

EMPLOYEE CONDUCT GUIDELINES

PURPOSE: To clarify guidelines for employee conduct

Employment with Wehr Constructors is "at will", which means it is subject to termination by either the Company or the employee at any time, for any reason. There are no contractual relationships between the Company and an employee, and letters, benefit or policy statements, performance appraisals, company handbooks or other employee communications should not be interpreted as such. No one has the authority to enter into any oral or written employment contract without the signed explicit written approval of the CEO of Wehr Constructors and no written employment contract will be valid without the signature of the CEO of Wehr Constructors. In order to monitor this "at will" relationship, Wehr Constructors has developed guideline methods to track performance.

Employee Responsibility - It is the duty and the responsibility of every employee to be aware of and abide by existing rules and regulations. It is also the responsibility of the employee to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established. Employees are encouraged to take advantage of all learning opportunities available and request additional instruction when needed.

Management and Supervisory Responsibility - The supervisor/manager must approach corrective measures in an objective manner. If the employee's performance of assigned task is the issue, the supervisor/manager should generally look to see that proper instructions, appropriate orientation and training have been given, and that the employee is aware of the job expectations. Not only single incidents, but patterns of poor performance should be of concern as it is indicative of overall performance. If misconduct is the issue, the supervisor/manager should take steps to make sure that the employee has been made aware of the company's policies and regulations regarding the infraction. If in either case appropriate instruction or information was not communicated, a plan for such should be immediately developed and reviewed with the employee.

EMPLOYEE CONDUCT

Wehr Constructors supports the use of a process called "progressive discipline" to address conduct issues such as poor work performance or misconduct and to encourage employees to become more productive workers and conform their behavior to standards and expectations. Generally, warnings to employees are used to explain what behavior has been unacceptable. There are two types of warning, verbal and written.

A verbal warning is when a supervisor/manager counsels an employee about an issue of concern. A written record of the discussion noting the date, event, and recommended action is usually placed in the employee's file for future reference.

Written warnings are used for behavior or violations which a supervisor/manager considers serious or where a verbal warning has not helped to change unacceptable behavior. An employee should recognize the grave nature of the written warning.

Whenever an employee has been involved in a disciplinary situation which has not been readily resolved, or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the supervisor/manager may place the employee in a Performance Improvement plan. This status will last for a predetermined amount of time not to exceed ninety (90) days, and within this time period, the employee must

Employee Conduct Guidelines

Sasha Hu



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