



As a new or current employee, I understand the following benefits, employee requirements, and their conditions.

1. I understand that the safety equipment given to me is J&M property and is to be returned to J&M immediately upon me quitting or being terminated. If not returned the cost will be deducted from my last check.
2. I understand that the cost of the tools I purchase from J&M will be deducted from my paychecks until paid in full. I understand that if I quit, or I am terminated prior to the tools being paid in full, the balance for the tools will be due immediately and taken out of my last paycheck. There are no refunds for unused tools.
3. I understand that if I need to take time off for appointments, vacations, or any other reason it must be scheduled through Jamin or Cody 1 week or more in advance so that notes can be made on weekly manpower for the foreman. If time off is not scheduled 1 week or more in advance it will be an unexcused absence on my attendance record.
4. I understand that it is my responsibility to be at work on time in the morning so I can attend the morning safety meeting. If I fail to consistently be on time, I understand that it could lead to suspension or termination. Being on time for the morning meeting and fit for duty is a critical part of the job.

5. J&M works diligently to offer a well-rounded benefits package to its employees and pay competitive and fair wages within the company and in the industry. As part of this commitment J&M performs semi-annual wage reviews for all hourly employees every January/February and June/July. I understand that my wage is a direct result of this review process and is based on my personal performance, attendance, skill set, attitude, progression in the trade, and safe working habits, and tyfoom participation.
6. I understand that I will receive an email to sign up for, health insurance, dental insurance, and vision insurance, and I have 60 days from the date of hire to sign up for any or all of these insurance benefits online.
7. I understand that after 1 year of service I am eligible to be enrolled in the 401K plan, and if I choose to participate in the 401K plan it is my responsibility to request the enrollment forms from the office and return them upon completion.
8. I understand that after 1 year of service I will start gaining PTO at the rate of 1 minute per hour worked (approx. 40 hrs pto/yr) as a reward for being a reliable J&M employee. I understand that PTO is a tracked monthly and to gain PTO for the previous month I must have no more than 2 late to works, zero no call/no shows, and no more than 5 missed Tyfoom trainings at the end of the month. I understand that I can use PTO if I am sick, want to take vacation, want to take a personal day, or I can just cash it in even if I have worked a full week and just need the extra money. I also understand that I can roll over my PTO and keep up to a maximum of 80 hours. I understand that if I quit without giving 2 weeks notice or if I am terminated, I forfeit whatever PTO I have at that time.
9. I understand that after 1 year of service I will get paid for 3 holidays. I will be paid 8 hours for each of the following holidays, Thanksgiving, Christmas, and New Years.
10. I understand that when I am at work, I need to be mindful to stay off my phone and on task. And if I run out of things to do I need to ask my supervisor what's next.
11. I understand that it is my personal responsibility to put J&M's safety policies into practice, especially wearing my PPE, and utilizing 100% tie off. I also understand it is my responsibility to do my part to make sure others are working safely, we all have to do our part to look out for one another.
12. I understand that if I sustain any injury, no matter how minor, it is my responsibility to report it to my foreman before leaving the jobsite at the end of the workday.
13. I understand that if I am ever confused about what I am supposed to do or how to do a task safely it is my responsibility to ask for help & clarification.

14. I understand if I damage any material or equipment on the jobsite, it is my responsibility to report it to my foreman before leaving the jobsite at the end of the workday.
15. I understand it is my responsibility to read the GHS manual and the Environmental Health Safety & Quality Control manual. If I do not understand any portion of the GHS or EHS & QC manual it is my responsibility to ask my supervisor to explain the portion, I do not understand to me.
16. I understand that upon 60 days of service I will get a \$200 new hire bonus, and upon 120 days of service I will get another \$200 new hire bonus.

➤ We're happy you have joined the J&M team! Please let us know if you don't understand any of the above statements so we can explain them to you. If you understand and agree with the above statements, please sign and date below.

Signature\_\_\_\_\_Date\_\_\_\_\_