



Employee Handbook

I. Introduction

A. Welcome to Cross Driven Construction

We are thrilled to welcome you to Cross Driven Construction, where we build more than structures; we construct futures and success stories.

At Cross Driven Construction, our dedication to excellence, safety, and teamwork is unwavering. As you embark on your journey with us, you become an integral part of our mission to create a better future through construction.

Our success is built upon the dedication and hard work of our employees, and we value the unique skills and talents that you bring to our team. Together, we will overcome challenges, create remarkable projects, and forge a path to success.

This Employee Handbook is your guide to understanding our company, its values, policies, and expectations. Please familiarize yourself with its contents, as it will be a valuable resource during your time with us.

As you join the Cross Driven Construction Team, we encourage you to embrace our commitment to safety, integrity, and the pursuit of excellence. Your journey with us will be an exciting one, full of opportunities for personal and professional growth.

Thank you for choosing Cross Driven Construction. We look forward to a rewarding and successful partnership with you.



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B. Our Mission and Values

Mission Statement: Helping people, build, improve, repair, and maintain their home, while creating long-lasting relationships. Never forgetting that when we are working for people, we are working for God.

We will accomplish this by hiring the right people and developing life skills in our team members.

Vision: Cross Driven Construction succeeds by focusing on making a positive difference and building strong relationships, not just on winning and making money. This aligns with the Bible verse Philippians 2:4, which says, "Let each of you look not only to his own interests, but also to the interests of others."

C. Employee Handbook Purpose

This handbook is your introduction to Cross Driven Construction. It's designed to provide insights into our current work conditions, employee benefits, and our expectations regarding your performance and conduct.

Think of our policies as guiding principles, not strict, unyielding rules. We embrace flexibility because every situation is unique. It's important to remember that no handbook can predict every scenario. The Owner, Brandon Schell, has the authority to adjust, add, or remove policies as needed.

We encourage you to reach out if you have any questions about our policies. Any changes will be communicated to you in a reasonable timeframe. We also recommend revisiting these policies regularly to keep them in mind.



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This handbook isn't a legally binding contract. It's a tool for everyone to understand our expectations.

We are a non-union company, which means our employees have chosen not to have third-party representation. Instead, we value direct communication. If you have any concerns, please speak with our management team. Our company actively opposes any attempts to unionize.

D. Equal Opportunity Employment

Cross Driven Construction's general policy is not to discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, age, sex, national origin, ancestry, marital status, pregnancy, disability, affectional or sexual orientation, status with regard to public assistance, or any other characteristic protected under federal, state or local law. Applicants and employees will be evaluated solely on the basis of their conduct, their compliance with the Company's policies and legitimate expectations, and their performance.

If you believe that you have been unlawfully discriminated against, you must bring this to the attention Brandon Schell. Employees can bring complaints, ask questions, and raise concerns under this policy without fear of reprisal. All employees are responsible for understanding, adhering to and strictly enforcing this policy.



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II. Employment at Cross Driven Construction

A. At-Will Employment

All employees of the Employer are employed at their own will and the will of the Employer, and are subject to termination at any time, for any reason, and with or without cause or notice. Similarly, employees may terminate their employment with the Employer at any time, for any reason, and with or without cause or notice. This “at-will” employment relationship may not be altered except by the specific terms of a written contract of employment signed by Brandon Schell prior to the commencement of employment.

B. Employment Departments

Our Current Divisions within Cross Driven is as follows:

- Remodeling
- Design
- PEM (Plumbing, Electrical, Mechanical)
- Logistics
- Home maintenance
- Roofing
- Office Staff

C. New Employee Onboarding

Cross Driven will require the follow before being allowed to work.

1. Current W-4



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2. I-9 Employment eligibility form
4. Copy of drivers license and Social Security card.
5. Direct deposit authorization with account information.

CDC will use QuickBooks Workforce to view your weekly paycheck. Your signature below authorizes Cross Driven Construction to send credit entries, parentheses and appropriate debit and adjustment entries parentheses electronically or buy another commercially accepted method to my account indicated below into other accounts identify in the future. this authorizes, the financial institution, holding the account to post all such entries I agree that the ACH transactions authorized here in, shall comply with all optical US law. This authorization will be in effect until the company receives a written termination notice from Myself and has a reasonable opportunity to act on it.

Employee name:

Bank Name:

Account Type Checking or Savings:

Account Number:

Routing Number:

6. Pre-Employment Drug Test Consent and Release Form

I hereby consent to submit to urinalysis and/or other tests as shall be determined by Cross Driven Construction in the selection process of applicants for employment, for the purpose of determining the drug content thereof.



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I agree that Care Now Urgent Care may collect these specimens for these tests and may test them or forward them to a testing laboratory designated by the company for analysis.

I further agree to and hereby authorize the release of the results of said tests to the company.

I understand that it is the current illegal use of drugs and/or abuse of alcohol that prohibits me from being employed at this company.

I further agree to hold harmless the company and its agents (including the above-named physician or clinic) from any liability arising in whole or part out of the collection of specimens, testing and use of the information from said testing in connection with the company's consideration of my employment application.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Applicant Printed Name:

Social Security Number:

Applicant Signature:



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Date:

Witness Printed Name:

Witness Signature:

III. Workplace Expectations

A. Code of Conduct

Cross Driven Construction upholds a code of conduct for its employees to ensure the well-being of all team members and the organization. While we aim to provide general guidelines, please note that we reserve the right to address disciplinary situations as necessary. This includes the option to take action for reasons not explicitly outlined here, and even terminate employment without prior warnings.

Here are examples of behaviors that may result in disciplinary actions, up to and including termination:

1. Inefficient work or unsatisfactory results.
2. Failure to notify your supervisor of absences in advance.
3. Excessive absenteeism or tardiness.
4. Leaving work before the end of your shift without supervisor approval.
5. Refusal to follow instructions from supervisors.
6. Non-compliance with safety or health rules.



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7. Unauthorized removal, damage, or misuse of property or equipment.
8. Alcohol or drug possession or consumption at work.
9. Abusive language, disrespect, intimidation, or insubordination.
10. Personal use of company tools, materials, or vehicles without supervisor permission.
11. Engaging in conflicting external business or employment.
12. Violation of any company policy, including those on discrimination and harassment.
13. Providing false information to the company.
14. Making false or malicious statements about the company or owners.
15. Tampering with or falsifying time records.
16. Disorderly, dangerous, wasteful, or careless conduct.
17. Sleeping during working hours.
18. Gambling on company premises.
19. Making false or malicious statements about customers, vendors, or employees.
20. Unauthorized use of company-owned equipment.
21. Unauthorized smoking on customer property.
22. Refusal to cooperate with coworkers.
23. Rude treatment of customers or business contacts.
24. Failure to disclose medications affecting work.
25. Committing a serious offense, whether on or off duty, affecting the company's reputation, liability, or employee relationships.
26. Using customer tools/property for company jobs without permission.
27. Any other conduct adverse to the company's interests.



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Please note that these rules are general and not exhaustive. Employment with Cross Driven Construction is "at-will," meaning it can be terminated by either party at any time, with or without notice.

B. Anti-Harassment

Cross Driven Construction strictly prohibits harassment in the workplace, including harassment based on legally protected characteristics. This also extends to sexual harassment. If you believe you're being subjected to harassment, here's what you should do:

1. First, firmly tell the harasser to stop by saying the behavior is unwelcome and unwanted.
2. Second, make a record of the incident and promptly report it to your supervisor.
3. If the harassment continues, report it to the owner.

All reported incidents will be investigated confidentially. Violating this policy may lead to disciplinary action, up to and including termination. Employees can report complaints, ask questions, or raise concerns without fear of retaliation.

When a harassment complaint is received, Cross Driven Construction will conduct an investigation, which may result in disciplinary actions. The investigation considers the context, relationships, and surrounding circumstances of the alleged incidents. It may involve interviews with the complainant, the accused, and others with relevant knowledge. Immediate measures may be taken to protect the complainant and employees during the investigation.



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C. Testing

Whenever testing procedures are deemed beneficial for assessing qualifications for a job, promotion, or transfer, employees or job applicants will be requested to consent to such procedures and comply with their outcomes.

D. Absenteeism/Tardiness

Punctuality and minimal absences are expected from all employees. Unnecessary lateness and absences disrupt operations and place an unfair burden on colleagues and supervisors. Poor attendance can impact promotion opportunities and lead to disciplinary actions, including suspension or termination. If you anticipate being late or absent, it's essential to personally inform your supervisor as early as possible, providing reasons and an expected return date. Failure to do so for three consecutive days will be considered a resignation.

E. Inclement Weather

In cases of unexpected inclement weather or emergencies, affecting business hours, employees will be notified by phone call or text. If such events occur after the workday begins, employees may be sent home, but those choosing to stay home when the office is open will be considered absent and unpaid.

****Weather-Related Safety Guidelines****

1. ****Excessive Heat (110°F or Over)****: In temperatures reaching or exceeding 110°F, it's critical to evaluate the risk of heat-related illnesses. Take necessary precautions like staying hydrated and seeking shade or air-conditioned areas.



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2. ****High Wind (25 mph or More)****: When wind speeds reach 25 mph or higher, be aware of potential hazards such as falling debris and unstable structures. Secure any loose materials and exercise caution, especially in open areas.

3. ****Extreme Cold (Wind Chill 10°F or Below)****: In conditions with a wind chill of 10°F or below, protect against frostbite and hypothermia by wearing appropriate layers and limiting exposure to the cold.

4. ****Snow/Ice (Hazardous Road Conditions)****: Snow and ice can create dangerous road conditions. Exercise extreme caution when driving, and consider alternate modes of transportation if necessary.

5. ****Lightning (Within 3 Miles)****: Cease all outdoor work and seek shelter immediately if lightning is detected within a 3-mile radius.

In any of these conditions, it is mandatory to seek a manager's approval before commencing or continuing work. Safety should always be the top priority, and work should only proceed if it is deemed safe under these weather conditions.

F. Moonlighting

Engaging in external employment or self-employment while working for Cross Driven Construction is prohibited if it conflicts with your commitment to the company. Prior approval from your supervisor is



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required for outside employment, with only non-competitive roles being considered. Cross Driven Construction's work obligations, including overtime, take precedence over outside work, even if approved. Violations may lead to disciplinary actions, including dismissal.

G. False Claims

Cross Driven Construction will not provide benefits for injuries or sickness resulting from other employment or outside activities. False information given in connection with benefit claims or legal matters may result in discipline, including discharge and possible legal consequences.

H. Complaint Resolution: Collaborative Approach

At Cross Driven Construction, we value every employee and their concerns, questions, or complaints. To ensure we address each issue effectively and maintain open communication, we've established a procedure with two primary objectives:

1. Respond to every complaint or concern, with the understanding that you may not always agree with the resolution, but we will give your matter the attention it deserves.
2. Promote communication within the company and resolve complaints at the lowest possible level, typically through employees advancing their concerns within the "chain of command," unless unusual circumstances dictate otherwise.



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If you ever have a complaint, concern, or question related to your employment at Cross Driven Construction, please follow the required procedure:

1. In most cases, start by discussing your concerns, complaints, or questions with your supervisor. Often, informal conversations can quickly and effectively resolve such issues. If your concern remains unresolved after such discussions, you should proceed up the seniority chain.
2. Submit your written complaint to your supervisor within 14 calendar days of when the issue arose. Your supervisor will forward a copy to Cross Driven Construction's upper management.
3. Your written complaint should include:
 - a. Your name, title, and department.
 - b. A clear explanation of what happened, who was involved, when it occurred, and why it concerns you.
 - c. Any additional relevant information.
 - d. Suggestions for addressing the problem.
4. We will investigate and aim to respond to your complaint within 10 to 14 days, though the timeline may be extended depending on individual case circumstances, such as the number of people we need to interview.
5. Please consider the following guidelines:
 - a. If you're uncomfortable discussing a complaint with your supervisor or submitting it in writing for any reason, you may bring



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your complaint (verbally or in writing) directly to the owner, Brandon Schell.

b. This is an informal process, so present your concerns in your own words. Formal representation by third parties is not required or appropriate in this procedure.

IV. Compensation and Hourly Policies

A. Introductory Period

New employees are considered in an introductory phase until they complete three (3) months of service with Cross Driven Construction. This period allows new hires to showcase their performance capabilities and determine if the position aligns with their expectations. Cross Driven Construction uses this phase to assess employee capabilities, work habits, and overall performance. Extension of the introductory period is at the company's discretion. This also applies to employees after a promotion. All employees remain "at-will" both during and after this period.

B. Full Time Definition

Full-time employees comprise both hourly workers who typically clock in 40 hours per week and salaried employees who maintain an average of 50 hours per week.

C. Promotions and Transfers



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Cross Driven Construction typically promotes qualified employees to new or vacant positions from within the company. Job opportunities are usually publicly posted or talked about in meetings. Employees interested in these opportunities should follow the provided application instructions. Selection is in accordance with the Equal Employment Opportunity Policy. If no internal candidates are suitable or if external hiring is deemed necessary, Cross Driven Construction reserves the right to select an employee from outside the company.

D. Layoff

Layoffs may occur due to factors such as work or budget shortages, position eliminations, or organizational changes. Employee selection for layoff is determined by Cross Driven Construction based on factors including seniority, merit, prior disciplinary record, and efficiency, as determined by the company's management.

E. Workday and Lunch Break Policies

Employees typically work 8-hour days and 40-hour weeks. Given the nature of our work and customer coordination needs, changes in schedules and required overtime may be necessary. Cross Driven Construction strives to provide daily updates, and employees are expected to contact management to receive instructions. Clocked out Lunch Break periods are not mandatory but should not exceed 30 minutes. If lunch goes beyond 30 mins, employees must contact the supervisor. Lunch time is unpaid.

F. Overtime

Hourly employees receive overtime at one and a half times their regular rate for hours exceeding 40 per week. Overtime is calculated based on



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actual hours worked, excluding holidays, PTO, or other leaves of absence. Exempt salaried employees do not receive overtime pay. Hourly employees will not work "off the clock."

G. Payroll Information

Hourly and salaried employees are paid weekly, with pay periods from Monday to Sunday. Payroll distribution usually occurs by the following Friday. Payments are made payable to the employee only by direct deposit. The company does not pay employees in cash or cash payroll or personal checks. Advances on pay are generally not made except for emergency situations.

H. Payroll Deductions

Normal payroll deductions for taxes and other legal requirements are automatically made based on employee-provided information. Other payroll deductions required or permitted by law (e.g., garnishments, child support, or debts to the company) will also be processed accordingly.

I. Weekly Personal Development

1 hour per week is designated for this (unless canceled). This will be paid 1hr only. Workdays on this day will not start until this time is over, without permission from supervisor. This is to give everyone a chance to come.

J. Resignation/Termination

Employee termination is a standard aspect of workforce management. Termination may occur under the following circumstances:



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- Resignation: Voluntary employment termination initiated by the employee.
- Discharge: Involuntary employment termination initiated by Cross Driven Construction.
- Retirement: Voluntary employment termination by the employee with no further intent for gainful employment or self-employment.

Upon resignation, non-management employees are encouraged but not required to provide two weeks' notice, while management personnel should provide thirty days' notice. Payment of available PTO is offered to employees who provide notice upon resignation. Cross Driven Construction generally provides advance notice if termination is necessary, but it reserves the right to terminate employment for any reason with or without notice. All company property must be returned at the end of employment. Employees must give a written, email, or text form of resignation to supervisor or Brandon.

V. Other operating policies

This section is included to give Cross Driven Construction employees a general overview of the standards of conduct and cooperation that the Company considers necessary to create and maintain a quality workforce and environment which will satisfy the standards of our customers, as well as the general public and your fellow workers. It is intended to serve as a general guideline, but Cross Driven Construction



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reserves the right to enforce other standards and expectations it deems appropriate, which are not specified here.

A. Alcohol

Consumption of alcohol on Cross Driven Construction premises (including Cross Driven Construction parking lots) is prohibited. Employees who report to work under the influence of alcohol will not be admitted into the building, and will also be subject to discipline, up to and including termination.

B. Drugs (See Also CDC Inc. Drug and Alcohol Testing Policy)

Drugs are defined as any behavior-modifying product, including marijuana. Employees are prohibited from possessing, storing, transferring or using such substances, or reporting for work under the influence of drugs unless Cross Driven Construction receives prior notice and satisfactory documentation that the product has been prescribed for the employee by the employee's doctor as medication for a current ailment or disease. Any employee found guilty of carrying, storing, transferring or consuming such drugs in the course of employment, on Company property (including Cross Driven Construction parking lots) or within company vehicles will be subject to discipline up to and including termination and to possible civil and/or criminal prosecution.

C. Tobacco Product Policy

Smoking/Dipping/Vaping is only allowed in designated areas of Cross Driven Construction and at job sites (Outside away from the house or structure). Follow customer's policies and job site regulations. Always get permission from owner. CDC does not pay for smoking, you have to clock out to smoke, unless you are working in a designated smoke area,



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alone, and can do two things at once. Failure to comply with applicable tobacco policies may result in disciplinary action or termination.

D. Solicitation and Distribution

In order to prevent disruption in Cross Driven Construction's operations and provision of services, the following rules apply to solicitation and distribution of written materials.

Employees who should be performing their assigned work tasks will permit no solicitation or distribution of any kind in work areas. Solicitation and distribution by non-working employees interfere with the work of other employees who are performing their assigned work tasks and is also prohibited. No distribution or solicitation of any kind is permitted in any work area at any time.

Solicitation or distribution during established rest periods, mealtimes or other specified employee break periods in non-work areas is not prohibited.

Non-employees are not allowed to solicit or distribute any written materials at any time on any CrossDriven Construction property or job sites, which are not open to public use.

E. Safety and Health

We expect all of our employees to be safety conscious and to assist us in avoiding workplace conditions, which might cause an accident. You are required to immediately report any unsafe condition and any injury received, no matter how minor, while at work to your supervisor.

No guns are allowed on CDC property, in CDC vehicles, or on job sites.

Personal hygiene and clean work areas make for a more pleasant, as well as a safer, place to work. Employees should therefore wash their



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hands before returning to work after visiting the toilet areas and before dispensing any food or beverages at Company functions. Employees in all departments are also asked to help keep job sites, shop, office, and office grounds as neat and orderly as possible. Trash cans, or dumpsters, which are easily accessible, are located at the office. Please place all food from lunches, organic material, smaller trash, etc. in trash bags. Any cigarette butts should be placed in cigarette approve receptacle at office or removed from the job site from the user.

At Cross Driven Construction people are our most important asset. It is our strongest desire that everyone goes home safe and healthy every day. We will make every effort to ensure the safety of our employees at the shop as well as all job sites.

The responsibility for safety lies with you. Even if it is your first day on the job, you have the power, and the responsibility, to stop work if you believe safety may be compromised. Safety is a cooperative effort of all employees to identify and eliminate hazards in the workplace. Safety is based on three simple principles:

Identification of Hazards: It is the responsibility of every employee to continuously monitor his or her work environment for potential hazards. Once identified these hazards must be immediately reported.

Elimination of Hazards: Management and employees will make very effort to eliminate identified hazards from the workplace.



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Protection for Hazards: If a hazard cannot be eliminated from the workplace management will provide PPE (Personal Protection Equipment) to protect employees from these hazards.

Cross Driven Construction will provide appropriate PPE, however, it is the responsibility of the employees to use the proper equipment, follow prescribed processes, and work in a safe and productive manner. **When in doubt, GEAR UP!**

Issued Per Person:

- Ear protection
- Eye protection
- Hard hat
- First aid kit

Per Team:

- Safety Harnesses (2)

Available in Shop:

- Respirators
- Safety Harnesses
- Dust Masks

Provided By Employee:

- Steel Toed Work Boots - Amazon has a large selection of waterproof steel toed work boots starting at \$40.



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If you need replacement PPE, first aid kit refills or any additional safety equipment, it is your responsibility to ask. We are happy to provide you with whatever you need to make your job safe.

The safety and health of our employees is our top priority. Everyone goes home safe and healthy — every day!

F. Dress Code

Employees of Cross Driven Construction must dress appropriately for their various work settings, including office, sales, and field work. All Employees should have a Cross Driven Construction shirt with Logo when on a job site. Jeans and shorts are allowed on the job site. CDC employees shall not wear clothes w/ excessive stains, holes or fading. If you smoke cigarettes, you need to carry some type of odor eliminator to mask the smoke odor.

If working in a messy environment CDC will provide Tyvex suits or the employee can bring extra apparel to prevent you from ruining CDC apparel.

Shirts require sleeves. No tank tops, muscle shirts, halters, sleeveless t-shirts, etc.

Skintight garments, clothing which inappropriately exposes the body (briefs, halters, see-through clothing, etc.) are inappropriate for all employees.

Inappropriate short skirts and shorts will not be allowed.



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All shop and field employees are required to wear closed toed shoes. Office staff may wear appropriate open toed sandals, flip flops are not allowed.

G. Clothes Allowance

You can buy your own clothing and Cross Driven Construction will reimburse up to your allowance. If CDC reimburses employees for clothing, those items become company property.

All embroideries are free.

Standard CDC Gear

\$15.00 for Sweatshirts and \$8.50 for T-shirts
\$20 hats.

Managers

\$400 first year. \$150 each year after

Field and Office

\$150 per year

The allowance will not roll over to the next year. Allowance will begin and reload on each employee's anniversary

H. Notice on Searches

Cross Driven Construction maintains the right, in accordance with applicable laws, to conduct searches and surveillance. This may include our employees, their workspaces, personal belongings, vehicles at job sites or office properties, toolboxes, company-owned assets such as vehicles and equipment, computers, phones, and all other areas related to work. Our commitment to ensuring a safe and compliant workplace guides this policy. Employees at Cross Driven Construction should understand that privacy is limited while performing their duties. This applies whether they are on company premises, at customer job sites, or



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using company vehicles. Privacy expectations are reduced in these scenarios to ensure professional conduct and compliance with company policies."

I. Access to Personnel Files

Cross Driven Construction maintains a personnel file on each employee. The personnel file includes information such as the employee's job application, records of any training, documentation of performance appraisals, absence, discipline, wage, salary history, and other employment records Cross Driven Construction deems important. Personnel files are the property of Cross Driven Construction, and access to the information they contain is monitored. Generally, only supervisors and management personnel of Cross Driven Construction Company, and third parties who Cross Driven Construction deems to have a legitimate reason to review information in a file, are allowed to do so.

Employees who wish to review their own file should contact Brandon Schell. With reasonable advance notice, and in accordance with applicable law, employees may review their own personnel files in Cross Driven Construction's offices in the presence of an individual appointed by Cross Driven Construction to maintain the files.

Employee records will remain confidential within the office staff and will be retained for a period of one year following an employee's departure.

J. Employee Parking

A designated parking area is available for office employees' use, but construction projects may or may not have provisions for parking. We need to ask the owner where they prefer us to park. We cannot leak oil



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or any fluids on owner's property. If so, the employee will be responsible for removing or repairing.

All employees shall enter and leave the office or a project site through designated entrances. Employees may not remain on or return to the job site once they have completed their work without approval from customer. Ex-employees and employees who are on any type of leave are not permitted on job sites new or old.

We recommend that you lock your car and avoid leaving valuables where they may be seen, since Cross Driven Construction cannot be responsible for loss, damage or theft of personal property or vehicles.

K. Company Vehicles

1. Drivers must maintain a valid Tennessee drivers license and clean driving record.
2. Abuse or neglect is the responsibility of the driver and any resulting repair expenses.
3. Any tickets received by the driver is the expense of the driver
4. If there is damage to the vehicle. Driver shall pay \$500 deductible, if it is the fault of the driver
5. No smoking or any tobacco products allowed in company vehicles
6. No alcohol is allowed in company vehicles including in the drivers stomach
7. Cargo and Trailers must be secured and/or flagged



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8. Personal use of a company vehicle is restricted to local and family-related activities only and should not be used for any external business purposes or for personal profit.

9. Any personal fuel use will be paid for by driver

10. If a vehicle's tire is flat, it is the driver's responsibility to notice this. Driving on a flat or under-inflated tire will lead to the driver being responsible for the cost of replacing the tire.

11. The driver is responsible to keep scheduled maintenance completed

12. CDC will provide all cost for maintenance, service, and tire replacement

13. Vehicles must be kept cleaned inside and out. Cleaning will be done off the clock and at the driver's expense,

14. The company will provide standard full coverage insurance on the vehicle

15. Driver is liable for passengers. Umbrella policy by driver is suggested

16. Insurance up charge for driving history will be paid for by the employee

17. Driver is responsible for learning DOT commercial vehicles rules/law

In case of an accident, in general, give the other driver or law enforcement authority your name, your driver's license number and



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insurance information. Call a supervisor immediately. You are required to obtain the other driver's information and report it to your supervisor at the earliest possible time.

The information the driver should obtain includes:

Name of the other driver;

Driver's license number of the other driver;

The license plate number of the other vehicle; and

The other driver's insurance company and policy number.

If a police report is made, obtain the police report number and notify the office.

When asked a specific question, give a specific answer. Be courteous, but at no time are you, or anyone with you in the vehicle at the time of the accident, to make any statement regarding the cause of the accident, or to make any statement regarding anyone's culpability or fault.

If you receive a ticket for causing the accident, accept it graciously, but say nothing about whose fault the accident was. Everyone must be careful not to say anything that could be harmful to the Company or the driver. Fault will be determined at a later time.

Take pictures of any and all damage of both vehicles as well as the license plate, photo ID, and insurance card of the other driver.



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L. Physical Examination

A pre-employment, post-offer medical examination may be required for all personnel. The physical examination will be conducted at the Company's expense and conducted by a Company appointed doctor. Cross Driven Construction's Conditional Offer of Employment and job assignment of an employee is conditional on receipt of a satisfactory medical history, test results and doctor's report, confirmation of application information and favorable references, even if the employee has provisionally begun work prior to receipt of all such information.

M. Confidentiality

Each employee agrees to the Non-Compete agreement included in this handbook

N. Visitors

All visitors are required to report to the Receptionist. This control is necessary to prevent unauthorized strangers from entering the office and to facilitate meetings with visitors while minimizing disruption of normal office activity.

O. CDC Tools, Equipment, and Devices Agreement

The following tools will be required for each field employees in all departments to have and maintain on every job. Circular saw, Cordless drill set, Level, Hammer, Tape measure, Tool bag, Reciprocating saw, Standard set of assorted pliers/screwdrivers/socket set, Chalk line, Speed square.

If you are unable to purchase the required tools needed for work after your introductory period and with management approval, CDC will offer



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to buy the tools required up to \$500 in a calendar year and deduct \$50 a week from your check until debt is fully paid.

All Employees are required to check Cross Driven Construction tools in and out through the shop/office. Failure to do so may result in paying for the tool.

Terminated or resigned Employees will not be issued their final paycheck until all tools, keys, credit cards, laptops, iPads, vehicles, and CDC clothing have been turned into the office. Cross Driven will only cover normal, wear and tear on equipment and laptops/iPads.

Any Cross Driven Construction electronic devices are to be used for business. CDC will not be responsible any personal information.

VI. Benefits and Leave Policies

A. Personal Time Off (PTO)

Cross Driven Construction offers paid PTO as an opportunity for employees to unwind and recharge. This policy extends PTO benefits to full-time salaried and full-time hourly employees. Part-time hourly employees, temporary workers, commissioned sales personnel, and independent contractors are not eligible for PTO benefits.

PTO is granted in full-year increments, commencing from an employee's first day of service, in alignment with the following schedule:

- One week of PTO after one year of employment.
- Two weeks of PTO after three years of employment.
- Three weeks of PTO after eight years of employment.



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Requests for PTO must be approved by the employee's supervisor before the designated time off. While we generally honor PTO requests on a first-come, first-served basis, the company retains the discretion to approve or deny any PTO request.

Employees should arrange PTO with their supervisor at least one month in advance of the intended start date, except in emergency situations. Full-time work for a complete year is a prerequisite for PTO eligibility. A PTO week should be used within one year. By October 1st, employees must specify when they intend to use the remainder of their PTO during the last three months of the year.

PTO is intended for relaxation and should not involve work or job-seeking activities during the PTO period. This benefit cannot be converted into cash in lieu of taking time off or upon termination.

Note: Employees working any hours on any given day are not eligible for PTO leave.

B. Mission Trips

Cross Driven Construction supports employees in their mission trips by providing paid leave for up to three days once a year. During the trip, employees will be compensated at their regular hourly wage for eight hours per day. To qualify for this benefit, employees need to present evidence of the trip to their supervisor, and the trip must be located more than 100 miles outside of Hendersonville, TN.

C. Holidays



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Cross Driven Construction observes company holidays and offers holiday pay, calculated based on the employee's current wage for 8 hours. Holiday pay is available to all regular full-time employees. To receive holiday pay, employees must work all scheduled workdays in the weeks before and after the holiday, except in cases of pre-approved absences. The company traditionally observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Holiday pay will not be provided in addition to PTO pay or any other authorized leave of absence pay for the same day. If a holiday falls within an approved PTO week, the employee will be recorded as having used four PTO days, rather than five.

D. Parental Leave

Employees are entitled to two days of paid leave for paternity, maternity, and adoption-related absences. PTO benefits can also be used for absences due to an employee's spouse or child's illness or injury.

E. Military Leave

Cross Driven Construction offers reemployment rights for employees returning from military leaves of absence, aligning with National Defense Programs:

1. Employees entering active military service for a single enlistment period will be granted a general military leave of absence. Reinstatement to former jobs or equivalent positions will be attempted upon their return.
2. Members of the National Guard or Military Reserve unit can choose to treat summer training periods as PTO with pay, equivalent to their earned PTO allowance.



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3. Employees who do not opt for PTO treatment for military training periods will receive unpaid military leave.

F. Funeral Leave

Employees are allowed two days of paid leave, with the option for up to two additional unpaid days in the event of the death of an immediate family member. Immediate family includes the employee's spouse, children, parents, siblings, parents-in-law, and grandparents. For funeral attendance for a relative other than an immediate family member, supervisor approval is necessary, and any leave granted will be unpaid. The pay during a funeral leave is based on the employee's base pay rate and excludes special forms of compensation.

G. Jury Duty Leave

Cross Driven Construction encourages employees to fulfill their civic duty by serving on jury duty. Employees can use PTO or take unpaid leave for this purpose. An employee must provide their supervisor with the jury duty summons promptly to arrange for their absence. The employee is expected to report for work when their court schedule allows. Either Cross Driven Construction or the employee can request an excuse from jury duty in cases where the absence creates significant operational difficulties.

H. Disability Leave

Employees are eligible for a maximum six-week non-paid leave if they cannot work due to certified medical reasons by a physician and are not eligible for Family and Medical Leave. The physician's statement should include a diagnosis, current treatment, prognosis, and the expected length of the leave. Cross Driven Construction may request further



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documentation for eligibility assessment. If an employee recovers within six weeks, they must notify the company and return to work immediately if a suitable position is available. Failure to return to work after six weeks or upon notice of an available position will result in automatic termination. Upon their return, employees must present their doctor's written release to work.

VII. Social Security, Unemployment, and Workers Compensation, etc.

Cross Driven Construction takes care of the complete expenses associated with unemployment compensation and workers' compensation insurance for its employees. The company also contributes to a portion of social security benefits.

Cross Driven Construction's workers' compensation insurance program provides coverage for injuries or illnesses that occur during the course of employment, necessitating medical, surgical, or hospital treatment. As per relevant legal requirements, this insurance program offers benefits after a short waiting period or immediately if the employee is hospitalized.

Employees who experience work-related injuries or illnesses must promptly inform their supervisor. No matter how minor an on-the-job injury may seem, reporting it immediately is crucial. This ensures that



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eligible employees can qualify for coverage as swiftly as possible and is a mandatory part of Cross Driven Construction's record-keeping and reporting obligations. Any delay or failure to report an injury may affect an employee's eligibility for workers' compensation benefits and could result in disciplinary actions.

Neither Cross Driven Construction nor its insurance provider will be responsible for providing workers' compensation benefits for non-work-related injuries or illnesses. Filing a claim for workers' compensation benefits due to non-occupational injuries or illnesses or providing false information related to workers' compensation, unemployment compensation, disability, or any other claims can lead to disciplinary actions, including termination, and may result in the denial of benefits, as well as civil and/or criminal prosecution.

EMPLOYEE ACKNOWLEDGEMENT AND NON-COMPETE AGREEMENT SIGNATURE

Handbook Purpose: I acknowledge that this Policy Handbook serves as a comprehensive guide to Cross Driven Construction. I have been provided with a copy of this Handbook, and I recognize that it is my duty to thoroughly read and adhere to the policies outlined within this Handbook, including any future revisions. If I have inquiries that are not



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addressed in the Handbook, I understand that it is my responsibility to reach out to my supervisor for clarification.

1. Employment. The Company hereby employs or continues to employ the

Employee and the Employee hereby accepts or continues to accept employment upon the terms and conditions hereinafter set forth and for such compensation as may from time to time be agreed upon between them.

2. Extent of Services. The Employee shall devote his or her time, attention, and energies to the business of the Company, and shall not, during the time this Agreement is in effect, engage in any other business activity, whether or not such other business activity is pursued for gain, profit, or other pecuniary advantage.

3. Duties. The Employee is engaged to perform such acts as are incidental to the operation of the Company's various interests in the residential and commercial construction industry. The services of the Employee may be extended or curtailed, from time to time, at the direction of the Company. In the performance of all his or her duties, the Employee agrees to abide by, and to emulate the standards of quality which have been established and/or which may be practiced by the Company and its operation. It is expressly understood that, during the course of the Employee's employment, his or her job title, duties, responsibilities, and all other terms and conditions of his or her employment may be modified at any time and for any reason, and that such modification shall not alter his or her continuing obligations under this Agreement.



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4. Termination of Employment. The term of employment of the Employee, or the continuation of employment of the Employee, shall be at the will of the Employee and/or the Company. This Agreement is not intended to create a promise or contract of employment for a specific period.

Nothing in this Agreement is intended to alter the fact that Employee's employment shall be, or is, at will, and it is expressly understood that either Company or Employee may terminate the employment relationship.

5. Confidential Information. Employee agrees that his or her position with the Company will place him or her in a position of confidence and trust with customers and will allow him or her access to confidential information. Employee understands that the Company's business would be damaged irreparably if Employee used such information to compete in any form or fashion with the Company. With this in mind, Employee will not at any time, during this Agreement or within one (1) year after the termination of Employee's employment with the Company, divulge to others or use for his or her own benefit any confidential information obtained during the course of his or her employment relating to customers or the Company's business. Confidential information includes contractual terms; all business records and personnel data relating to the Company or its employees and customers; customer contact information; pricing information and any trade secrets or other confidential information licensed to, obtained, developed or purchased or otherwise possessed by the Company; any other trade secrets or confidential information used or obtained by Employee in the course of employment by the Company from any officer, employee, agent or representative of the Company or any division, subsidiary or affiliate of the Company or otherwise; information contained in any confidential



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documents prepared by or for the Company and its employees or agents at the Company's expense, on the Company time or otherwise in furtherance of its business, and other confidential information used or obtained by Employee in the course of his or her employment with the Company; financial information with respect to the Company; provided, however, that Confidential Information shall not include: (i) any information that shall become generally known to the industry through no fault of Employee; (ii) any information that shall be disclosed to Employee by a third party (other than an officer, employee, agent or representative of the Company) having legitimate and unrestricted possession thereof and the unrestricted right to make such disclosure; or (iii) any information that Employee can demonstrate was within his or her legitimate and unrestricted possession prior to the time of his employment by the Company. All Confidential Information shall be contractually subject to protection under this Agreement whether such information would otherwise be regarded or legally considered "confidential" and without regard to whether such information constitutes a trade secret under applicable law or is separately protectable at law or in equity as a trade secret. Provided, however, that Employee may make disclosures required by a valid order or subpoena issued by a court or administrative agency of competent jurisdiction. In such event, Employee will promptly notify the Company of such order or subpoena to provide the Company with an opportunity to protect its interest.

Employee understands and agrees that the covenants set forth herein are reasonable and necessary for the protection of the Company's interests and are fair for both the Company and Employee. Both during and after the term of this Agreement, if requested by the Company, Employee shall surrender to the Company any and all confidential information and any and all records, files and other documents provided



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to Employee by the Company, and all copies thereof, relating to such confidential information. Employee shall also delete any confidential information from any computer owned or used by Employee and provide written certification of that action to the Company, upon request.

6. Non-Compete. Employee agrees that during the period of one (1) year immediately following cessation of Employee's employment with the Company, Employee shall not, on Employee's own behalf or on behalf of any person, firm, partnership, association, corporation or business organization, entity or enterprise, solicit, contact, call upon, communicate with or attempt to communicate with any customer of the Company, with a view to the sale or provision of any product or service competitive with the Company. The actions prohibited by this section shall not be engaged in by Employee directly or indirectly in any capacity.

7. Non-Solicitation of Employees. Employee expressly covenants and agrees that during the term of the employment, and during the one (1) year period thereafter, he or she will not, directly or indirectly, solicit for employment for Employee or on behalf of any other person or entity, any employee or consultant of the Company or encourage any such employee or consultant to leave his employment with the Company, or to terminate pending contracts with the Company.

8. Reasonableness of Restrictions. Employee acknowledges that the period and scope of the restriction imposed herein are fair and reasonable and are reasonably required for the protection of the Company. In the event that any part of the foregoing restrictive covenant shall be held to be unenforceable or invalid, the remaining parts thereof shall nevertheless continue to be valid and enforceable as though the invalid portions were not a part hereof. In the event that any of the



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foregoing relating to the period or scope of the restrictions shall be deemed to exceed the maximum period of time or scope which a court of competent jurisdiction would deem enforceable, the time or scope for the purpose of this paragraph shall be deemed to be the maximum period or scope which a court of competent jurisdiction would deem valid or enforceable in any state in which such court of competent jurisdiction is convened.

9. Injunctive Relief. Employee agrees that any violation of the provisions of this Agreement is likely to cause irreparable damage to the Company which may not adequately be compensated by money damages, and, accordingly, such violations may be restrained by the issuance of an injunction by any court of competent jurisdiction, in addition to any other remedies provided by law. The right of the Company to obtain an injunction or other equitable relief to enforce the terms of this Agreement shall be in addition to all other rights the Company may otherwise have.

10. Recovery of Expenses. Employee agrees to pay to the Company the costs and reasonable attorneys' fees incurred by the Company if it prevails in any action to enforce any or all of the terms of this Agreement.

11. Jurisdictions. Employee and the Company hereby agree to submit themselves to the jurisdiction of the Chancery Courts of Sumner County, Tennessee and to the United States District Court for the Middle District of Tennessee, both of which have jurisdiction over disputes under this agreement.



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12. Governing Law. This agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.

13. Modification and Severability. It is the intent of the parties to this agreement that if any provision herein is found to be unenforceable for any reason, the provision shall be modified by a competent court of law only to such minimal extent as necessary to render it enforceable in accordance with the laws of the State of Tennessee.

14. Entire Agreement. This instrument contains the entire agreement of the parties on the matters contained herein. It may not be changed orally but only in writing by an amendment signed by both parties.

Employee _____

Address _____

Email _____

Emergency Contact _____

Relationship to Employee _____

Emergency Contact Phone
Number _____

Spouse's Name _____

Spouse's Birthday _____