



McCAFFERTY BRINSON
consulting

Employee Handbook

Edition 1.13 (Revised 11-2024)

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 as provided on by your Supervisor.

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 Personal Phone Policy

The MBC cell phone policy offers general guidelines for using personal and company cell phones during work hours. The purpose of this policy is to help us all get the most out of the advantages cell phones offer our company while minimizing distractions, accidents, and frustrations improper cell phone use can cause.

Cell Phone Use Guidelines:

The following are MBC's basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks.

- Never use a cell phone while driving.
- Never use a cell phone while operating equipment.
- Do not use cell phones for browsing the internet, gaming or streaming services during work hours.
- Avoid using cell phones for personal tasks during work hours.
- Do not use cell phones during client meetings.
- Do not use cell phones to record confidential information.

Disciplinary Action:

Improper use of cell phones may result in disciplinary action. Continued use of cell phones at inappropriate times or in ways that distract from work may lead to having cell phone privileges revoked and/or employee termination.

Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination.

3.13 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 is 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.

3.14 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.

3.15 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.

3.16 Performance Evaluations

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

3.17 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 Remote Work

Unless otherwise specified during the hiring process, all MBC employees are considered in-house (non-remote) employees. MBC may on occasion permit remote work hours at the discretion of the employee's Supervisor. The remote work hours request will be made at least 14 days in advance. Remote work hours may be permitted without 14 days in the case of urgent matter, at the discretion of the employee's Supervisor. Remote work hours requests will not be permitted during an employees' PTO (vacation) to promote a satisfying work/life balance.

4.3 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.

4.4 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.

4.5 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.

4.6 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.

4.7 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	CGC
	Management	Time Mangt	Legal and Contracts	PMP	TBD
	Speaking/Presentations	-	Attend	Present tech paper	TBD
	Auto CAD/ BIM/ GIS	Internal Training	REVIT/3D	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.

16-20: 240 working hours per year, earned at a rate of 9.2308 hours for each bi-weekly pay period in a calendar year.

21-25: 280 working hours per year, earned at a rate of 10.7692 hours for each bi-weekly pay period in a calendar year.

26-30: 320 working hours per year, earned at a rate of 12.3077 hours for each bi-weekly pay period in a calendar year.

31+: 360 working hours per year, earned at a rate of 13.8462 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.

5.7 Maternity Leave

Due to MBC's size (less than 50 employees) MBC is not subject to the Family Medical Leave Act (FMLA). However, MBC will provide up to 4-weeks of unpaid maternity/paternity leave for exempt personnel if the employee has worked at least 24 months prior to delivery or adoption.

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.

6.6 Statement of Surveillance

MBC has security cameras in use on company premises to provide office security, against theft and property damage. The camera locations are in common (non-private) areas which may include hallways, offices, and conference room. Employees may have access to the available footage upon written request, at the discretion of their Supervisor. MBC requires employees to exhibit professional workplace behavior.

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

See MBC Portal

Appendix C
MBC Safety Manual

See [MBC Portal](#)

Appendix D

ASCE Guidelines for Engineering Grades