

EMPLOYEE REVIEW

All employees shall receive an annual review of their performance. The company may, at that time provide a pay increase to the employee.

ATTENDANCE

It is the responsibility of each employee to be on the job on time, every workday. If unusual circumstances affect your attendance, talk it over with your supervisor. We will work together with you to find a solution.

Repeated absences or tardiness may be an indication of a lack of interest in your job. This will prevent the employee from being considered for advancement, and could result in termination of employment.

Employees who do not report for scheduled work must personally notify his department head prior to 8:00 a.m. of the first day. Employees absent without leave of absence or without notifying the company are subject to termination.

All employees are required to submit weekly time sheets.

Each employee is entitled to a bonus of \$100.00 for each quarterly period worked without missing any regular hours of work. Regular hours as it pertains to this paragraph is defined as Monday through Friday from the beginning of the shift to the end of the shift. The quarterly period as it pertains to this paragraph is as follows:

ATTENDANCE (Continued)

1 st Quarter	Jan 1 - Mar 31
2 nd Quarter	Apr 1 - Jun 30
3 rd Quarter	Jul 1 - Sep 30
4 th Quarter	Oct 1 - Dec 31

The payment of this bonus is to be distributed the next pay day following each quarter.

ALCOHOL AND DRUG SCREENING

All employees may be required (at employer's discretion) to take a pre-employment drug screening if required by the Employee Leasing Company. The use, possession, transportation, or sale of narcotics, illegal drugs or drug paraphernalia by any employee while on duty, while on company or customer property or in any company vehicle, is **PROHIBITED**. The use or alcohol on duty, while on company or customer property or in any company vehicle, is **PROHIBITED**.

During an investigation by the company, unless prohibited by state statute, employees may be requested to cooperate in urinalysis test. Employees may also be requested to cooperate in urinalysis and/or blood test on a spot basis. Employees have the right to refuse being searched or having their personal effects searched or to cooperate in the required tests; however, refusal of such searches or to cooperate in such lawfully permitted test by any employee will cause for disciplinary action up to and including immediate termination or employment.

SEPARATION OF EMPLOYMENT

It is the desire of the company to provide full-time employment for all employees, and every reasonable effort will be made to provide the necessary work to accomplish this goal.

As a result of a slowdown, in business, it may become necessary to accomplish a reduction in the work force. If at all possible, permanent employees affected will be given two weeks notice in advance of the reduction.

Employees separated from the company for any reason except authorized leave of absence, if ever rehired shall be considered as new employees.

EXPENSE REPORTING

Reimbursement of travel expenses for personnel on company business will be accounted for as follows:

1. Coach air fare to and from destination.
2. Reasonable expenses for meals and lodging.
3. .325 cents per mile for employee owned automobiles.

All of the above must be approved and substantiated by C. Allen Bender and/or Terry W. Modlin on an Expense Report. Expense Reports must be submitted weekly.

COMPANY AUTOMOBILES

Employees who have been assigned company automobiles are responsible for the general maintenance of these vehicles. The company is responsible for the cost of this maintenance.

HEALTH INSURANCE

bender & modlin Fire Sprinkler, Inc. provides single coverage health insurance to employees after 180 days of continuous employment. The company will pay no more than \$150.00 towards our group single coverage policy. If the employee's coverage exceeds this amount, the employee will be responsible for the difference in cost. If employee chooses not to participate in the group health insurance, the employee shall be responsible for insurance coverage.

FAMILY HEALTH COVERAGE

The company does not provide family coverage. However, family coverage may be added and the cost shall be paid by the employee.

COMPENSATION

Salary and hourly rates are determined by the owners or their designee. All employees shall be compensated for work performed weekly.

PAY DAYS

All pay checks will be distributed to employees for work performed at the end of the work day on Friday (for previous week worked).

All salaried employees are required to have one week in the hole (Employees must work one complete work and receive pay the following pay week).

In the event a holiday falls on a Friday, pay checks will be distributed the day before the holiday.

HOLIDAYS (Continued)

Holidays that fall on Saturday will be observed the Friday before; those that fall on Sunday will be observed the following Monday. To be eligible for paid holidays, an employee must be employed for a minimum of 180 days. In order to receive payment for a paid holiday, the employee must work a full shift prior to and after the said holiday. For those employees assigned to other offices or a field jobsite, the holidays established for that office or field site will be observed in lieu of the above.

VACATION

Salaried employees are entitled to five days (one week) paid vacation for each calendar year after one year of continuous employment. Vacation schedules are approved by Management and may be taken during any month of the year as permitted by the department's work load. In recognition for years of continuous service, the following extended vacation schedule shall apply:

- After 2 years 10 days (two weeks)
- After 10 years 15 days (three weeks)

Note that consecutive vacation days shall be limited to ten (10), unless specific arrangements are made with Management.

Vacation pay for each week of vacation due an employee shall be in the amount equal to the employee's rate of pay for forty (40) hours. Employees shall receive vacation pay due them immediately prior to leaving for vacation. Vacation time is not accrued, nor can it be accumulated from year to year. No employee will be paid for unused vacation time. Vacation leave forms must be submitted to supervisor and approved prior to leaving for vacation.

COMPANY AUTOMOBILES (Continued)

Company owned vehicles are for business use only and should not be used for personal business.

The employee is responsible for keeping these vehicles clean, coordinating with the supervisor or general manager for regular oil changes and other maintenance as required.

SHORT TERM ABSENCES

Personal Leave

Each employee may be entitled to receive up to 3 days of personal leave with pay per calendar year because of special circumstances (i.e., death, severe illness, etc.). These absences are to be approved in advance by management and are at the total discretion of said management.

Birthday Leave

Each employee is entitled to his/her birthday or a day in their birth month off with pay after one (1) year of continuous employment. The above leave is applicable only after applied for and approved by the management.

Leave of Absence

Leave Without Pay may be received on a case by case basis and must be approved by C. Allen Bender and Terry W. Modlin.

CONDUCT

We believe that our employees are responsible, mature team members who conduct themselves in an acceptable manner. To maintain order in the organization, however, we have defined a procedure to be followed, if necessary, to address improper behavior.

Generally, discussions between the employee and the supervisor will be sufficient to ensure understanding of the proper behavior required and to correct any deficiencies.

If such discussions are not effective and unacceptable behavior continues, the following procedure will apply:

1. Written Warning

If any employee feels that this procedure has been applied unfairly, he may ask for a review by management.

2. Termination

EQUAL EMPLOYMENT OPPORTUNITIES

It is the Policy of bender & modlin Fire Sprinkler, Inc. to grant Equal Employment Opportunity to all qualified persons without regard to race, color, sex, age, religion, national origin, marital status, status as a disabled veteran of the Vietnam Era or handicap not related to job duties. To deny one's contribution to our efforts because he is a member of a minority group is an injustice not only to the individual but to the Corporation as well. It is the intent and desire of bender & modlin Fire Sprinkler, Inc. that equal employment opportunities will be provided in employment, promotion, wages, benefits, and all other privileges, terms and conditions of employment.

HEALTH AND SAFETY

Safety is the responsibility of everyone employed by bender & modlin Fire Sprinkler, Inc. Our safety policy is to provide a healthful and safe environment for employees, and to establish and maintain effective safety procedures and practices in all activities and to comply with applicable Federal, State, and Local safety laws, codes and standards. Safety Tool Box Talks are to be turned in at a minimum of bi-weekly. Failure to comply with this regulation may result in withholding of paychecks at the owner discretion.

HOLIDAYS

For employees of bender & modlin Fire Sprinkler, Inc., the following holidays will be observed annually:

■ New Year's Day	Labor Day
■ Memorial Day	Thanksgiving Day/Friday after
■ July 4 th	Christmas Day

WELCOME

We would like to extend a welcome to you as an employee of bender & modlin Fire Sprinkler, Inc. Working together in a friendly, informal way, we have built an excellent reputation in our field. The cooperative efforts of people with every kind of skill and talent have carried bender & modlin Fire Sprinkler, Inc. to the top of a progressive, highly competitive business.

With your help, our future will be successful because you can help make the difference.

bender & modlin Fire Sprinkler, Inc. Company History

bender & modlin Fire Sprinkler, Inc. was incorporated in the state of Florida in 1999. The assets of the company are held equally by C. Allen Bender and Terry W. Modlin.

Policy Application

The Personnel Policy outlined in this book, and any authorized supplements, are intended to apply only to full-time permanent employees of bender & modlin Fire Sprinkler, Inc.

CONCLUSION

bender & modlin Fire Sprinkler, Inc. employees are requested to verify that they have received their copy of the Employee Manual and that they have read and understand the contents of this manual by, dating and signing the statement inserted herein. This statement will be retained in the employee's personnel file. This manual has been prepared to provide employee's of bender & modlin Fire Sprinkler, Inc. with a clear understanding of the Personnel Policies and the information which will help you to become familiar with your employer and your job. It is not intended to state all the conditions of employment or principles which help to guide your in the performance of your duties, but to provide information on certain policies and benefits which are currently in effect.

bender & modlin Fire Sprinkler, Inc. reserves the right to modify or supplement this handbook in its continual effort to improve operations. Management at all levels stands ready and willing to answer all questions regarding the contents herein.

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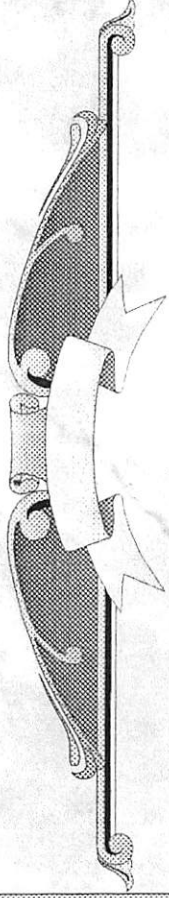
-ACKNOWLEDGMENT OF RECEIPT-

I acknowledge that I have received a copy of bender & modlin Fire Sprinkler, Inc.'s Employee Manual. I further acknowledge that I have read and understand the contents of the manual.

Employee Name: _____

Employee Signature

Date



**BENDER & MODLIN
FIRE SPRINKLER, INC.
EMPLOYEE MANUAL**

April 1, 2005

