

**SCREENPRINT PLUS, INC.**  
**1336 S.E. 47<sup>TH</sup> STREET, CAPE CORAL, FL ~(239-549-3322)**

**ABSENTEEISM**

- Attendance is mandatory at Screenprint Plus, Inc. Tardiness is not accepted. When scheduled, you are expected to there and on time.
- In event of an emergency, proof will be required (i.e. Doctor's note, Towing receipt, etc.)
- Please report all absences to the Human Resource Manager at extension 122.
- If time off is needed for personal reasons employees must:
  - \* Receive authorization from management
  - \* Give two-week notice
  - \* Find a replacement by a co-worker
  - \* Post date two weeks in advance on designated calendar
  - \* Give a friendly reminder the day before
- When an emergency evolves, it is the employees' responsibility to notify management immediately. If it requires an excessive amount of time, the individual shall find a replacement or make arrangements to work extra hours.

**TARDINESS**

Each employee has a commitment to be timely every day. The tardiness of an individual affects the whole company. Recurring tardiness will result in the dismissal of employment. **SCREENPRINT PLUS, INC.** seriously frowns upon the irresponsibility of this action and therefore will not accept it.

**UNIFORM / DRESS CODE**

Each employee will be issued ScreenPrint Plus, Inc. T-shirts and will have the option to purchase golf shirts or extra T-shirts. This will be the required uniform with self supplied professional khaki shorts, pants or skirts for each day. Closed toe shoes are required. On Friday and Saturday, employees may wear acceptable jeans along with a Screenprint shirt or any shirt (in good taste) that is printed or embroidered here. In the event of an employee being dismissed or quitting within the probation period, they shall return their issued shirts unused or pay full price for them. ScreenPrint Plus, Inc. reserves the right to deduct the cost from the final paycheck of this individual if the garments are not returned in acceptable condition.

**PARKING**

Employees should park towards the back of the parking lot or on the opposite side of the parking lot away from the building. Please do not park in front of the front door.

## **HOLIDAYS & CLOSING DATES**

Due to the nature of the business we are in, most holidays become unyielding – becoming some of the most productive days of the year. Never ending support is required by everyone during these times.

### **We Will Not Be Open On The Following Days:**

- New Years Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving Day
- Christmas Day

If we will be closed for any days other than listed above, memos will be posted.

The above will be paid holidays for any Full-Time employee (36 + plus hours per week) after they have passed their 90-day probation period. Because of the nature of our business, the holiday will **NOT** be paid if the immediate work day before or after is scheduled off or if an employee is unable to work the work day before or after due to sudden illness or emergency.

## **VACATION, SICK / PERSONAL DAYS**

Full time employees will receive 1 weeks paid vacation after 1 year of employment and after 3 years of employment employees will receive 2 weeks paid vacation.

Full time employees are allowed 3 sick / personal days after 6 months of employment. Sick days are not paid.

## **PERSONAL IDENTIFICATION**

Screenprint Plus, Inc. must have a record of the following for each employee: home address, current telephone number, social security card (or green card), driver's license, birthday (optional) and closest responsible contact in case of emergency.

## **PERSONAL PHONE CALLS** (Incoming & Outgoing)

Our phone lines normally stay very busy. Our customers are always first; therefore any incoming personal phone calls must be short. Local calls only.

## **CELL PHONE POLICY**

This policy outlines the use of personal cell phones at work, the personal use of business cell phones and the safe use of cell phones by employees while driving or working.

### **1. Personal Cellular Phones**

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should restrict their personal calls during work time and only use their personal cell phones during scheduled breaks or scheduled lunch periods in non-working areas. Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the company's policy. Flexibility will be provided in circumstances demanding immediate attention. The company will not be liable for the loss of personal cellular phones brought into the workplace.

### **2. Personal Use of Company-Provided Cellular Phones**

Where job or business needs demand immediate access to an employee, the company may issue a business cell phone to an employee for work-related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Employees in possession of company equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Any employee unable to present the phone in good working condition within the time period requested may be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

### **3. Safety Issues for Cellular Phone Use**

#### **AUTO**

Employees whose job responsibilities include regular or occasional driving and who are issued cell phones for business use are expected to refrain from using their phones while driving. Safety must be the first priority. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short.

Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

#### **PRODUCTION**

Employees whose job responsibilities include working with any equipment are expected to refrain from using their cell phones at all times during operation. Safety must be the first priority. Regardless of the circumstances, including any level of production employees are required to stop production or work before placing or accepting a call.

Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are hurt resulting from the use of their phone during production will be solely responsible for all liabilities that result from such actions.

#### Safety Summary Guidelines:

Use a hands-free set when available.

Utilize features such as speed dial and voice-activated dialing.

Always place calls when you are not moving or before pulling onto the road.

Cell phones should be placed where they are easy to see and reach.

Do not use cell phones in heavy traffic; allow voice mail to answer.

Do not use cell phones in counties/jurisdictions that ban cell phone use while driving.

Keep conversations brief; avoid unnecessary calls.

Pull off the road into a safe area for parking when taking notes, looking up information or during an intense conversation.

Special care should be taken in inclement weather or when the employee is driving in an unfamiliar area.

#### **4. Special Responsibilities for Managerial Staff**

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Managers should monitor employees to make sure that the presence of cell phones in the work place provides optimum benefits in managing expenses for long distance telephone usage. Managers should be knowledgeable about the company's cell plan/package in order to leverage the best use. As an example, if there is a choice or an opportunity for savings, a land-base phone should be used for a local call instead of a cell phone. Managers should also address proper cell-phone etiquette with their employees. Managers should immediately implement pre-approved disciplinary measures for employees who violate safety procedures in the operation of cellular phones. Safety must always be the first priority.

### **COMPUTER/INTERNET GUIDELINES**

It is very important that every employee /officer of Screenprint Plus abide by the following network/computer rules to avoid corruption of our system. We do have virus-scanning programs that will help detect and discard incoming viruses, but if a virus does make its way into our system we could have major problems. All of our main systems that we use to function each day are run through the computer network; network programs and files, email, Internet and even our phone system. If a virus shuts down our network, all of these systems, which run our company, will be shut down also.

- Use your email very carefully and don't open anything unfamiliar
- Arrange your desktops as needed
- Use brand new diskettes only
- **Do Not open email attachments that are unfamiliar or from the internet**
- **Do Not download programs**

- **Do Not download screensavers**
- **Do Not download anything from the internet**
- **Do Not download anything from home**
- **Do Not open diskettes or CDs that were used outside our company**
- **Do Not save on diskettes or burn to CDs that were used outside our company**
- If you have business-related software/information that you would like to download onto your PC/Laptop, you must discuss with management first.
- If you need to save information to a disk use a new disk.
- If you have ever had any questions regarding the above please see Mitch. If he does not know the answer he will find it for you.
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If corruption does occur, it may be corrected at the expense of the responsible party.

### **PAYMENTS (Cash, Visa & Checks)**

Any employee accepting payment for an invoice must first initial the receipt, date and post what kind of payment was received. The receiver is now responsible for this payment. A charge must be run properly and stapled to the invoice. Checks must have a check number posted on the receipt. Cash must be given directly to management. Any bills 20 and higher should be check by the counterfeit pen. All invoices are then placed in the appropriate file. No employee is authorized to distribute merchandise without full payment or authorization for payment to be made at a later date.

### **NO SMOKING, EATING OR DRINKING (Near Any Garments)**

Smoke sticks to garments. Many garments will be resold in retail stores before washing. Obviously we can all understand why there will be no smoking, eating, or having drinks around any of Screenprint's equipment or textiles. If it is a must, smoke breaks can be set up with management.

### **PAYROLL PROCEDURES**

- Paychecks will be issued bi-weekly on Fridays by 4:00 pm.
- Each employee is responsible for keeping accurate hours. Employees must clock in when their work begins and clock out when it ends – not while they are changing clothes or chatting. Any breaks must also be kept accurately. Time cards will be supplied in the appropriate file. The honor system is respected throughout many tasks here at Screenprint Plus, Inc. Random checks will always be made to assure accuracy for cumulative hours. Dishonesty is a situation that will result in immediate termination.
- Screenprint Plus, Inc. reserves the right to fill in the time card (with the best knowledge available) where employees have forgotten – including break time.
- Each employee must clock in and out on his own card. Clocking another employee in or out could result in termination.
- Employee's that are terminated or quit will be mailed their last check on the Friday it is due.

- The only person to receive the check will be the name on that check, unless prior authorization is given for another person to pick up check.
- If there is a discrepancy with hours or pay, a written memo must be presented to the management. Action will be taken immediately.

## **SAFETY, HEALTH & EMERGENCIES**

- All injuries, needle punctures, burns, infections, irritations, or accidents occurring on Screenprint Plus, Inc. property must be reported immediately to management.
- Safety precautions must be followed where indicated.
- All needle punctures, or infectious cuts must be medically treated at once. This may require immediate doctors assistance.
- Management must write a short report with the employees' signature authorizing the accident.
- If chemicals come in contact with an employee's eye, a co-worker must immediately assist them to the screen room where an emergency water supply is. The eyes must be rinsed for at least 15 minutes. If irritation still continues, they must be transported to seek emergency medical assistance.
- ***EMERGENCY – DIAL 911***

## **TERMS FOR IMMEDIATE DISMISSAL**

- Encouragement of sales to competitors
- Demeaning customers or co-workers
- Dishonesty (stealing, lying, falsifying time card, etc.)
- Repetitive tardiness
- Disregard for safety
- Repetitive poor performance
- Intentionally damaging goods or vandalism
- Not showing up or calling during a scheduled work day
- Insubordination toward management
- Drinking alcohol or using drugs during work hours (including lunch time, breaks, etc.)

## **ADDITIONAL BENEFITS**

- Sprint Cellular Phone Service – employees can get cellular phones through Sprint with special benefits, such as 7% discount on service.
- Employees may join Suncoast Schools Federal Credit Union for checking, savings, loans, mortgages, etc.
- Employees can receive special pricing & services through Steve Westphal's Used Cars.
- Employees can receive up to a 10% discount from Tire Kingdom (South Del Prado location). The contact person is Jamie Redecker.

## **MEDICAL INSURANCE**

Medical Insurance is available to full-time employees after their 90-day probation period. Screenprint will pay half of the employees' monthly premium and the employee will be responsible for the rest. This is done through payroll deduction.

## **DEFECTS POLICY**

Production employees are responsible for the quality of the finished goods. Any garments produced incorrectly will be the responsibility of the employee to replace the garments at wholesale price along with any labor necessary.

I have read the employee guidelines and understand them.

NAME:

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DATE:

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**SCREENPRINT PLUS  
ACKNOWLEDGEMENT RECEIPT  
FOR  
EMPLOYEE HANDBOOK**

***(Please read, sign and return to your Supervisor within five (5) days of your receipt of your copy of the company Employee Handbook.)***

I acknowledge that I have received a copy of the Screenprint Plus Employee Handbook. I understand it is my responsibility to read it thoroughly, and become familiar with its contents. I agree that if there is any information in the Handbook that I do not understand, I will seek clarification from my Supervisor. I understand that this Handbook states the company's policies and practices in effect on the date of publication. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document and nothing in the handbook creates an express or implied contract of employment.

I understand that Screenprint Plus is an "at will" employer. Employment with Screenprint Plus is not for a specific length of time and may be terminated at will, with or without cause and, with or without prior notice, by Screenprint Plus or myself for any reason at any time.

I understand that the contents of this handbook may not be construed as creating a promise of continued or future employment with Screenprint Plus. I also understand that policies and procedures are continually evaluated and may be amended, modified or discontinued at its discretion, with or without notice, and are not intended to include all policies of Screenprint Plus.

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Name (please print)

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Date

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Signature