

AMERICAN LEGACY STUCCO & STONE

EMPLOYEE

HANDBOOK



AMERICAN
LEGACY



**Many of our resources are available in
English and Spanish.**

Please use whichever version best serves you.

English



Spanish



We are happy to help in any language.

If you require assistance, please email us at
HR@american-stucco.com.

Contact Us



ABOUT THIS HANDBOOK

This handbook was developed to provide information about the Company's policies, practices, programs, and benefits.

The handbook applies to all employees. It is important to read, understand, and comply with all handbook provisions. If you have any questions about the handbook, please contact your manager or the Human Resources department at HR@american-stucco.com.

This handbook is not a binding contract between the Company and its employees and is not intended to alter the at-will employment relationship. It's also important to remember that this handbook provides general guidelines, and other information, such as benefit plans, will be described in other documents.

The Company reserves the right to modify, rescind, delete, or add to the provisions of this handbook at any time, consistent with applicable law. The Company also reserves the right to interpret the policies in this handbook at its discretion.

This handbook supersedes and replaces any and all employee policies and manuals previously distributed or made available to employees.



HANDBOOK CONTENTS

INTRODUCTION

About This Handbook	3
Welcome	5
Mission Statement	5
Language Access	5

RIGHTS AND OBLIGATIONS

Employment-At-Will	6
Equal Employment	6
Americans w Disabilities	6
Pregnancy & Childbirth	7
Nursing Mother's	8
Family Medical Leave	9

STANDARDS OF CONDUCT

Non-Harassment/Discrimination	11
Workplace Violence Prevention	12
Drug-Free Workplace	13
Employee Conduct	14

EMPLOYMENT POLICIES

Employee Categories	15
Payroll	16
Punctuality & Attendance	18
Timekeeping	18
Scheduling & Availability	19
Overtime	19
Employment Records	20
Performance Reviews	20
Dispute Resolution	22
Administrative Discharge	23
References	23

BENEFITS & LEAVE

Benefits Overview	24
Group Insurances	24
Retirement	25
Paid Time Away from Work	26

Paid Holidays	26
Paid Time Off	27
Paid Sick Time	27
Jury Duty	29
Voting Leave	29
Victim Leave	29
Military Leave	30
Unpaid Leave of Absence	31

ENVIRONMENTAL, HEALTH & SAFETY

Commitment to Safety	32
Job Site Conduct	32
Worksite Care & Cleanliness	33
Accident & Injury Reporting	33
Non-Retaliation	34
Tools & Equipment	34
Personal Protective Equipment	34
Elevated Working Conditions	35
Vehicle Use & Maintenance	35
Environmental Compliance	37
Hazard Communication	37

COMPANY POLICIES

Electronic Notices	38
Media Release	38
Conflict of Interest	38
Hiring Relatives/Sig Others	39
Confidential Company Info	39
Company Property	40
Company Computers/Systems	40
Employee-Owned Devices	41
Personal Visitors & Phone	42
Smoking	42
No Solicitation/Distribution	42
Recording Devices	42
Workplace Searches	42
Social Media	43

INTRODUCTION

Welcome

On behalf of American Legacy Stucco & Stone ("American Legacy Stucco & Stone" or "the Company"), let us extend a warm and sincere welcome. We hope you enjoy your work here and are glad to have you with us. We understand that our employees provide the services that our customers rely upon. We believe each employee contributes directly to American Legacy Stucco & Stone's growth and success.

We hope your experience here will be challenging, enjoyable, and rewarding. We are excited to have you as part of our team!

Mission Statement

On Time. On Spec. Every Time.

At American Legacy Stucco and Stone, our mission is to be the trusted partner of residential homebuilders across the Phoenix Valley by delivering stucco and masonry finishes that combine consistent quality, reliability, speed, and flexibility.

We take pride in completing every project on time and on spec, adapting to our clients' needs while upholding lasting craftsmanship and attention to detail. Guided by integrity, safety, and efficiency, we build exteriors that endure — and lasting partnerships with the builders and communities we serve.

Language Access

American Legacy Stucco & Stone values clear communication with all employees. We recognize that English may not be every employee's first language, and we do not want language concerns to prevent anyone from fully understanding all job-related materials, expressing their views, raising concerns, or requesting assistance.

Employees are encouraged to communicate with Human Resources in their preferred language by email at HR@american-stucco.com.

Written communication ensure that we can review, track, and address issues promptly and clearly, without language complications.

Whenever possible, Spanish versions of Company policies and forms will be made available. Please note, however, that no translation service is 100% reliable. In the event of any inconsistency, the English version will control. Employee feedback on translation accuracy is always welcome, and we encourage you to let us know if you find opportunities to improve the clarity of any translated materials.



Click this icon for a direct link to us.



RIGHTS & OBLIGATIONS

Employment-At-Will

Employment with American Legacy Stucco & Stone is at-will. This means that either you or the Company may terminate your employment at any time, for any reason, with or without cause, and with or without notice.

Nothing in this employee handbook or in any oral or written statement limits the right to terminate employment-at-will unless otherwise dictated by state law. Only the Owner of the Company has the authority to enter into an employment agreement with any employee providing for employment other than at-will, and any such agreement must be in writing.

Apart from employment-at-will, which can only be altered by the Owner, the terms and conditions of your employment with American Legacy Stucco & Stone may be modified at the sole discretion of the Company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term, or condition of employment can be established by any other statement, conduct, policy, or practice.

Equal Employment Opportunity

American Legacy Stucco & Stone is an equal opportunity employer and does not discriminate against employees or applicants on the basis of an individual's race, sex (including pregnancy, gender identity, and sexual orientation), color, religion, national origin, age, disability, genetic information, military or veteran status, or any other status protected by applicable law.

This policy applies to all aspects of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Americans with Disabilities Act (ADA)

American Legacy Stucco & Stone is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and relevant state laws. It is our policy not to discriminate against any qualified employee or applicant because of their disability.

Consistent with this policy of non-discrimination, the Company will evaluate requests for accommodation through an interactive process and will provide a reasonable accommodation to a qualified individual with a disability, allowing them to perform the essential functions of their job, provided such accommodation does not constitute an undue hardship to the Company.

The Company reserves the right to propose an alternative accommodation, so long as such accommodation is equally effective in accommodating the disability.

Any employee or job applicant who has questions regarding this policy, would like to request an accommodation, or believes they have been discriminated against, should notify the Human Resources Department by email at HR@american-stucco.com.

Non-Retaliation

Any individual who reports conduct in violation of this policy or participates in an investigation will not be retaliated against. If you believe that you have experienced retaliation, please report your concerns to your manager or the Human Resources Department at HR@american-stucco.com.

Pregnancy and Childbirth Accommodations

In accordance with the Pregnant Workers Fairness Act (PWFA) and applicable state or local laws, the Company is committed to providing reasonable accommodations for employees and applicants with known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would impose an undue hardship on business operations.

Examples of Reasonable Accommodations

Accommodations will be determined on a case-by-case basis through an interactive process between the employee and the Company. Examples may include, but are not limited to:

- Additional break time for rest, restroom use, meals, and hydration.
- Seating accommodations for jobs that typically require standing or vice versa.
- Schedule adjustments, remote work, or light-duty assignments.
- A temporary modification of job duties or restructuring of non-essential tasks.
- Access to a private space (not a restroom) for lactation needs.
- Modified uniforms, equipment, or devices.
- Temporary leave or reduced hours when necessary.

Requesting an Accommodation

Employees or applicants who need an accommodation should notify the Human Resources Department at hr@american-stucco.com as soon as possible. Requests should include:

- A description of the limitation requiring accommodation.
- The type of accommodation being requested.
- How the accommodation will help address the limitation.

In some cases, medical documentation may be requested to better assess the need for accommodation, except where:

- The limitation is obvious.
- The Company is already aware of the limitations.
- The Company does not normally require documentation in similar situations.
- The request is for accommodations presumed reasonable, such as additional breaks for restroom use, eating, drinking, or lactation needs, carrying or keeping water, or seating adjustments.

Interactive Process & Undue Hardship Consideration

The Company will engage in an interactive discussion with the requesting employee to explore potential accommodations.

While efforts will be made to meet requests, certain accommodations may not be granted if they impose an undue hardship, such as significantly affecting business operations, safety, or financial feasibility.

Leave as an Accommodation

If necessary, leave may be provided as a reasonable accommodation. Such leave may run concurrently with other applicable leave policies, including the Family and Medical Leave Act (FMLA) or state and local leave laws. However, the Company will not require leave if another reasonable accommodation is available.

Non-Retaliation

No employee or applicant will face retaliation, discrimination, or adverse action for requesting or using an accommodation under this policy. Employees who believe they have experienced retaliation should report concerns immediately to the Human Resources Department at HR@american-stucco.com.

Nursing Mother's Policy

American Legacy Stucco & Stone supports breastfeeding parents by accommodating those who wish to express breast milk during the workday while they are separated from a nursing child.

For up to one year after the child's birth, any employee who is breastfeeding their child will be provided reasonable break times as needed to express breast milk. If applicable, these breaks may run concurrent with scheduled or paid break times but are otherwise considered unpaid unless designated by state law. If this Nursing Parents Policy differs from applicable law, the more generous of the two will apply.

American Legacy Stucco & Stone will designate a private, non-bathroom space for this purpose as needed. On construction job sites, the foreman or site supervisor will coordinate access to a private, non-bathroom location such as an on-site construction office, trailer, or model home complex. The space must be clean, hygienic, and fit for use.

Employees may store expressed breast milk at the workplace, using an employee-provided cooler or, if available, in a designated refrigerator. Storage containers must be clearly labeled. Employees storing milk at the workplace assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

Any questions regarding the Nursing Parents Policy may be directed to the Human Resources Department at HR@american-stucco.com.

Family and Medical Leave Act (FMLA)

If an employee must be away from work because of a serious health condition of their own or a qualified family member, they may be eligible for Family and Medical Leave Act (FMLA) leave.

Under the FMLA, an employee who has worked for at least 1,250 hours in the previous twelve months and who is employed at a worksite where fifty or more employees of the Company work within seventy-five miles is eligible for FMLA leave.

Up to twelve weeks of unpaid leave per year are available for the following reasons:

- The birth of a child and care for the newborn child;
- Placement of a child into adoptive or foster care with the employee;
- Care for a spouse, child, or parent who has a serious health condition;
- Care for the employee's own serious health condition;
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member who is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces of the United States; or
- To care for a spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative) who is a "covered servicemember" and who has incurred a serious injury or illness in the line of duty while on active duty in the Armed Forces.

Family and medical leave may be taken for up to twelve workweeks for the birth of an employee's child; the placement of a child with the employee for foster care or adoption; to care for an employee's spouse, son, daughter, or parent with a serious health condition; due to the employee's serious health condition; or because of a qualifying exigency. Military caregiver leave may be taken for up to twenty-six work weeks.

Where state or local leave laws offer greater protections or benefits to employees, the protections and benefits provided by those laws will govern.

All time off that qualifies as family and medical leave will be counted against the employee's federal and, if applicable, state family and medical leave entitlement to the fullest extent permitted by law.

If the need for leave is foreseeable, employees should notify their manager and Human Resources 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify their manager and Human Resources at HR@american-stucco.com as soon as practicable.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or the employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work.

Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition may be asked to submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule if medically necessary but may not be taken intermittently for the care of a newborn or newly adopted child, unless that care is for a serious illness. When leave is taken intermittently, the Company may transfer the employee to another position with equivalent pay and benefits, which is better suited to intermittent periods of absence.

Subject to certain conditions, the employee or the Company may choose to use accrued paid leave (such as sick or vacation time) concurrent with FMLA leave.

The Company will maintain group health insurance coverage for an employee on family and medical leave on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The Company may recover premiums paid to maintain health coverage for an employee who fails to return to work from family and medical leave.

If an employee would like the Company to maintain other paid benefits during the period of leave, premiums and charges that are partially or wholly paid by the employee must continue to be paid by the employee during the leave time.

Family and medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee on family and medical leave does not continue to accrue benefits (e.g., sick or vacation time) during the period of family and medical leave. Questions regarding particular benefits should be directed to the Human Resources Department at HR@american-stucco.com.

Employees who return to work immediately after the end of an approved family and medical leave will normally be reinstated to the same or an equivalent position and will receive pay and benefits equivalent to those the employee received prior to the leave, as required by law. "Key employees" are an exception. Key employees are salaried employees who are among the highest paid 10% of all employees, and their job restoration would cause "substantial and grievous economic injury" to the Company. The Company will notify employees if they qualify for this exception when they request FMLA leave.

Non-Retaliation

The Company will not interfere with, restrain, or deny the exercise of any right provided under the FMLA or equivalent state law. The Company will also not discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for the person's involvement in any proceeding under or relating to the FMLA.

If you feel that you have been discriminated against or retaliated against due to your assertion of FMLA-protected rights or participation in an FMLA-related proceeding, please contact the Human Resources Department at HR@american-stucco.com.

STANDARDS OF CONDUCT

Non-Harassment / Non-Discrimination

American Legacy Stucco & Stone believes that each of us should be able to work in an environment free of discrimination and harassment. We also want to provide a safe, non-intimidating, and productive work environment.

To this end, the Company prohibits and will not tolerate discrimination or harassment of any kind. This policy applies equally to any form of discrimination or harassment based on any legally protected status under local, state, and/or federal law, including but not limited to race, sex (including pregnancy, gender identity, and sexual orientation), color, religion, national origin, age, disability, genetic information, military or veteran status.

The Company prohibits harassment or discriminatory behavior that is offensive, abusive, threatening, intimidating, or disruptive to others. These behaviors can be verbal or physical and can include, among other things, making derogatory remarks, gestures, or jokes based on any other classification protected by applicable local, state, or federal laws, engaging in stereotyping based on such classifications, displaying or distributing cartoons, posters, or other materials based on such classifications, unwelcome touching, pinching, or other physical contact, and any form of stalking or bullying.

Sexual Harassment

Sexual Harassment is also strictly prohibited by the Company. "Sexual Harassment" includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to or rejection of such advances, requests, or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, abusive, or offensive work environment.

Examples of sexual harassment can include, but are not limited to asking for sexual favors in exchange for work benefits; displaying or distributing sexually offensive or obscene posters, cartoons, or other materials; making jokes, stories, comments, or innuendoes of a sexual nature, making sexual gestures, jokes, advances, remarks, or expressions; unwelcome touching, pinching, or other physical contact, including unwanted touching of a person's clothing or hair; whistling or catcalls; leering or intensely staring at someone's body; stalking, cyberstalking, or bullying; or blocking or impeding a person's path. It is the responsibility of the employee who is subjected to harassment or who witnesses a case of unlawful harassment to report such an incident directly to their manager or, if that is not possible or appropriate, to the Human Resources Department at HR@american-stucco.com.

This policy applies to all employees as well as all interactions with independent contractors, vendors, clients, business partners, and anyone else working with the Company. The policy also applies to conduct outside the workplace between coworkers, for example, at a work event after business hours or on social media.

Reporting

Any Company employee who feels that they have been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of their manager or Human Resources at HR@american-stucco.com.

The Company will promptly investigate all allegations of discrimination or harassment and act as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the Company will only share information relating to the complaint or investigation on a need-to-know basis.

Responsibilities

Employees, contractors, and business partners are responsible for complying with this policy by not engaging in the conduct prohibited by this policy, reporting all instances of alleged harassment, and cooperating in any investigation of the alleged harassment.

Managers are responsible for implementing this policy in their departments, keeping the workplace free from any form of harassment, ensuring that all associates, contractors, and business partners understand this policy, taking harassment complaints seriously, and notifying the Human Resources Department at HR@american-stucco.com immediately about any complaints of sexual or other forms of harassment or discrimination.

Non-Retaliation

The Company prohibits any type of retaliation against anyone for opposing harassment or discrimination, filing a harassment or discrimination charge or complaint, providing information in a company investigation of alleged harassment or discrimination, or participating or being a witness in a harassment or discrimination lawsuit, hearing, or proceeding.

If you feel that you have been retaliated against for opposing harassment or discrimination, please notify your manager or Human Resources at HR@american-stucco.com.

Workplace Violence Prevention

It is American Legacy Stucco & Stone's policy that any threats, threatening language, or any acts of aggression or violence made toward or by any company employee or business partner will not be tolerated. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment or the business relationship.

Employees have a duty to immediately notify their managers or Human Resources of any suspicious behavior, concerning situations, or acts of physical violence that they observe or are aware of that involve other employees, former employees, customers, suppliers, visitors, or other parties associated with the Company. These situations include, for example, threats or acts of violence, aggressive or intimidating behavior, threatening or offensive comments or remarks, or similar behavior.

American Legacy Stucco & Stone will promptly and thoroughly investigate all reports of threats or incidents of actual violence and suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. To maintain workplace safety and the integrity of its investigation, the Company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Employees with an order for victim protection identifying American Legacy Stucco & Stone as their workplace are encouraged to notify Human Resources at HR@american-stucco.com. Any such report will be kept confidential to the greatest extent possible.

Anyone found to be responsible for threats of or actual violence or other conduct that violates these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

Non-Retaliation

Employee concerns raised under this policy will be held in confidence to the maximum possible extent. The Company will not permit any form of retaliation against any employee who raises concerns in good faith.

Drug-Free Workplace

American Legacy Stucco & Stone employees are responsible for helping maintain a safe and healthy work environment. Employees abusing drugs and alcohol are less productive and are a risk to the safety and productivity of our company. Therefore, the Company prohibits the possession, manufacture, use, and distribution of all controlled substances in the workplace.

Employee Assistance

The Company will assist employees who wish to seek treatment for drug and alcohol addiction voluntarily, provided they come forward before being found in violation of this policy.

Drug and Alcohol Possession

Employees have a responsibility to report to work without impairment. Working while impaired by drugs or alcohol is prohibited. Possession, use, distribution, and manufacture of illegal drugs or alcohol on company property or while working, driving a company vehicle, or working off-site is strictly prohibited.

While some states have legalized medicinal or recreational marijuana use, American Legacy Stucco & Stone is not required to permit employees to use or be under the influence of marijuana while performing their job duties. Marijuana use or being under the influence of marijuana at work is prohibited.

Prescribed Medications

Employees who are using prescription or over-the-counter drugs that may impair their ability to perform their job safely or effectively must notify Human Resources at HR@american-stucco.com before performing work.

Prescribed medications must be in a container labeled by a pharmacist and must be used for the purposes or manner intended.

The Company reserves the right to inspect its premises for drugs and alcohol. Any illegal drugs or drug paraphernalia may be turned over to law enforcement.

Employee Conduct and Work Rules

American Legacy Stucco & Stone expects its employees to behave professionally and with integrity to ensure that the work environment is safe, comfortable, and productive. Employees should be respectful, courteous, and mindful of others' feelings as it relates to maintaining a professional work environment.

Every company must have standards of conduct to guide the behavior of employees. These standards of conduct apply to all employees whenever they are on company property or conducting company business off company property.

Although there is no possible way to identify every rule, the following is an illustrative list of prohibited conduct:

- Dishonesty or falsification of company records;
- Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials;
- Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, or other conduct that may endanger others or damage property;
- Insubordination, failure to perform assigned duties, or failure to comply with the Company's health, safety, or other lawful rules;
- Unauthorized or careless use of the Company's materials, equipment, or property;
- Unauthorized and/or excessive absenteeism or tardiness;
- Lack of teamwork, poor communication, unsatisfactory performance, or unprofessional conduct;
- Sexual or other illegal harassment or discrimination;
- Unauthorized use or disclosure of the Company's confidential information;
- Violation of company policy.
- Engaging in any conduct the Company deems inappropriate may result in disciplinary action, up to and including immediate termination.

EMPLOYMENT POLICIES

Employee Categories

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications, 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 American Legacy Stucco & Stone.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are typically paid hourly and are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are usually paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or non-exempt classification may be changed only upon written notification by American Legacy Stucco & Stone's Human Resources Department.

In addition to the above categories, each employee will belong to one of the employment categories listed below.

Regular Full-Time Administration (RFA)

Employees in office-based, administrative, or management roles who, on average, work a stable full-time schedule (30 hours or more per week).

RFA employees are eligible for the Company's full benefits package, including paid holidays, paid time off, profit sharing, and other benefits as outlined in this handbook.

Regular Full-Time Field (RFF)

Employees in field-based roles (e.g., scaffolding, warranty, and dust control) who, on average, work a stable full-time schedule (30 hours or more per week).

RFF employees are eligible for some of the Company's benefits offerings; certain benefits (such as paid holidays, paid time off and profit sharing) may differ, as outlined in this handbook.

Variable Full-Time Field (VFF)

Employees who typically work 30 or more hours per week but on a variable schedule tied to project needs (e.g. lath and stucco crews).

VFF employees may be eligible for certain benefits as required by law (e.g., Arizona paid sick leave and health insurance under the Affordable Care Act), but, due to the variable nature of their employment, are not generally eligible for other benefits offered to regular full-time employees.

Part-Time (PART)

Employees who, on average, work less than 30 hours per week. Part-time employees may work irregular hours, regularly scheduled hours every workday, or full workdays but less than 5 days per week.

Part-Time employees may be eligible for certain benefits as required by law (e.g., Arizona paid sick leave), but, due to the nature of their employment, are not generally eligible for other benefits offered to full-time employees.

Introductory Period

The first 90 days of employment are an introductory period. This is an opportunity for American Legacy Stucco & Stone to evaluate your performance and suitability for the role. It is also an opportunity for you to decide whether you are happy being employed at American Legacy Stucco & Stone.

The Company may extend the introductory period if it desires. If at the end of the introductory period, the relationship is satisfactory to the new employee and the manager, the employment relationship will continue.

Your employment both during and after the introductory period remains at-will.

Payroll

All employees are paid on a weekly basis. Paychecks are issued each Friday, covering wages earned during the previous workweek. Workweeks begin on Monday at 12:00am and end on Sunday at 11:59pm. If a payday falls on a holiday, employees will generally be paid on the last working day before the holiday; however, the exact pay date will follow the Company's published annual holiday schedule.

Direct Deposit

American Legacy Stucco & Stone have the option employees to have their pay directly deposited into their bank accounts via direct deposit. Employees who wish to enroll in direct deposit can do so through completing a Direct Deposit Enrollment form available on the Company's QuickBooks Workforce App or by contacting Human Resources at HR@american-stucco.com.

Statutory Payroll Deductions

By law, the Company is required to make deductions for Social Security, federal income tax, and any other mandatory deductions. These required deductions may also include any court-ordered garnishments.

Voluntary Payroll Deductions

American Legacy Stucco and Stone may allow employees to authorize certain voluntary payroll deductions, such as benefit contributions or, at the request of an employee, the donation of a portion of their earnings to another employed individual or individuals at their sole discretion for purposes unrelated to employment. Deductions of this nature will only be processed upon receipt of a properly executed voluntary Payroll Deduction Request Form.

To ensure timely processing, completed forms must be submitted to HR@american-stucco.com no later than 5:00 p.m. on Monday to be included in that week's payroll. Requests received after this deadline will be applied to the following pay cycle unless the form instructs otherwise.

The Company complies with state and federal wage and hour laws and prohibits improper payroll deductions.

Processing Errors

The Company takes care to ensure that employees are paid accurately and promptly on each scheduled payday. If you believe there is an error in your pay, please notify the Human Resources Department immediately at HR@american-stucco.com so the matter can be reviewed.

If an error is confirmed, the Company will make any necessary correction. Underpayments will be reimbursed as soon as possible, and no later than the following pay date. In the event of an overpayment, the Company reserves the right to recover the amount overpaid through a payroll deduction or other lawful means. Any such adjustment will be made in compliance with applicable federal and Arizona wage and hour laws.

Business Expense Reimbursement

Employees may be reimbursed for reasonable, pre-approved expenses incurred in the course of business. These expenses must be approved by your manager in advance. Contact your manager in advance if you have any questions about whether a business expense will be reimbursed.

Final Paycheck

When an employee is discharged, they will be paid within seven working days of separation, or the next regularly scheduled pay day, whichever comes first. The duration may include mailing a check or initiating a direct deposit within that period.

When an employee voluntarily quits or resigns, the Company will pay the employee a final paycheck on the date of their next regularly scheduled pay period.

Punctuality and Attendance

Employees are expected to arrive on time and be ready to work at the start of their scheduled shift. Managers will provide employees with their work schedules, and any questions regarding scheduling should be directed to the employee's manager.

We recognize that some absences and tardiness are unavoidable. In such cases, employees are expected to notify their manager as early as possible, but no later than the start of their workday. Asking another employee, friend, or relative to give notice is improper unless it is an emergency. Employees must call, text, or email their manager directly, stating the nature of their absence and its expected duration, for each day they are absent or expect to be absent.

Employees who will be late or absent must notify their manager in advance, or as soon as practicable in the event of an emergency. Employees who need to leave early, for illness or otherwise, should inform their manager before departure. Unauthorized departures may result in disciplinary action.

The Company does not tolerate tardiness or absenteeism without communication and an acceptable excuse.

Because we are committed to providing reliable service to our clients, excessive tardiness or absenteeism—unless protected by law—may adversely impact employment, even if the time off has been approved and the reasons are otherwise legitimate.

Job Abandonment

An employee who fails to report for a scheduled shift and does not notify their manager of their tardiness or absence within the first two hours will be considered a No Call/No Show (NCNS).

Two consecutive NCNS incidents will be considered job abandonment and treated as a voluntary resignation. In such cases, the employee's final date of employment for payroll and benefits purposes will be their last day of actual work.

Timekeeping

Non-exempt employees must keep accurate records of time worked. Non-exempt employees will be paid for all hours worked, including fractional parts of an hour. It is up to the employee to report all time worked and to work within the scheduled and approved work hours.

All employees are expected to be at their work locations, ready to work at the beginning of their shift. Altering, falsifying, or tampering with time records, as well as recording time on another employee's time record, may result in disciplinary action, up to and including termination of employment.

It is your responsibility to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your manager, who will attempt to correct legitimate errors.

The Company prohibits all non-exempt employees from performing any work without recording their time for payroll purposes. No one at the Company is authorized to work off the clock, and no one at the Company has the authority to require any employee to perform off-the-clock work.

If you have any questions or concerns regarding your hours, if you have been asked or expected to work off the clock, or are aware of any violations of the Company's timekeeping policies, please contact your manager or the Human Resources Department at HR@american-stucco.com. The Company will not retaliate against you for such reports or complaints.

Meal and Rest Breaks

Employees will be provided with meal and rest periods as required by law.

Further details regarding the meals and breaks provided may be retrieved through your manager or the Human Resources Department at HR@american-stucco.com.

Scheduling and Availability

Employees are expected to be flexible with their schedules to accommodate the unpredictable nature of service demands. Employees will receive schedules in advance but must be prepared for possible changes due to client needs. Please promptly communicate any availability issues to your supervisor.

Though our intention is to limit such circumstances, it may be necessary for business needs that non-exempt employees be required to work beyond their regularly scheduled workday at the request of their manager. Employees are expected to cooperate with such requests as often as possible. In such circumstances, every effort will be made to provide affected employees with advance notice, but it may not always be possible.

Overtime

American Legacy Stucco & Stone complies with all applicable wage and hour laws, including those governing overtime pay for non-exempt employees.

Unless otherwise required by applicable state and federal laws, non-exempt employees will be paid an overtime premium of one and one-half times their regular rate of pay for all hours worked in excess of forty per workweek.

While overtime may occasionally be necessary to meet business needs, it is not permitted without prior approval. All overtime hours must be requested in advance and approved by the Field Operations Manager before work is performed. Employees who work overtime without prior authorization, although they will be paid for all hours worked in compliance with the law, may be subject to disciplinary action up to and including termination for repeat or willful violations.

Employment Records

To obtain employment, all employees are required to provide the Company with sensitive personal information such as their legal name, address, telephone number, date of birth, social security number, and banking details. Employee information is stored in the employee's personnel file.

Please inform the Human Resources Department of any changes to your personal information, including your emergency contact. Changes to your address, marital status, etc., can affect your withholding tax and benefits coverage, so it is crucial to notify the Company of any changes promptly. Many such changes may be made using the Employee Information Update Form or other such forms available on the Company's QuickBooks Workforce App or by emailing the Human Resources Department at HR@american-stucco.com.

Employee personnel files are maintained electronically through the Company's QuickBooks Workforce App. Many documents are accessible through the employee's view. Employees wishing to review their file in its entirety may schedule a time to do so by emailing the Human Resources Department at HR@american-stucco.com.

Commitment to Safeguarding Employee Privacy

American Legacy Stucco & Stone is committed to protecting the confidentiality of employee personal information.

The Company collects and maintains only the information necessary for employment, payroll, benefits, and legal compliance, and takes reasonable steps to safeguard this information from unauthorized access, use, or disclosure. Personal information will be accessed and shared only by authorized personnel and only as required for legitimate business purposes or by law.

Performance Reviews

While formal, regularly scheduled performance reviews are not conducted for all positions, the Company may evaluate employee performance periodically, as needed or upon request. The purpose of a performance review is to provide feedback, identify areas of strength and improvement, and support career development. Performance reviews may also be used to inform decisions regarding pay adjustments, promotions, coaching, performance improvement plans, disciplinary action, or termination.

Employees should note that participation in a performance review does not guarantee a pay increase or promotion. Written or verbal evaluations may be provided at any time to address concerns with performance or conduct.

In addition to any formal review, the Company encourages employees and managers to engage in ongoing discussions regarding job performance and career development whenever beneficial.

Progressive Discipline

American Legacy Stucco & Stone strives to follow a policy of progressive discipline by providing employees with notice of performance deficiencies or unacceptable behavior and an opportunity to improve.

While corrective action is often progressive in nature, the Company reserves the right to determine the appropriate level of discipline based on the seriousness of the issue. A verbal or written warning is not guaranteed prior to more serious action – up to and including termination.

Client Feedback and Complaints

The Company values its client relationships and takes all client feedback and complaints seriously. Client build sites are managed by the client's site manager, who has authority to enforce site rules, including safety requirements.

If a client's site manager identifies a violation by our employees, the Company may receive a fine. In such cases, the incident will be reviewed, necessary retraining will be provided, and appropriate disciplinary action may be taken. Where an employee or crew is found responsible, the fine may be assigned to the individual(s) involved.

Any payroll deduction for such fines will be made only in compliance with federal and state wage and hour laws. No deduction will reduce an employee's pay below minimum wage for any given pay period. For substantial fines, deductions may be spread across multiple pay periods. Employees will receive written notice of the violation, the amount of the fine, and the deduction schedule before any deduction is applied.

Documentation

When a formal performance review is conducted, the manager will meet with the employee to discuss the results. Both the employee and the manager will sign the review notes to confirm the nature of the discussion that took place.

When disciplinary action beyond a verbal warning is issued, employees are required to sign the documentation acknowledging the discussion, even if they do not agree with the content.

Differing perspectives are not uncommon, and employees are encouraged to provide a written statement if they disagree with the facts presented. Progressive Discipline forms are designed to capture these statements so that all viewpoints are documented. Submitting a written disagreement does not overturn or suspend the disciplinary action, which remains in effect unless formally rescinded by the Company in writing.

Employees who believe further review is necessary should follow the steps outlined in the Dispute Resolution policy.

Acknowledgement, with or without a written response, or a formal request for dispute resolution, must be submitted within two (2) federal business days and prior to the employee's return to work. Failure to do so may result in termination.

All performance evaluations are retained in the employee's personnel file. Printed copies may be requested from the Human Resources Department at HR@american-stucco.com.

Employment-At-Will

Nothing in this policy, or any performance review, alters or modifies the employment-at-will relationship between American Legacy Stucco & Stone and its employees.

Dispute Resolution

American Legacy Stucco & Stone values each employee and strives to provide a positive and supportive work experience. In any organization, however, disagreements among employees or between managers and employees may occasionally arise.

In most cases, the individuals directly involved can resolve these disagreements on their own by communicating clearly, honestly, and respectfully. If that is not possible, the Dispute Resolution Policy provides a clear path for addressing and resolving such matters.

If you have a work-related concern, complaint, or suggestion, you are encouraged to speak with your manager, Human Resources, or any member of management as early as possible—before the issue escalates or disrupts the workplace. American Legacy Stucco & Stone takes all concerns seriously, and employees are encouraged to seek assistance whenever needed.

Formal complaints, unresolved disputes, and policy or legal compliance concerns must be submitted in writing to the Human Resources Department at HR@american-stucco.com to ensure timely handling and to prevent misunderstandings.

Employees are encouraged to email Human Resources in their preferred language and should not allow language concerns to prevent them from fully expressing their views. Because much of our workforce is based on remote job sites, written communication by email ensures that HR can review, track, and address issues promptly and clearly—regardless of language differences.

American Legacy Stucco & Stone makes every effort to resolve workplace concerns fairly and in a timely manner. While any manager or Human Resources representative is available to help, the following process outlines the typical and preferred escalation path for settling disputes:

Initial Discussion with Manager

Employees are encouraged to first raise concerns, complaints, or disputes directly with their immediate manager. Many issues can be resolved quickly at this level.

Escalation to Human Resources

If the matter cannot be resolved with the manager, is sensitive or serious in nature, or involves matters of policy compliance or law, employees must submit their concern in writing to the Human Resources Department at HR@american-stucco.com.

Human Resources will evaluate the issue, gather relevant information, and coordinate with all parties involved to reach a fair outcome.

HR Decision

Human Resources will communicate its findings and decision to both the employee and the manager in writing. Responses will be provided in English as well as the language used in the original complaint.

Every effort will be made to resolve the matter promptly. While timeframes may vary depending on the seriousness of the issue and the nature of any investigation, most disputes are concluded within five (5) federal business days.

If the matter is not resolved within this period, the employee will receive a written update at least once per week until the issue is resolved.

The decision of Human Resources will serve as the Company's resolution unless the employee elects to appeal.

Appeal Process

If the employee is not satisfied with HR's decision, they may submit an appeal in writing to HR@american-stucco.com within five (5) federal business days of receiving the outcome.

Senior leadership will review the matter, consider all relevant information, and provide a final written decision. The decision of senior leadership is final.

Administrative Discharge

Employees who do not perform work for a period of sixty (60) consecutive calendar days will be administratively discharged from the Company's active employment records. An administrative discharge is not considered disciplinary in nature but does reflect the end of the employment relationship, at least for the time being.

Employees who have been administratively discharged must be rehired as new employees if they return to work after this period. This means they are subject to all new hire processes and requirements, including completion of employment eligibility verification (Form I-9), and will not retain prior seniority or benefits unless otherwise required by law.

References

American Legacy Stucco & Stone will respond to reference requests and requests to verify employment through the Human Resources Department. If contacted to verify employment, the Company will provide your title and dates of employment.

While the Company does not provide references or letters of recommendation, American Legacy Stucco & Stone endorses and will not interfere with an employee's personal request to a colleague or manager to provide a reference or a letter of recommendation. Any such reference is at the discretion of the individual, and they must be clear that their reference is not being made on behalf of the Company.

BENEFITS & LEAVE

Benefits Overview

This handbook contains descriptions of some of our current employee benefits. Many of the Company's benefit plans are described in more formal plan documents available through the Company's QuickBooks Workforce App or by emailing Human Resources at HR@american-stucco.com.

In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern.

The information presented here is intended to serve only as an overview. American Legacy Stucco & Stone reserves the right to modify, amend, or terminate these benefits at any time and for any reason.

Group Insurances

American Legacy Stucco & Stone makes group health benefits available to eligible full-time employees. Upon becoming eligible to participate in these plans, you will receive additional information about plan benefits and enrollment.

Eligibility

Regular Full-Time Administration (RFA) and Field (RFF) employees become eligible for group insurance benefits after completing a 60-day waiting period, with coverage beginning on the first day of the month following completion of 60 calendar days of continuous employment, consistent with ACA requirements.

Because hours for Variable Full-Time Field (VFF), Part-Time (PART) employees may fluctuate, eligibility for group insurance benefits must be determined using a 6-month look-back measurement period. Employees averaging 30 or more hours per week during the measurement period will be offered coverage for the corresponding stability period, in accordance with ACA regulations.

The Company determines the plan carriers, specifics, and employer contributions, which are subject to change.

If you have questions about our insurance programs, please reference the formal plan documents available through the Company's QuickBooks Workforce App or contact Human Resources at HR@american-stucco.com.

Retirement – Defined Contribution Plan

American Legacy Stucco & Stone sponsors a Defined Contribution Plan (commonly referred to as a Profit Sharing Plan) to help employees save for the future. This plan is funded entirely by the Company; employees do not make contributions.

Each year, the Company may make discretionary contributions to the plan, based on business performance and other factors. Contributions, if made, are allocated among eligible participants according to the terms of the plan document. The Company reserves the right to determine whether a contribution will be made in any given year.

Eligibility

All employees are eligible to participate in the Plan after completing one year of service in which they work at least 1,000 hours.

Participants will incur a 1-year Break in Service for any eligibility period (their initial 12-months of employment or any plan year thereafter) in which they work less than 501 hours.

If you are terminated from employment and are rehired, then you will be able to participate in the Plan on your date of rehire provided your prior service had not been disregarded under the Break in Service rules (e.g. 5 years in which you logged less than 501 hours of service) and you are otherwise eligible to participate in the plan.

Plan eligibility and contributions are subject to federal nondiscrimination testing to ensure compliance with IRS regulations.[AO1]

Enrollment

Eligible employees will be enrolled in the plan on their entry date. Entry dates occur twice per year – on the first day of the year (January 1st) or the seventh month (July 1st). Enrollment occurs on the next possible entry date following completion of eligibility requirements. [AO2]

Vesting

Employer contributions are subject to the vesting schedule outlined in the official plan documents. Vesting is based on years of service (each year with a minimum of 1,000 hours of service). Vesting begins at 20% after two years of service and increases by 20% for each year of service until 100% vested after 6 years of service. Break in Service may impact vesting. Please see the Plan's SPD for further details.

Employees become entitled to the vested portion of their account balance upon separation from employment.

Plan Document Controls

This summary is intended only as a general description. All terms and conditions of the plan are governed by the official plan document, which will control in the event of any discrepancy.

A copy of the Summary Plan Description (SPD) is available through our Intuit Workforce platform or by emailing Human Resources (the Plan Administrator) at HR@american-stucco.com.

Paid Time Away from Work

American Legacy Stucco & Stone recognizes the importance of rest and time with family. To support work-life balance, the Company provides eligible employees with paid time away from work in the form of paid holidays (HOL), paid time off (PTO), and paid sick time (PST).

Eligibility

Regular Full-Time Administration (RFA) employees are eligible for paid holidays, paid time off, and paid sick time benefits.

All other employee categories (RFF, VFF, and PART) are eligible for paid sick time only, as required by law. Because field schedules follow project timelines and unpredictable demands, they are not eligible for paid time off and paid holidays.

Payments for Time Away

Payment for time away is typically applied to the payroll period in which the time away occurs. Payments for non-worked time (HOL, PTO, and PST) are paid at the employee's regular straight-time or base rate of pay for the period the time away is applied to and do not count as "hours worked" for purposes of calculating overtime.

Paid Holidays

The Company will determine its observed holidays annually. Examples may include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. An updated list of observed paid holidays will be posted to the Company's Intuit Workforce portal by January of each year.

To receive holiday pay, eligible employees must work their entire scheduled shift immediately before and after the holiday, unless they have a pre-approved absence or experience a verified, unforeseen emergency.

Holidays falling on a weekend may be observed on the nearest weekday, as determined by the Company.

Eligible employees will be paid for the number of hours they are normally scheduled to work on the day of the holiday (up to 8 hours per day).

If an eligible employee is required to work on a recognized holiday, they will be paid their regular holiday pay in addition to wages for the hours worked.

Paid Time Off (PTO)

Regular Full-Time Administrative (RFA) employees are entitled to accrue paid time off (PTO) to use for vacation, sick time, or other personal reasons. Eligible RFA employees shall accrue PTO from their date of hire at the rate of .77 hours for every pay period worked.

Employees must submit their PTO requests through the Company's time tracking system. Employees must get approval from their manager prior to taking the time off, unless the need was genuinely unforeseeable. If the need to use PTO is foreseeable, employees are encouraged to provide at least two (2) business days' notice to their manager. If the need to use PTO is not foreseeable, the employee must provide notice as soon as possible.

PTO requests are not guaranteed to be approved; approval will be based on factors impacting the business, including seasonality, staffing levels, and/or previous PTO requests. PTO approval is at the sole discretion of management.

Employees are encouraged to proactively discuss their PTO needs with their manager and to schedule PTO as far in advance as possible to ensure smooth operations for the Company and their department.

To use PTO, employees must have accrued PTO available. The Company does not allow employees to borrow against future expected accruals. Employees must use PTO in the year in which it is earned. Accrued but unused PTO will not carry over into the next year and will not be paid out upon termination unless required by applicable law.

If a company-observed holiday falls during your use of PTO, you will receive holiday pay for the day, and the day will not be charged to your accrued PTO.

Paid Sick Time (PST)

The Company provides paid sick leave to all employees who work in Arizona in accordance with the Fair Wages and Healthy Families Act.

Reasons for Leave

Sick leave may be taken for the following reasons:

- An employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a psychological or physical illness, injury, or health condition; an employee's need for preventive medical care;
- Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a psychological or physical illness, injury, or health condition; care of a family member who needs preventive medical care;
- For the closure of an employee's place of business, a child's school, or place of care by order of a public health official for any health-related reason; or
- An absence due to domestic violence, sexual violence, abuse, or stalking involving the employee or any of the employee's family members.

A 'family member' is defined as:

- Children (including biological, adopted, or foster children, legal wards, children of a domestic partner, or children for whom an employee stands in loco parentis).
- A spouse or registered domestic partner.
- Parents or a spouse or registered domestic partner's parents (including biological, foster, and step-parents; adoptive parents; legal guardians; or persons who stood in loco parentis when the employee, or a spouse or domestic partner, was a minor child).
- Grandparents.
- Grandchildren.
- Siblings.

Amount of Leave and Usage

Employees accrue one (1) hour of paid sick time for every thirty (30) hours worked, up to a maximum of forty (40) hours per year. Employees may use no more than forty (40) hours of paid sick time per year.

Employees must complete ninety (90) days of employment before they are eligible to use paid sick time.

Any unused sick leave will carry over to the following leave year; however, accruals for the new year may be paused until rollover balances are used, consistent with Arizona law.

Paid sick leave may be taken in increments of no less than two (2) hours. Sick leave will run concurrently with other types of leave permitted under applicable law.

Employees will not be paid for any unused sick leave upon separation of employment. However, if an employee is rehired within nine (9) months, previously accrued, unused sick leave will be reinstated.

Notice

If an employee's need for leave is foreseeable, they must provide as much advance notice as possible. If unforeseeable, they must provide notice as soon as practical. If known, notice should include the expected length of the absence. Unless approved in advance, notification is required prior to the normal start of an employee's shift for each day they will be absent.

Documentation

The Company may request documentation verifying the appropriate use of leave for absences that exceed three consecutive workdays.

Non-Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Jury Duty

American Legacy Stucco & Stone supports the obligation of all U.S. citizens to serve on a jury when summoned.

All employees are allowed unpaid time off to perform service as a juror as required by law. Employees may choose to use available paid time off (PTO) if they wish to be compensated during their absence but are not required to do so.

Employees who are selected for jury duty must submit a request to their supervisor in writing, via the Company's standard time off request system as soon as possible. A copy of the summons must be attached to the request.

The Company will not retaliate for or deduct time from employees' wages for this leave.

Voting Leave

Employees who do not have three consecutive hours before or after their normal working hours, during the period between the time the polls open and close are eligible to receive time off from work to vote. The amount of time off is the amount of time necessary to provide employees with three consecutive nonworking hours while the polls are open, before or after their shift.

Employees who need to take time off during their shift to vote must submit a request to their supervisor in writing, via the Company's standard time off request system prior to the date of election.

The Company will not retaliate for or deduct time from employees' wages for this leave.

Victim Leave

American Legacy Stucco and Stone will provide unpaid leave to an employee who is the victim of a crime to participate in a criminal proceeding or obtain a protective order, an injunction against harassment, or any other type of order to help ensure the health, safety, or welfare of the victim or the victim's child.

The Company may require that the employee use (or an employee may choose to use) accrued paid time off (PTO) or paid sick time (PST) during unpaid victim leave.

The following will be required before an employee takes leave:

- Information from the law enforcement agency from which they received their court order or any other proper documentation
- Copies of the notice of each scheduled proceeding

The Company reserves the right to limit an employee's victim leave if it creates an undue hardship on their business.

Employees who require victim leave must submit a request to their supervisor in writing, via the Company's standard time off request system as soon as possible. Copies of the proceeding notice should be attached to the request.

The Company will not retaliate for or deduct time from employees' wages for this leave.

Military Leave (USERRA)

American Legacy Stucco & Stone complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws regarding military service. Employees who serve in the U.S. Armed Forces, Reserves, or National Guard are entitled to certain leave and reemployment rights as outlined below.

Eligibility

Employees who voluntarily or involuntarily leave their position to perform military service are eligible for military leave, provided they give advance notice to the Company whenever possible.

Duration of Leave

Military leave may be taken for active duty, training, drills, or other service obligations. The maximum cumulative length of protected leave with a single employer is generally five (5) years, with certain exceptions provided by law.

Health Benefits

Employees on military leave of 30 days or less will continue health insurance coverage on the same terms as if actively employed.

Employees on leave of more than 30 days may elect to continue group health coverage for up to 24 months, at their own expense (up to 102% of the premium). Upon return to work, health coverage will be reinstated without a waiting period.

Retirement Benefits

Military service is treated as continuous employment for purposes of pension, 401(k), and similar benefit plans.

Reemployment Rights

Employees returning from military service are entitled to reemployment in the job they would have held if they had not been absent, with the same seniority, pay, and benefits ("escalator principle"), provided the employee returns to work or applies for reemployment within the timeframes required by law:

- 1–30 days of service: Report at the next scheduled shift after safe travel home and 8 hours of rest.
- 31–180 days of service: Apply for reemployment within 14 days.
- 181+ days of service: Apply for reemployment within 90 days.
- Up to 2 years if recovering from a service-related injury or illness.

Except as required by applicable law, all military leave is unpaid. However, employees may use any or all of their accrued but unused PTO during their military service leave.

Employees who require military leave must submit a request to their supervisor in writing, via the Company's standard time off request system as soon as they are aware of the need for it. Copies of the duty orders or other reporting instructions may be attached to the request.

The Company will not retaliate for or deduct time from employees' wages for this leave. Additionally, employees returning from military service may not be discharged without cause for:

- 180 days following reemployment if service was 31–180 days, or
- One year following reemployment if service was 181+ days.

Employees with questions about military leave rights should contact the Human Resources Department at HR@american-stucco.com.

Unpaid Leaves of Absence

Occasionally, employees may need to take a temporary leave of absence. These can be for personal, medical, or other reasons. In certain circumstances, you may wish to be temporarily released from the duties of your position with American Legacy Stucco & Stone but may not want to submit your resignation. Under certain circumstances, you may be eligible for an unpaid leave of absence and should speak with the Human Resources Department. Approval will depend on the employee's performance, department needs, regulatory requirements, business circumstances, and potential disruption to the team.

The unpaid leave mentioned here is separate and distinct from FMLA protected leave. For further information or if you need assistance determining what kind of leave request is most appropriate, please reference the Company's Family Medical Leave Act policy or contact Human Resources at HR@american-stucco.com.

ENVIRONMENTAL, HEALTH AND SAFETY

Commitment to Safety

American Legacy Stucco & Stone takes reasonable precautions to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees, and it is ultimately the responsibility of each employee to help prevent accidents by ensuring safe work practices are followed.

To ensure a safe workplace, employees should use all safety and protective equipment provided to them and maintain work areas in a safe, clean, and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to their manager immediately.

In the event of a work accident or injury, employees must notify their manager immediately. Report every injury, regardless of how minor, to your manager immediately – including physical discomfort caused by repetitive tasks.

Employees should recognize any potential fire hazards and be aware of fire escape routes and job-site evacuation protocols. In the event of a fire or other emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit or jobsite evacuation meet-up location.

Failure to report known safety issues or observable hazards may result in disciplinary action, up to and including termination.

Job Site Conduct

While on the job site, employees must always maintain a professional demeanor. This includes no use of profane language, maintaining a tidy appearance, and limiting personal phone use. Smoking is not permitted on client property. Employees are expected to be courteous and respectful to all clients, their guests, and their properties.

Worksite Care and Cleanliness

Employees shall treat client property and construction sites with the highest level of respect and care.

Pre-Work Inspection

Before beginning any task, inspect the work area to confirm it is safe, secure, and free of obstructions or materials that could be damaged during your work. If necessary, request that the site manager remedy or remove any obstacles or materials at risk.

Accidental Damage

In the event of accidental damage, employees must immediately report the incident to their supervisor and follow company procedures for notifying the client. Prompt reporting ensures that issues are addressed quickly and professionally.

Clean and Secure Work Area

All waste must be disposed of properly and work areas kept clean throughout the day. Employees may not leave trash, food, drinks, or construction debris unattended on the job site at any time.

At the end of each shift, employees are responsible for leaving the site clean and secure. This includes performing a thorough cleanup and conducting a final inspection to confirm the work area has been returned to a safe and orderly condition.

Accident and Injury Reporting

All accidents, injuries, and near-miss incidents—no matter how minor—must be reported immediately so the Company can respond quickly and maintain a safe work environment.

Reporting Requirements

- Employees must notify their supervisor of any accident, injury, or near-miss in writing via text message or email as soon as possible after the incident occurs.
 - While the manager should always be informed, reports may also be made directly to the Human Resources Department at HR@ameridan-stucco.com.
- Reports must be made before leaving the job site on the same day of the incident.
- In no case may reporting be delayed beyond 24 hours of the incident.

Immediate reporting ensures that medical care, corrective action, and documentation requirements are met without delay. Failure to promptly report an accident or injury may result in disciplinary action and could affect eligibility for workers' compensation benefits.

Non-Retaliation

American Legacy Stucco & Stone strictly prohibits retaliation against any employee who, in good faith, raises a concern, reports an accident, injury, safety issue, policy violation, or suspected unlawful conduct, or participates in an investigation.

No employee will be discharged, disciplined, demoted, intimidated, or otherwise subjected to adverse treatment for making a report or cooperating in an inquiry. Retaliation is a serious violation of company policy and will result in disciplinary action, up to and including termination.

Employees who believe they have experienced retaliation should report it immediately to Human Resources at HR@american-stucco.com.

Tool and Equipment Management

Employees are prohibited from any unauthorized use of the Company's property, including its equipment, tools, machinery, or other equipment. Employees are responsible for the tools and equipment issued to them.

Before operating any equipment or tool, employees must be properly trained in its safe and effective use. It is the employee's responsibility to confirm they have received adequate training and to request additional instruction if needed.

Equipment Requirements

- Do not use equipment or tools you have not been trained to operate.
- Report any lost, stolen, or damaged equipment to your supervisor immediately.
- Document problems with tools or equipment promptly and report safety or functionality concerns to your manager for inspection and repair or replacement.
- Never use unsafe or damaged equipment under any circumstances.

Personal Protective Equipment (PPE)

Employees are required to follow all safety protocols, including the use of personal protective equipment (PPE) relevant to their tasks. Employees may not use equipment including hand tools, power tools, and any other specialized equipment before completing training.

PPE Requirements

- Before starting work, assess the necessary PPE for the specific task.
- Make sure the PPE is correctly used and fitted to provide maximum protection.
- Do not start work without the correct PPE.

Elevated Working Conditions

Employees are required to follow all Company safety rules, OSHA regulations, and client site requirements when working on scaffolding, ladders, roofs, platforms, or any elevated surface.

General Requirements

- Employees must never use scaffolding, ladders, or fall protection equipment without proper training.
- All scaffolds, ladders, and fall protection equipment must be inspected daily by a competent person before use.
- Damaged or unsafe equipment must be reported immediately and removed from service.

Scaffolding

- Scaffolds must be fully planked, properly secured, and have guardrails or fall protection as required.
- Materials, tools, and debris must be kept organized to prevent falls.
- Employees must not move, alter, or dismantle scaffolding unless authorized and trained.

Ladders

- Use ladders only on stable, level surfaces and never exceed their rated capacity.
- Always face the ladder and maintain three points of contact when climbing.
- Do not carry heavy or bulky items while on ladders; use hoists or hand lines.

Fall Protection

- Fall protection is required when working at heights of six (6) feet or more, unless guardrails or other protective systems are in place.
- Employees must use approved harnesses, lanyards, and anchor points at all times when fall protection is required.
- Personal fall arrest systems must be inspected before each use.

Employee Responsibility

Employees are responsible for reporting unsafe conditions or practices to their supervisor immediately. Failure to follow safety procedures may result in disciplinary action, up to and including termination.

Vehicle Use and Maintenance

American Legacy Stucco & Stone requires all employees who operate company-owned or leased vehicles, or personal vehicles for company business, to do so safely and responsibly.

Eligibility

Employees must possess a current, valid driver's license, maintain an acceptable driving record, and carry appropriate insurance if using a personal vehicle for company business.

Any change in license status, driving privileges, or driving record must be reported to management immediately.

Only employees who have completed a driving record check and been formally approved are authorized to drive company vehicles.

Authorized Use

Company vehicles are provided strictly for business purposes. Personal use is prohibited unless explicitly authorized in writing by management.

Only company personnel or individuals directly involved in company business may be transported in company vehicles.

A valid driver's license must be in the driver's possession at all times while operating a company or personal vehicle for company business.

Driver Responsibilities

Employees must obey all traffic, safety, and parking laws. Seat belts must be worn at all times.

Unsafe behaviors—including distracted driving (use of mobile phones or electronic devices, including hands-free), aggressive driving, or operating a vehicle under the influence of drugs or alcohol—are strictly prohibited.

Drivers must demonstrate safe driving habits at all times and represent the Company in a professional manner while on the road.

Vehicle Maintenance and Inspections

Vehicles must be maintained in accordance with the manufacturer's service schedule, including regular checks of brakes, tires, oil, and other critical systems.

A pre-trip inspection must be completed before each use. This includes checking tire pressure, fluid levels, brakes, lights, and horn functionality.

Vehicles may only be operated if found to be in proper and safe working order. Issues must be reported to a supervisor and corrected before use.

Drivers are responsible for keeping vehicles clean inside and out. Smoking in company vehicles is prohibited.

Accidents and Incidents

In the event of an accident, drivers must ensure safety, contact emergency services if necessary, and secure the scene to prevent further harm.

All accidents, traffic violations, or vehicle-related safety concerns must be reported to a supervisor immediately, and before leaving the site of the incident.

Drivers are required to complete a written company accident report form within 24 hours of the incident and obtain a police report if applicable. Photos may also be required as part of the report. Your manager will assist with completing the report and gathering the necessary information – which is one of the reasons why immediate notification of any accident is essential.

Monitoring

The Company reserves the right to monitor vehicle usage, including through GPS tracking, to ensure compliance with this policy and to protect Company property.

Environmental Compliance

American Legacy Stucco & Stone is committed to protecting the environment and complying with all applicable environmental regulations on every job site. Employees are expected to support this commitment through the following:

Dust Control

Use water spray or other dust-suppression methods when cutting or mixing stucco, stone, or cement. Cover or wet down stockpiles and clean up dust promptly.

Wastewater & Washout

Never dump stucco, mortar, or cement washout into storm drains, soil, or public areas. Use designated washout containers only.

Material Disposal

Collect and properly dispose of leftover stucco, stone, and debris in approved containers. Do not bury or abandon materials onsite.

Equipment & Chemicals

Store fuels, sealants, and other chemicals properly and report any leaks or spills immediately to your supervisor.

Hazard Communication (“Right to Know”)

American Legacy complies with OSHA’s Hazard Communication Standard.. Employees have the right to be informed of any hazardous chemicals they may encounter in the workplace..

The Company maintains a Hazard Communication Program that includes:

- Proper labeling of all hazardous materials.
- Access to current Safety Data Sheets (SDS) for all hazardous substances.
- Training for employees on chemical hazards, safe handling procedures, and protective measures.

Employees are responsible for following safe work practices, using required personal protective equipment (PPE), and reporting any concerns regarding hazardous materials to their supervisor immediately.

Copies of Safety Data Sheets and additional information on chemical hazards are available from your supervisor or the Human Resources Department at HR@american-stucco.com upon request.

COMPANY POLICIES

Electronic Notices

American Legacy Stucco and Stone provides employees with access to important employment policies, postings, notices, and records electronically through the Company's QuickBooks Workforce App. Employees are expected to review these materials regularly to stay informed of company policies and updates.

Employees who do not have regular electronic access may request assistance from their manager or the Human Resources Department. Printed copies of any notice or policy are available upon request by contacting Human Resources at HR@american-stucco.com.

Electronic delivery of notices has the same force and effect as printed delivery. Employees are responsible for reviewing all notices provided to them, whether electronic or printed.

Media Release

As a condition of employment, all employees grant American Legacy Stucco & Stone the irrevocable right to use, reproduce, publish, and distribute their name, image, likeness, voice, and/or work-related representations in photographs, video, audio, or other media created in connection with their employment.

All such media are the sole property of the Company and may be used, now or in the future, for any lawful business purpose, including but not limited to marketing, training, advertising, and promotional materials, without further compensation to the employee.

This authorization applies to all media created during employment and continues in perpetuity, even after employment ends.

Employees who have questions or concerns regarding this policy may contact the Human Resources Department at HR@american-stucco.com.

Conflict of Interest

Employees are expected to act in the best interests of the Company and its clients by identifying and managing potential conflicts of interest. Employees must disclose any potential conflicts of interest immediately and follow procedures to manage these conflicts to maintain professional integrity.

Disclosure and Documentation

Employees must disclose any personal, financial, or other interests that could potentially conflict with their professional responsibilities. This includes relationships with clients, vendors, or competitors that could influence decision-making.

When a potential conflict of interest is identified, the employee must report it to their supervisor. The Company will assess the situation and determine the appropriate course of action, which may include recusal from certain projects or clients.

Employees must avoid any actions that could create the appearance of a conflict of interest. This includes accepting gifts, favors, or other benefits from clients or vendors that could influence professional judgment. Any offers of gifts or benefits must be reported to a supervisor.

Failure to disclose or manage conflicts of interest could damage the Company's reputation and client trust. The lack of transparency or disclosure on the part of the employee may result in disciplinary action, up to and including termination of employment.

Hiring Relatives and Significant Others

American Legacy Stucco & Stone's policy is that close relatives or individuals who live with but are not legally related to company employees may be hired only if they will not be working directly for or managing their close relative or cohabitant. If already employed, they cannot be transferred or promoted into such a reporting relationship.

If a close relative or cohabitation relationship is established after employment begins, the employees should disclose this to Human Resources in writing at HR@american-stucco.com and Human Resources will decide the appropriate next steps, if any.

Confidential Company Information

The protection of the Company's confidential business information and trade secrets is vital to the interests and success of our organization. "Confidential information" is information belonging to the Company but not generally known to the public, including, but not limited to: customer lists and contact information, price lists, financial information, marketing plans, business strategies, and sensitive employee information.

Anyone who discloses confidential information without authorization will be subject to disciplinary action, up to and including termination, even if they do not benefit from the disclosed information. This duty of confidentiality applies whether the employee is on or off company premises, during and even after the end of the employee's employment with the Company.

It is important that all confidential information remains confidential and not be disclosed to others. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the Company without authorization may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

In the event of inadvertent disclosure of confidential information, employees must immediately inform their manager. Any employee who is unsure whether information should be kept confidential should always check with their manager before disclosing the information.

Company Property

Employees are prohibited from any unauthorized use of the Company's property, including equipment, materials, or other items ("company property"). Improper use of company property can result in disciplinary action, up to and including termination of employment.

Employees are expected to follow company standards and guidelines for the use of company property, as well as follow all operating instructions. Employees must notify their manager if any company property appears to be damaged, unsafe, or in need of repair.

Company Computers and Communication Systems

American Legacy Stucco & Stone retains the right to access all company property, including computers, desks, file cabinets, storage facilities, equipment, vehicles, phones, software, files, and folders, electronic or otherwise, at any time. Employees should have no expectation of privacy when on company grounds or while using company property. All documents, files, voice mails, and electronic information, including emails and other communications, created, received, or maintained on or through company property are the property of the Company, not the employee.

Upon termination, employees are required to surrender any company property they possess. Files or programs stored on company computers may not be copied for personal use. The Company's computer, email, and Internet access systems are for business use only. As such, you agree and understand that the Company may monitor these systems, including the full content of any messages therein, without further disclosure to you.

The Company requires you to follow its rules; the rules below are in no way an exhaustive list of prohibited conduct:

- Do not share your user login credentials or passwords with anyone.
- Do not attempt to access another employee's computer systems or data without authorization.
- Do not install unapproved apps.
- Do not delete, examine, copy, or modify files and/or data belonging to other users without their consent.
- Do not use company resources or information for other commercial purposes or personal profit.
- Do not send or access harassing, obscene, sexually explicit, and/or other threatening content. Use of company computers for immoral, illegal, or unethical purposes is prohibited and may result in immediate termination.

Any unauthorized or deliberate action that damages or disrupts systems, alters normal performance, or causes it to malfunction is prohibited.



Dissemination of proprietary or confidential company information without appropriate authorization is prohibited.

Use of company computers for entertainment purposes such as playing online gambling or accessing pornographic sites is prohibited.

We ask that you use your best efforts to physically secure company equipment against loss, theft, or use by persons who have not been authorized to access our devices. In the event that any company device is lost, stolen, accessed by unauthorized persons, or otherwise compromised, you must immediately inform your manager. You must also promptly provide the Company with access to company devices when requested.

Employee-Owned Communication Devices

The purpose of this policy is to define standards, procedures, and restrictions for employees who have legitimate business reasons for connecting a personally-owned device to the Company's corporate systems or network.

The policy applies to any hardware and related software that is employee-owned or supplied and is used to access company resources or perform work for the Company. The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within the Company's technology infrastructure.

Employees are required to secure their personal devices in such a way as to prevent access by unauthorized users. A data breach could result in loss of information, damage to critical applications, loss of revenue, and damage to the Company's reputation. Therefore, all employees using a personal device that is connected to the Company's network and capable of backing up, storing, or otherwise accessing corporate data of any type, must use and secure their device in such a way as to protect the Company's assets.

All materials, data, communications, and information created on, transmitted to, received or printed from, or stored or recorded on an employee-owned device, for purposes of conducting the Company's business or on behalf of the Company, are the property of the Company, regardless of who owns the device at issue.

The Company reserves the right to monitor, inspect, and review any work-related communications, data, information, or work product created by, stored by, recorded by, printed from, transmitted to, or received by employees on such personal electronic devices.

Any use of a personal mobile device for business purposes must conform to the Company's policies and processes, and each user is responsible for using their device in a productive, professional, ethical, and lawful manner.

Personal Visitors and Phone Usage

Disruptions during working hours can lead to errors and delays. Therefore, we ask that personal telephone calls and messaging be kept to a minimum. For safety and security reasons, employees are prohibited from having personal guests visit or accompany them on job sites unless otherwise approved by their manager.

Smoking

Smoking is not allowed on American Legacy Stucco & Stone premises, including job sites, and all company-owned, rented, or leased vehicles. This includes vaping or using e-cigarettes.

No Solicitation / No Distribution

American Legacy Stucco & Stone works hard to build a cooperative culture. As such, employees may not solicit for any cause or distribute literature of any kind, for any purpose during working time. Non-employees are not permitted to solicit employees or distribute materials for any purpose on company property at any time.

Recording Devices

To protect client confidentiality, trade secrets, and the privacy of our employees, the use of personal recording devices in the workplace is prohibited. This includes audio recorders, video recorders, cameras, smartphones, or any other device capable of capturing sound, images, or video.

Employees may not record conversations, meetings, or job sites without the express prior written authorization of management. Limited exceptions may apply where recordings are required or expressly authorized by law (such as in furtherance of concerted activity protected under the NLRA), safety protocols, or client/operational requirements.

Violations of this policy may result in disciplinary action, up to and including termination, in accordance with the Company's Progressive Discipline Policy.

Workplace Searches

The Company prioritizes the safety, protection, and well-being of employees and its business interests. The Company reserves the right to search all company property for all business purposes, including compliance with Company policies, protecting the Company's rights, property, and interests, investigating breaches of security, and investigating possible violations of the law.

Employees should not have any expectation of privacy with respect to company property. Examples of company property include company-provided vehicles, desks, filing cabinets, workstations, equipment, computers, and lockers.

Employees are expected to cooperate in the conduct of any search or inspection.

Social Media

American Legacy Stucco & Stone recognizes that employees may use social media for both personal and professional purposes. While the Company respects employees' personal use of social media, employees are expected to use good judgment and adhere to the following guidelines to protect themselves and the Company:

Confidentiality

Employees may not disclose confidential or proprietary company information, including client information, job site details, trade secrets, financial data, or internal business operations, on any social media platform.

Representation of the Company

Employees must not present themselves as spokespersons for American Legacy Stucco & Stone unless specifically authorized to do so in writing. Use of the Company's name, logo, or branding in personal social media posts requires prior written approval from the Owner.

Professional Conduct

Employees are expected to maintain professionalism online. Any social media activity that could harm the Company's reputation, relationships with clients, or workplace environment—including offensive, discriminatory, or harassing content—may result in disciplinary action.

Use During Work Hours

Excessive personal use of social media during working hours or on company devices is not permitted if it interferes with productivity or job performance.

Client Sites and Safety

Photos, videos, or posts from client job sites may only be shared with prior written approval from managers of both American Legacy Stucco and the client. All content must comply with all safety rules and client policies.

Respect for Others

Employees are expected to use respectful and professional language when discussing the Company, its clients, managers, coworkers, or competitors online.

Content may not be discriminatory, harassing, libelous, threatening, or otherwise in violation of Company policy or the law. All Company policies, including anti-harassment, discrimination, and workplace conduct policies, apply equally to online activity.

General Rule

Any conduct that would be inappropriate or impermissible in person, in writing, or by email is equally inappropriate if expressed online.



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