

Front Range Roofing Co.

1100 Plum Creek Parkway, Suite 210, Castle Rock, CO, 80104
(720) 555-0129 · office@frontrange-roofing.example
<https://frontrange-roofing.example>

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Employment and respectful treatment

At-Will Employment

Your acceptance and/or continuation of employment with Front Range Roofing LLC , confirms your employment relationship as defined in this section. You entered employment with Front Range Roofing LLC voluntarily, therefore, you are free to resign at will at any time, with or without notice. Similarly, Front Range Roofing LLC may terminate the employment relationship at will at any time, with or without cause, so long as there is no volition of applicable federal or state law.

The only representative who has the authority to create an agreement binding Front Range Roofing LLC , which differs from the above is a corporate officer of Front Range Roofing LLC . Any such agreement must be in writing and signed by both the employee and a corporate officer of Front Range Roofing LLC .

Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, you were asked as a condition of employment, to complete the Employment Eligibility Verification Form I-9 and present documentation establishing your identity and employment eligibility. If you are working on a temporary work permit, it is your responsibility to renew the permit or your employment will immediately terminate on the last day you are legally able to work in the United States.

Americans with Disabilities

We are committed to complying fully with the Americans with Disability Act (ADA) ensuring equal opportunity in employment for qualified individuals with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as with job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority. Leaves of absence are available to all employees on an equal basis, subject to the provisions of each leave program.

Additionally, we do not discriminate against any qualified employee or applicant because they are related to, or associate with, a person with a known or perceived disability.

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Nondiscrimination

As a matter of good business practice, and consistent with applicable federal, state and local laws, Front Range Roofing LLC prohibits discrimination based on race, sex, age (as defined in the Age Discrimination in Employment Act of 1967, as amended), handicap/ disability, religion, ancestry, color, national origin, sexual preference, veteran status or any other status or condition protected by applicable law. This policy shall apply to all phases of the employment relationship including, but not limited to, the recruitment of applicants and hiring of new employees. The policy extends to promotion, transfer, training, compensation, lay off and termination. Front Range Roofing LLC's management is available to answer your questions about any equal employment opportunity practices or to respond to any concerns or complaints regarding discrimination.

Harassment/Hazing Policy

It is the policy of Front Range Roofing LLC to afford all employees a workplace which is free from all forms of sexual, racial, religious, age, disability, national origin or otherwise unlawful harassment, discrimination or hazing of any kind. If you feel you are a victim of such harassment or hazing, you should report it promptly, regardless of who originates it or participates in it, and regardless of whether it is oral, written, visual, physical conduct or any other type of behavior. You may report it to your immediate supervisor, vice president or president of Front Range Roofing LLC. Misconduct will result in corrective action by Front Range Roofing LLC which may include discipline, training or termination of any parties. There will be no retaliation if a report of misconduct is made in good faith.

Sexual Harassment Policy

Front Range Roofing LLC prohibits all forms of sexual harassment by employees, customers, suppliers and vendors. All employees are responsible for assuring the workplace is free from sexual harassment at all times. Front Range Roofing LLC will work to prevent and investigate harassment. These efforts will not be successful without help from other Front Range Roofing LLC employees.

Explanation of Sexual Harassment

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Unwelcome sexual advances (verbal and/or physical), intimidation, insult, requests for favors and other verbal and/or physical conduct of a sexual nature constitute sexual harassment when:

- Submissions to such conduct is either an explicit or implicit term or condition of employment (such as promotion, job assignment, overtime opportunity, wage increase, etc.); or
- Submission to or rejection of the conduct is used as a basis for making employment decisions; or
- The conduct has the purpose or the effect of substantially interfering with an individual's work performance or creating a hostile or offensive work environment.

Sexual harassment under this definition may range from sexual innuendo, perhaps in the guise of humor, to coerced sexual relations. It may include but certainly is not limited to:

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- Sexual jokes or offensive sexual language.
- Unwelcome sexual references.
- Verbal harassment of a sexual nature.
- Subtle or direct pressure for sexual activity.
- Physical contact such as touching, patting, pinching, rubbing or squeezing.
- Displaying pictures or objects which depicts women and/or men as sexual objects.

Sexual harassment may have different definitions, but it has no place in the workplace. If you are unsure whether your behavior may be harassment change your behavior. Using and insisting upon good manners, professional behavior and the exercise of good sense will go a long way in avoiding and preventing the inappropriate conduct covered by this policy.

Reporting Incidents

If you receive or observe sexual harassment, you should promptly file a complaint with your supervisor or an executive of Front Range Roofing LLC so an investigation can be initiated. The company will investigate all complaints and will handle these matters efficiently and in a professional manner. Confidentiality will be respected to the extent practical, under the circumstances. You will not be punished for bringing an issue to the attention of Front Range Roofing LLC in good faith, even if you do not have all the facts. Remember Front Range Roofing LLC cannot help if we do not know about the problem.

Violation of this policy is grounds for discipline or discharge. This policy applies on and off company property.

Workplace Violence

Front Range Roofing LLC is committed to preventing workplace violence and has adopted guidelines to deal with intimidation, harassment or other threats of violence which may occur during business hours or on company premises.

Conduct which threatens, intimidates or coerces another employee, a customer or a member of the public at any time, including off-hours, will not be tolerated.

Even if you are licensed to carry a concealed weapon, carrying any weapon is NOT authorized on company property, or while you are working, even if offsite, and doing so shall result in legal action, discipline or termination.

All threats or acts of violence should be reported immediately to a supervisor or an executive of Front Range Roofing LLC . Any suspicious individuals or activities should also be reported to a supervisor or an executive of Front Range Roofing LLC .

Front Range Roofing LLC will promptly and thoroughly investigate all reports. It may be necessary to suspend employees, either with or without pay, during the investigation process. Any employee determined to be responsible for threats or acts of violence will be subject to prompt disciplinary action, up to and including termination.

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If you have a disagreement or dispute with a co-worker, you are encouraged to talk with a supervisor or executive of Front Range Roofing LLC. We are required to help resolve employee disputes and will not discipline employees for raising these issues.

Business Ethics and Standards of Conduct

Front Range Roofing LLC's successful business operation and reputation are built on employee ethical business conduct. Our continued success depends on customer trust and Front Range Roofing LLC is dedicated to preserving that trust. All employees are responsible to act in a manner which will earn the customer's continued trust and confidence. For this reason, employees are expected to exhibit a high level of integrity and excellence.

Front Range Roofing LLC expects employees to adhere to a Standard of Conduct which is appropriate. Listed below are examples of behavior which violate our Standards of Conduct. This list is not intended to be exhaustive, but instead is provided as a guide to the most common types of inappropriate behavior:

- Insubordination and refusal to obey a directive given by a supervisor or manager.
- Gambling, fighting, horseplay, vulgarity and abusive treatment of customers or fellow employees.
- Excessive absenteeism or tardiness.
- Falsifying any time card; for you or a co-worker.
- Destruction of company property.
- Careless use of company property.
- Disregard of company policies.
- Making a false claim.
- Inappropriate dress.
- Failure to maintain a valid driver's license if driving is part of your job.

Failure to follow all Standards of Conduct may result in disciplinary action, up to and including termination of employment.