correct procedure for putting on, adjusting, and removing the PPE; and the proper care, maintenance, and useful life of the PPE.

Cleanliness of PPE is of importance particularly when dealing with eye protection where fogging, scratches, or dirt can render the PPE a hazard rather than protection from a hazard.

Unique PPE required for job performance such as hard hats, respirators, ear plugs, safety goggles, etc. will be supplied to the employees. They are responsible for maintenance of the equipment issued to them. Items of PPE that are damaged or non-functioning should be turned in for repair or replacement.

For personal comfort and to eliminate nuisance noises and nuisance respiratory conditions that are not at or above the threshold level for required protection, dust masks and ear plugs may be used at any time.

Respiratory Protection

As a supervisor, it is extremely important that you do not allow employees to be exposed to atmospheres that do not contain clean, breathable air free from contaminants that exceed permissible exposure limits.

Respiratory hazards can range from mildly irritating to fatal.

Because of the serious consequences of improperly using respiratory protection, those for whom it applies, must understand:

1. the importance of medical approval for respiratory use.
2. the respirator selection process.
3. how to determine the service life of particulate filters.
4. fit testing.
5. user seal tests.
6. the importance of work area surveillance.
7. cleaning, inspection & maintenance of respirators.

Of course, job sites often contain nuisance dusts that do not exceed permissible exposure limits. In these cases, employees may wear dust masks for personal comfort. Supervisors should caution those wearing dust masks that they do not offer true respiratory protection.

Of course, job sites often contain nuisance dusts that do not exceed permissible exposure limits. In these cases, employees may wear dust masks for personal comfort.

OSHA standards require that if an employer provides respirators for employee voluntary use or if you provide your own respirator, you must be

provided Appendix D of 29 CFR 1910.134. This appendix is printed below and all employees must read it.

Standard Number: 1910.134 App D

Standard Title: (Mandatory) Information for Employees Using Respirators When not Required Under Standard.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard. You should do the following: 1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations. 2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you. 3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke. 4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]

Scaffolds & Ladders

Applicable: when you are required to install, use, or dismantle a scaffold or ladder.

Not

Applicable: to fall protection required on a walking/working surface six feet above a lower level -- this is addressed in a Fall Protection Program.

Hazards: fall, electrical, and falling objects.

The Program Administrator will ensure that employees understand:

1. the procedures for dealing with the above hazards.
2. the proper use of scaffolds & ladders
3. the load and the load-carrying capacities of the scaffold.

During routine job site inspections, supervisors should be constantly vigilant for violations of the below ladder safety rules and take immediate corrective action to ensure the safety of our employees:

- a. a stairway or a ladder will be provided at all personnel points of access where there is a break in elevation of 19 inches or more.
- b. ladders will never be overloaded.
- c. ladder rungs, cleats, and steps must be parallel, level, and uniformly spaced when a ladder is in position for use.
- d. ladders will not be tied or fastened together unless they are so designed.
- e. portable ladders used for gaining access to an upper level will extend at least 3 feet above the upper landing surface or the ladder will be secured at its top.
- f. ladders must be free of oil, grease, or other slipping hazards.
- g. ladders must be used for the purpose for which they were designed.
- h. non-self supporting ladders will be used at an angle that the horizontal distance from the top support to the foot of the ladder is approximately $\frac{1}{4}$ of the working length of the ladder.
- i. ladders will only be used on stable and level surfaces unless secured to prevent displacement.
- j. ladders shall not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental displacement.
- k. ladders placed in any location where they can be displaced by workplace activities or traffic will be secured to prevent accidental displacement, or a barricade will be used to keep the activities or traffic away from the ladder.
- l. the area around the top and bottom of the ladder shall be kept clear.
- m. ladders shall not be moved, shifted, or extended while occupied.
- n. the top step of a stepladder shall not be used as a step.
- o. portable ladders with structural defects will be immediately marked in a manner that readily identifies them as defective and removed from service.
- p. when ascending or descending a ladder, one must face the ladder.

- q. employees must use at least one hand to grasp the ladder when progressing up and/or down the ladder.
- r. employees are not to carry any object or load that could cause loss of balance and a resultant fall.

Appendix D

Code of Ethics and ASCE Guidelines for Engineering Grades

Code of Ethics¹

Fundamental Principles²

Engineers uphold and advance the integrity, honor and dignity of the engineering profession by:

1. using their knowledge and skill for the enhancement of human welfare and the environment;
2. being honest and impartial and serving with fidelity the public, their employers and clients;
3. striving to increase the competence and prestige of the engineering profession; and
4. supporting the professional and technical societies of their disciplines.

Fundamental Canons

1. Engineers shall hold paramount the safety, health and welfare of the public and shall strive to comply with the principles of sustainable development³ in the performance of their professional duties.
2. Engineers shall perform services only in areas of their competence.
3. Engineers shall issue public statements only in an objective and truthful manner.
4. Engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest.
5. Engineers shall build their professional reputation on the merit of their services and shall not compete unfairly with others.
6. Engineers shall act in such a manner as to uphold and enhance the honor, integrity, and dignity of the engineering profession and shall act with zero-tolerance for bribery, fraud, and corruption.
7. Engineers shall continue their professional development throughout their careers, and shall provide opportunities for the professional development of those engineers under their supervision.

Guidelines to Practice Under the Fundamental Canons of Ethics

Canon 1.

Engineers shall hold paramount the safety, health and welfare of the public and shall strive to comply with the principles of sustainable development in the performance of their professional duties.

- a. Engineers shall recognize that the lives, safety, health and welfare of the general public are dependent upon engineering judgments, decisions and practices incorporated into structures, machines, products, processes and devices.
- b. Engineers shall approve or seal only those design documents, reviewed or prepared by them, which are determined to be safe for public health and welfare in conformity with accepted engineering standards.
- c. Engineers whose professional judgment is overruled under circumstances where the safety, health and welfare of the public are endangered, or the principles of sustainable development ignored, shall inform their clients or employers of the possible consequences.
- d. Engineers who have knowledge or reason to believe that another person or firm may be in violation of any of the provisions of Canon 1 shall present such information to the proper authority in writing and shall cooperate with the proper authority in furnishing such further information or assistance as may be required.

- e. Engineers should seek opportunities to be of constructive service in civic affairs and work for the advancement of the safety, health and well-being of their communities, and the protection of the environment through the practice of sustainable development.
- f. Engineers should be committed to improving the environment by adherence to the principles of sustainable development so as to enhance the quality of life of the general public.

Canon 2.

Engineers shall perform services only in areas of their competence.

- a. Engineers shall undertake to perform engineering assignments only when qualified by education or experience in the technical field of engineering involved.
- b. Engineers may accept an assignment requiring education or experience outside of their own fields of competence, provided their services are restricted to those phases of the project in which they are qualified. All other phases of such project shall be performed by qualified associates, consultants, or employees.
- c. Engineers shall not affix their signatures or seals to any engineering plan or document dealing with subject matter in which they lack competence by virtue of education or experience or to any such plan or document not reviewed or prepared under their supervisory control.

Canon 3.

Engineers shall issue public statements only in an objective and truthful manner.

- a. Engineers should endeavor to extend the public knowledge of engineering and sustainable development, and shall not participate in the dissemination of untrue, unfair or exaggerated statements regarding engineering.
- b. Engineers shall be objective and truthful in professional reports, statements, or testimony. They shall include all relevant and pertinent information in such reports, statements, or testimony.
- c. Engineers, when serving as expert witnesses, shall express an engineering opinion only when it is founded upon adequate knowledge of the facts, upon a background of technical competence, and upon honest conviction.
- d. Engineers shall issue no statements, criticisms, or arguments on engineering matters which are inspired or paid for by interested parties, unless they indicate on whose behalf the statements are made.
- e. Engineers shall be dignified and modest in explaining their work and merit, and will avoid any act tending to promote their own interests at the expense of the integrity, honor and dignity of the profession.

Canon 4.

Engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest.

- a. Engineers shall avoid all known or potential conflicts of interest with their employers or clients and shall promptly inform their employers or clients of any business association, interests, or circumstances which could influence their judgment or the quality of their services.
- b. Engineers shall not accept compensation from more than one party for services on the same project, or for services pertaining to the same project, unless the circumstances are fully disclosed to and agreed to, by all interested parties.
- c. Engineers shall not solicit or accept gratuities, directly or indirectly, from contractors, their agents, or other parties dealing with their clients or employers in connection with work for which they are responsible.
- d. Engineers in public service as members, advisors, or employees of a governmental body or

- department shall not participate in considerations or actions with respect to services solicited or provided by them or their organization in private or public engineering practice.
- e. Engineers shall advise their employers or clients when, as a result of their studies, they believe a project will not be successful.
 - f. Engineers shall not use confidential information coming to them in the course of their assignments as a means of making personal profit if such action is adverse to the interests of their clients, employers or the public.
 - g. Engineers shall not accept professional employment outside of their regular work or interest without the knowledge of their employers.

Canon 5.

Engineers shall build their professional reputation on the merit of their services and shall not compete unfairly with others.

- a. Engineers shall not give, solicit or receive either directly or indirectly, any political contribution, gratuity, or unlawful consideration in order to secure work, exclusive of securing salaried positions through employment agencies.
- b. Engineers should negotiate contracts for professional services fairly and on the basis of demonstrated competence and qualifications for the type of professional service required.
- c. Engineers may request, propose or accept professional commissions on a contingent basis only under circumstances in which their professional judgments would not be compromised.
- d. Engineers shall not falsify or permit misrepresentation of their academic or professional qualifications or experience.
- e. Engineers shall give proper credit for engineering work to those to whom credit is due, and shall recognize the proprietary interests of others. Whenever possible, they shall name the person or persons who may be responsible for designs, inventions, writings or other accomplishments.
- f. Engineers may advertise professional services in a way that does not contain misleading language or is in any other manner derogatory to the dignity of the profession. Examples of permissible advertising are as follows:
 - Professional cards in recognized, dignified publications, and listings in rosters or directories published by responsible organizations, provided that the cards or listings are consistent in size and content and are in a section of the publication regularly devoted to such professional cards.
 - Brochures which factually describe experience, facilities, personnel and capacity to render service, providing they are not misleading with respect to the engineer's participation in projects described.
 - Display advertising in recognized dignified business and professional publications, providing it is factual and is not misleading with respect to the engineer's extent of participation in projects described.
 - A statement of the engineers' names or the name of the firm and statement of the type of service posted on projects for which they render services.
 - Preparation or authorization of descriptive articles for the lay or technical press, which are factual and dignified. Such articles shall not imply anything more than direct participation in the project described.
 - Permission by engineers for their names to be used in commercial advertisements, such as may be published by contractors, material suppliers, etc., only by means of a modest, dignified notation acknowledging the engineers' participation in the project described. Such permission shall not include public endorsement of proprietary products.
- g. Engineers shall not maliciously or falsely, directly or indirectly, injure the professional reputation, prospects, practice or employment of another engineer or indiscriminately criticize another's work.

- h. Engineers shall not use equipment, supplies, laboratory or office facilities of their employers to carry on outside private practice without the consent of their employers.

Canon 6.

Engineers shall act in such a manner as to uphold and enhance the honor, integrity, and dignity of the engineering profession and shall act with zero-tolerance for bribery, fraud, and corruption.

- a. Engineers shall not knowingly engage in business or professional practices of a fraudulent, dishonest or unethical nature.
- b. Engineers shall be scrupulously honest in their control and spending of monies, and promote effective use of resources through open, honest and impartial service with fidelity to the public, employers, associates and clients.
- c. Engineers shall act with zero-tolerance for bribery, fraud, and corruption in all engineering or construction activities in which they are engaged.
- d. Engineers should be especially vigilant to maintain appropriate ethical behavior where payments of gratuities or bribes are institutionalized practices.
- e. Engineers should strive for transparency in the procurement and execution of projects. Transparency includes disclosure of names, addresses, purposes, and fees or commissions paid for all agents facilitating projects.
- f. Engineers should encourage the use of certifications specifying zero-tolerance for bribery, fraud, and corruption in all contracts.

Canon 7.

Engineers shall continue their professional development throughout their careers, and shall provide opportunities for the professional development of those engineers under their supervision.

- a. Engineers should keep current in their specialty fields by engaging in professional practice, participating in continuing education courses, reading in the technical literature, and attending professional meetings and seminars.
- b. Engineers should encourage their engineering employees to become registered at the earliest possible date.
- c. Engineers should encourage engineering employees to attend and present papers at professional and technical society meetings.
- d. Engineers shall uphold the principle of mutually satisfying relationships between employers and employees with respect to terms of employment including professional grade descriptions, salary ranges, and fringe benefits.

¹The Society's Code of Ethics was adopted on September 2, 1914 and was most recently amended on July 23, 2006. Pursuant to the Society's Bylaws, it is the duty of every Society member to report promptly to the Committee on Professional Conduct any observed violation of the Code of Ethics.

²In April 1975, the ASCE Board of Direction adopted the fundamental principles of the Code of Ethics of Engineers as accepted by the Accreditation Board for Engineering and Technology, Inc. (ABET).

³In October 2009, the ASCE Board of Direction adopted the following definition of Sustainable Development: "Sustainable Development is the process of applying natural, human, and economic resources to enhance the safety, welfare, and quality of life for all of the society while maintaining the availability of the remaining natural resources."

McCafferty Brinson Consulting, LLC

EMPLOYEE ACKNOWLEDGMENT

PLEASE READ, SIGN, & RETURN THIS FORM TO THE JOB SITE SUPERVISOR OR THE SAFETY PROGRAM ADMINISTRATOR.

I have read and understand the contents of this Employee Handbook.

I will, to the best of my ability, work in a safe manner and follow established work rules and procedures.

I will ask for clarification of safety procedures of which I am not sure **prior** to performing a task.

I will report to the job site supervisor or competent person any unsafe acts or procedures and will ensure they are addressed and resolved before continuing work.

I understand that the complete safety program is located at:

633 S Andrews Ave Suite 402
Ft Lauderdale, FL 33301

and is available for my review.

(Employee Name)

(Signature)

(Date)

ASCE Guidelines for Engineering Grades

ASCE's Guidelines for Engineering Grades were created to help engineers and their employers recognize an engineer's level of professional development and career advancement. The guidelines outline the knowledge, skills, and responsibilities associated with engineers at each grade.

The descriptions cover typical requirements for a wide range of engineering organizations and positions. In addition, many organizations do not offer the full array of grades listed. In applying the guidelines, keep the following in mind:

- These descriptions should be considered as typical characteristics of an engineer at a particular grade, rather than minimum requirements.

- Conformance with every item may not be required to achieve a specific grade.
- The grade descriptions include language applicable to both technical and management career paths.
- In general, compensation and benefits increase with higher grades; however, they are determined by many variables that may not be included in these guidelines.

Additional information can be obtained from ASCE's Manuals and Reports on Engineering Practice No. 103, *Guide to Hiring and Retaining Great Civil Engineers*, and the current *ASCE Engineering Income and Salary Survey*.

Acknowledgments

The ASCE Committee on Professional Practice's Committee on Employment of Civil Engineers would like to acknowledge and thank the following organizations and their human resource departments for their assistance in revising the engineering grades guideline.

CH2M HILL
Federal Highway Administration
National Society of Professional Engineers
Nevada Department of Transportation
Nevada State Board of Engineers and Land Surveyors



	Grade I	Grade II	Grade III	Grade IV	Grade V	Grade VI	Grade VII	Grade VIII
General Characteristics	<ul style="list-style-type: none"> • Acquires limited knowledge and develops basic skills. • Applies prescribed techniques and procedures in accordance with established criteria to perform assigned tasks. • Performs routine technical work which does not require previous experience. • Acquires an understanding of professional and ethical responsibilities. 	<ul style="list-style-type: none"> • Acquires basic knowledge and develops skills in a specific practice area. • Applies standard techniques, procedures, and criteria to perform assigned tasks as part of a broader assignment. • Exercises limited judgment on details of work and in application of standard methods for conventional work. 	<ul style="list-style-type: none"> • Develops broad knowledge and skills in a specific practice area. • Evaluates, selects, and applies standard techniques, procedures, and criteria to perform a task or sequence of tasks for conventional projects with few complex features. • Collaboratively uses judgment to determine adaptations in methods for nonroutine aspects of assignments. • Works on small projects or portions of larger projects. 	<ul style="list-style-type: none"> • Applies broad knowledge of principles and practices in a specific practice area. • Independently evaluates, selects, and adapts standard techniques, procedures, and criteria. • Acquires general knowledge of principles and practices of related fields, and ability to function on multidisciplinary teams. • Works on multiple projects of moderate size or portions of major projects. 	<ul style="list-style-type: none"> • Independently applies extensive and diversified knowledge of principles and practices in broad areas of assignments and related fields. • Uses advanced techniques in the modification or extension of theories and practices of sciences and disciplines to complete assignments. • Works on a major project or several projects of moderate scope with complex features. 	<ul style="list-style-type: none"> • Applies a thorough knowledge of current principles and practices of engineering as related to the variety of aspects affecting his or her organization. • Applies knowledge and expertise acquired through progressive experience to resolve crucial issues and/or unique conditions. • Keeps informed of new methods and developments affecting his or her organization, and recommends new practices or changes in emphasis of programs. • Works on programs of limited complexity and scope. 	<ul style="list-style-type: none"> • Uses creativity, foresight, and mature judgment in anticipating and solving unprecedented problems. • Makes decisions and recommendations that are authoritative and have an important impact on extensive organizational activities. • Sets priorities and reconciles directions from competing interests. • Works on programs with complex features. 	<ul style="list-style-type: none"> • Makes decisions with broad influence on the activities of his or her organization. • Makes authoritative decisions and recommendations that are conclusive and have a far-reaching impact on the organization. • Demonstrates a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive programs and activities of major consequence.
Technical Responsibilities	<ul style="list-style-type: none"> • Collects data and gathers information or documents. • Performs standard computations or analysis. • Prepares drawings and visual aids. • Observes construction activities. • Performs basic survey work. 	<ul style="list-style-type: none"> • Performs basic design tasks. • Assists on other tasks such as: preparation of permit applications, material testing, drawings, and computer-aided design (CAD) work. 	<ul style="list-style-type: none"> • Performs moderate design tasks. • Prepares portions of project documents. • Edits specifications. • Performs research and investigations. 	<ul style="list-style-type: none"> • Designs a complete project, system, component, or process. • Prepares complete project documents. • Designs and conducts experiments, and analyzes and interprets data. • Formulates and solves problems. 	<ul style="list-style-type: none"> • Reviews complete project documents for conformity and quality assurance. • Develops new techniques and/or improved processes, materials, or products. • Assists upper level management and staff as a technical specialist or advisor. 	<ul style="list-style-type: none"> • Serves as the technical specialist for the organization in the application of advanced concepts, principles, and methods in an assigned area. • Keeps informed of new developments and requirements affecting the organization for the purpose of recommending changes in programs or applications. • Interprets, organizes, executes, and coordinates assignments. 	<ul style="list-style-type: none"> • Develops standards and guidelines. • Leads the organization in a broad area of specialization or in a narrow but intensely specialized field. 	<ul style="list-style-type: none"> • Performs advisory or consulting work for the organization for broad program areas or an intensely specialized area with innovative or important aspects.
Managerial Responsibilities	<ul style="list-style-type: none"> • No managerial responsibilities at this level. 	<ul style="list-style-type: none"> • Assigns tasks to and coordinates with technicians or administrative staff. 	<ul style="list-style-type: none"> • Assigns tasks to and coordinates work with entry-level engineers, technicians, or administrative staff. • Assists in determining schedule and budget requirements. 	<ul style="list-style-type: none"> • Assigns tasks to and directs engineers, technicians, and administrative staff. • Plans and coordinates detailed aspects of the engineering work. • Prepares scopes, budgets, and schedules for assignments. • Assists with proposals to provide professional services or obtain funding for engineering projects or programs. 	<ul style="list-style-type: none"> • Supervises all staff necessary to complete assignments. • Reviews and approves scopes, budgets, and schedules for assignments. • Prepares proposals to provide professional services or obtain funding for engineering projects or programs. 	<ul style="list-style-type: none"> • Supervises a staff of engineers and technicians. • Plans, schedules, or coordinates the preparation of documents or activities for multiple major projects, or is responsible for an entire program of an organization. • Reviews operational procedures to ensure compliance with applicable policies and performance measures. 	<ul style="list-style-type: none"> • Supervises several organizational segments or teams. • Recommends facilities, personnel, and funds required to carry out programs. • Oversees the technical, legal, and financial issues of an entire program. • Determines program objectives and requirements. • Develops standards and guidelines. 	<ul style="list-style-type: none"> • Leads an entire program of critical importance. • Decides the kind and extent of engineering and related programs needed for accomplishing the objectives of an organization.
Direction Received	<ul style="list-style-type: none"> • Receives close supervision on all aspects of assignments. 	<ul style="list-style-type: none"> • Receives close supervision on unusual or difficult problems, and general review of all aspects of work. 	<ul style="list-style-type: none"> • Receives instruction on specific objectives. • Receives direction on unconventional and/or complex problems, and possible solutions. • Receives a thorough review of completed work for application of sound professional judgment. 	<ul style="list-style-type: none"> • Receives general direction on key objectives. • Receives guidance when necessary on unconventional or complex problems, direction on modified techniques, and new approaches on assignments with conflicting criteria. 	<ul style="list-style-type: none"> • Receives supervision and guidance relating to overall objectives, critical issues, new concepts, and policy matters. • Receives direction on unusual conditions and developments. 	<ul style="list-style-type: none"> • Receives administrative supervision with assignments given in terms of broad general objectives and limits. 	<ul style="list-style-type: none"> • Receives administrative supervision with assignments given in terms of broad general objectives and limits. 	<ul style="list-style-type: none"> • Receives general administrative direction from a board of directors or regional council.
Communication Skills	<ul style="list-style-type: none"> • Possesses basic oral and written communication skills. • Interacts with other staff. 	<ul style="list-style-type: none"> • Interacts with staff, general public, officials, and contractors. 	<ul style="list-style-type: none"> • Possesses effective oral and written communication skills. • Assists with client, customer, or official contacts and communication pertaining to specific assignments or meetings. 	<ul style="list-style-type: none"> • Interacts with clients, customers, officials, contractors, and others. • Attends project meetings and presents specific aspects of engineering assignments. 	<ul style="list-style-type: none"> • Possesses advanced oral and written communication skills. • Represents the organization in communications and conferences pertaining to broad-aspects of engineering assignments. 	<ul style="list-style-type: none"> • Routinely interacts with clients, customers, officials, contractors, and others. • Leads project meetings and makes presentations. • Represents the organization and maintains liaison with individuals and related organizations. 	<ul style="list-style-type: none"> • Possesses exceptional oral and written communication skills. • Routinely interacts with organization leaders, clients, customers, officials, contractors, and others. • Initiates and maintains extensive contacts with key engineers and officials, or other organizations and companies. • Demonstrates skills in persuasion and negotiation of critical issues. 	<ul style="list-style-type: none"> • Negotiates critical and controversial issues with top-level engineers and officers of other organizations and companies. • Conducts presentations and may participate in media interviews. • Represents his or her organization at important functions or conferences, including media interviews as required.
Typical Titles	Engineer in Training, Engineering Intern, Assistant Engineer, Junior Engineer, Staff Engineer, Engineering Instructor			Civil Engineer, Associate Engineer, Project Engineer, Resident Engineer, Assistant Professor	Senior Engineer, Project Manager, Associate Professor	Principal Engineer, District Engineer, Engineering Manager, Professor	Director, Program Manager, City Engineer, County Engineer, Division Engineer, Department Head, Vice President	Bureau Engineer, Director of Public Works, Dean, President
Experience	0+ years	1+ years	3+ years	4+ years	8+ years	10+ years	15+ years	20+ years
Education	Bachelor's degree in engineering from an ABET/EAC accredited program			Bachelor's degree in engineering from an ABET/EAC accredited program, master's degree or equivalent, engaged in life-long learning to maintain knowledge of contemporary issues, doctorate for faculty				
Licensure and Certification	Engineer in Training, Engineering Intern			Professional Engineer		Professional Engineer, advanced credentials such as specialty certification		
Professional Activities	Member of professional practice organization	Member of professional practice organization, member of local program or committee		Member of professional practice organization, chair of local program or committee	Member of professional practice organization, national board member or officer, national technical or policy committee member		Member of professional practice organization, national board member or officer, recognized expert on statewide activity, resource for national activities and organization	Member of professional practice organization, recognized expert on national activity or spokesperson for the profession
Community Activities	Involved in outreach activities with community service organizations.			Organizes and leads community service programs.			Serves on local planning or policy boards.	
Equivalent Federal General Schedule	GS-5	GS-7	GS-9	GS-11	GS-12	GS-13	GS-14	GS-15, Senior Executive Service (SES)

Appendix B

TCN Drug Free Workplace

Appendix C

MBC Safety Manual

Appendix D

ASCE Guidelines for Engineering Grades