

Employee Personal Information Form

Personal Information

First Name	
Middle Name	
Last Name	
Nickname	
Gender	
Citizenship	
Place of birth country /region	
Present Home Address Street/Apt # City State	
Home Phone Number/Cell Number	
Birthday MM/DD/YYYY)	
Driver License/State ID Number	
Emergency Contact Name Address/Relationship	
Emergency Contact Telephone Cell Number	

Medical Information

Emergency Information

Emergency Employee Personal Information Form

Doctor' s Name	
Address	
Phone Number	
Blood Type	
Medical Conditions	
Allergies	
Current Medications	

Please fill out the following information completely. This is for emergencies only and has no bearing on your employment

Violence in the Workplace Prevention Policy

Zero Tolerance

Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc. "The Company" has a policy of zero tolerance for violence. If you engage in any violence in the workplace, or threaten violence in the workplace, your employment will be terminated immediately for cause. No talk of violence or joking about violence will be tolerated.

"Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or taking or engaging in those activities. It is the intent of this policy to ensure that everyone associated with this business, including employees and customers, never feels threatened by any employee's actions or conduct.

Workplace Security Measures

In an effort to fulfill this commitment to a safe work environment for employees, customers, and visitors, a few simple rules have been created. These are:

- Access to the company's property is limited to those with a legitimate business interest.
- No weapons will be allowed on company property or where company business is conducted.

All weapons banned

The company specifically prohibits the possession of weapons by any employee while on company property. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying weapons while performing services off the company's business premises.

Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

Inspections

Desks, telephones and computers are the property of the business. We reserve the right to enter or inspect your work area including, but not limited to, desk and computer storage disks, with or without notice.

The fax, copier, and mail systems, including e-mail are intended for business use. Personal business should not be conducted through these systems. Under conditions approved by management, telephoned conversations may be monitored and voice mail messages may be retrieved in the process of monitoring customer service.

Any private conversations overheard during such monitoring, or private message retrieved, that constitute threats against other individuals can and will be used as the basis for termination cause.

Reporting Violence

It is everyone's business to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate that a co-worker is in trouble. You are in a better position than management to know what is happening with those you work with.

You are encouraged to report any incident that may be a violation of any of the company's policies that are designed to provide a comfortable workplace environment. Concerns may be presented to your supervisor.

All reports will be investigated and information will be kept confidential.

I have read and understand the Violence in the Workplace Prevention Policy.

Employee Name: _____ **Position:** _____

Employee Signature: _____ **Date:** _____

Sexual Harassment Policy

It is the policy of Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc. that all employees are responsible for assuring that the workplace is free from sexual harassment. Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc. do not condone or excuse sexual harassment of any kind. Sexual harassment; by management, supervisory staff, co-workers, and non-employees over whom Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc. exercises some measure of control will not be tolerated on or off Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc.

Because of Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc.'s strong disapproval of offensive or inappropriate sexual behavior with respect to the work place, all employees must avoid any action or conduct which could be viewed as sexual harassment. Therefore, under this policy, the following acts are specifically prohibited.

- Granting or denying job benefits based on receptivity of sexual advances or threatening or insinuating either expressly or implying that an employee refusal to submit to sex.
- Sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual harassing nature.
- Intimate relationships between supervisory and subordinate employees on or off of Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc.'s premises which may affect the supervisors' treatment of the employee with respect to his or her terms and conditions of employment.
- A working environment of unwelcome sexual conduct that has the purpose or effect of unreasonable interfering with an affected person(s) work performance or creating an intimidating, hostile or offensive work environment.
- Sexual slurs, vulgar jokes, display of sexually explicit pictures, or other sexually offensive conduct,

Any employee who has a complaint of sexual harassment with respect to the workplace by anyone including supervisors, co-workers, visitors, contractors, or any other person over whom Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc. exercises some measures of control should immediately bring the problem to the attention of the Human Resources Department by calling (281) 354-2515.

All complaints will be promptly handled on a confidential basis. Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc. will retain confidential documentation of all allegations and investigations will take appropriate corrective action to remedy all violations of policy. Corrective action may include disciplinary action up to and including termination of employment or termination of the business relationship for person found to have engaged in sexual harassment.

I have read and understand this Sexual Harassment Policy.

Employee Name: _____ **Position:** _____

Employee Signature: _____ **Date:** _____

Substance Abuse Policy

Statement of Understanding

Employees are **NOT** permitted to possess, sell, use, have present in the body or purchase controlled substances or alcohol on Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc.'s property, on company time or on a **project jobsite**. Such possession, use, sale presence or purchase will be grounds for immediate termination. Employees will register with their supervisor all prescribed drugs as soon as they are required to take them.

To ensure each employee functions are at his/her highest potential, Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc. may require you to submit to a search. During working hours, searches of an employee's vehicle and personal items may be conducted in his/her presence to confiscate any contraband. In addition, Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc. are including chemical screening (urinalysis) as a portion of its overall program to ensure that all administration locations and project jobsites have an appropriate environment in which to work. Individuals whose levels of illegal drugs/substances exceed the levels established in the company's procedures or that impair the ability to work will **NOT** be allowed to enter the property and/or project jobsites.

Employee suspected of possession or being under the influence of any controlled substances or alcohol may be placed on suspension pending investigation. Every effort will be made to complete this investigation within a 72-hour period.

My signature indicates that I have read this Substance Abuse Policy, that I understand the purpose of the company's search and chemical screening policies, and that I consent to work under these terms and conditions.

Employee Name: _____ **Position:** _____

Employee Signature: _____ **Date:** _____

Employee Orientation Safety Rules and Regulations

1. Safety is everyone's responsibility.
2. ALL employees and visitors must wear hardhats while on any Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc.'s jobsites. Hardhats will be worn properly at all times.
3. Safety Glasses, Goggles, Face Shield, Dust Masks, Earplugs, Rubber Gloves, Aprons, Support Belts etc., must be worn when working and/or using equipment and/or materials when required by Company Safety Regulations. Examples are but not limited to: Mixers, Saws, Grinders, Lifting. Your job Foremen will specify materials and equipment that requires protective clothing and/or safety equipment. The Safety Data Sheet also known as SDS's, list this also.
4. Hard sole shoes will be worn at **ALL** times. Tennis shoes, sandals, or any type of open toe shoes will **NOT** be permitted.
5. ALL employees will be fully clothed with pants and shirts.
6. ALL scaffold must be constructed in accordance with OSHA safety rules. By inspecting the Base (foundation), Braces, Guardrails, Ties and assuring they are secure. Inspect **ALL** scaffold boards reassuring they are lapped properly and **NOT** broken and/or cracked as well as OSHA approved. Scaffold **CANNOT** be leveled with brick or block. Scaffold Ladders must be used to maintain safety access. Scaffold builders or erectors are required to use personal fall arrest systems. Your job Foremen has the OSHA requirements booklet for scaffolding, if you have any questions on the construction of scaffold.
7. No person/s will be allowed to work or pass under scaffolding when work is being performed on said scaffold.
8. ALL equipment and machinery must be in compliance with OSHA rules and guidelines. Seat belts must be worn when required on all equipment. Backup alarms must be working on all equipment. Mortar mixers and tractors must have fire extinguishers accessible.
9. ALL electrical cords must have a ground and be checked regularly for bare or cut wire. GRCI's must be used.
10. When cleaning mixers, **DO NOT** put hands or arms in machine when running. **DO NOT** refuel mixer when engine is hot.
11. There will be no horse playing on the jobsites.
12. When operating tractors with a lift, watch for power lines.
13. No employee shall ride the lift up or down on the tractor.
14. When tractors are moved to and from the jobsite by a contract hauler, that contract hauler must drive the tractor on and off the trailer.
15. No employee/s shall start to work before daylight. This will prevent accidents due to improper light.
16. Proper lifting techniques will be adhered to at all times. Support Belts will be worn.
17. No radios other than those provided to the foreman will be allowed on the jobsite.
18. ALL employees are required to attend weekly safety meetings and daily morning meetings.
19. Alcoholic beverages or drugs of any kind will **NOT** be tolerated on the jobsite. This is outlined in the company's drug policy. It is mandatory that any employee who has an accident or is injured on the jobsite will be required to take a drug test.
20. ALL Safety Violations should be reported immediately to the job Foremen, Field Superintendent, Safety Director and/or Human Resources Department. **ALL** injuries and accidents will be reported to Foremen **IMMEDIATELY**.
21. Violation of any of the above rules will **NOT** be tolerated and can be grounds for termination of your employment.

My signature indicates that I have read and understood the above Employee Orientation/ Safety Rules and Regulations Policy. As an employee of Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc. I will abide by ALL Safety Rules and Regulations

Employee Name: _____ **Position:** _____

Employee Signature: _____ **Date:** _____

CELLULAR DEVICE USAGE POLICY

This document set forth by Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc., "The Company" concerning policies in regards to cellular device usage will apply to **all** Company employees. For purpose of this policy, the term "cellular device" is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection (including, but not limited to, cellular telephones, digital wireless phones, radio-phones/walkie-talkies, PDAs (personal digital assistants with wireless communication capabilities), or ("research in motion") wireless devices. The Company reserves the right to modify or update these policies at any time.

Use of Cell Phones or Similar Devices

- a) General Use at Work: Cellular device usage by employees will be **prohibited** on any project when an employee is actively working onsite in any working area. Cellular device usage will be allowed during schedule breaks or lunch periods in **non-working designated areas**. Superintendents and Foreman are allowed to use their company issued cellular devices on project sites; however, all cellular device usage is prohibited when in a work area. Before accepting an incoming or making an outgoing call, make sure that such activity will not compromise safety. All personal calls should be made during non-working hours. Employees should ensure that their friends and family members are aware of this policy.
- b) Theft: Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc. cannot be held liable for the loss of any personal cellular device an employee brings onto the project site or items they leave in their automobiles on a project site.
- c) Company Meetings: Cellular devices are prohibited during all Company meetings. Employees should leave all cellular devices in their office with the device's ringer muted. On the unusual occasion of an emergency or anticipated emergency that requires immediate attention, a cellular device may be present in a meeting on vibrate mode with the approval of the meetings supervisor.
- d) Unsafe Work Situations: Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc., prohibits the use of cellular devices or similar devices by all employees while on any project work site at which the operation of such device would be a distraction to the user and or could create an unsafe work environment for employees. All project work sites must be secured and kept from harm by the use of such device(s). Such devices may only be used by an authorized employee of the Company. Authorized Company Employees must be out of harm's way at such work environments when using such devices. When operating equipment on the jobsite or while performing any jobsite activity that a distraction may cause a potential safety threat, let all incoming calls go unanswered. Only when you have stopped the equipment in a safe area and put yourself as well as others in a safe environment may you return the call.
- e) Operating a Motorized Vehicle: Winco Masonry, LP, Rankin Development Co. Inc., Winco Masonry Builders Inc., prohibits the use of cellular devices or similar devices for company or personal related purposes while operating a company or personal motor vehicle during normal working hours. The following policies will be enforced: 1) Do not use your cellular phone while operating a motor vehicle, 2) Do not text or message while driving a motor vehicle, 3) Allow voice mail to pickup your calls, 4) Retrieve all messages when the vehicle is stopped and parked, 4) In an emergency only use a hands-free device to seek assistance, 5) Do not use headphones. This policy covers all cellular use including but not limited to the use of cellular devices during working hours, company functions on or off the company premises including normal and non-company hours, vendor functions including normal and non-company hours.

Personal Use of Company-Owned Cell Phones

Winco Masonry, L.P., Rankin Development Co. Inc., Winco Masonry Builders Inc., may issue business cell phones to employees for work related communications. To protect the employee from incurring tax liabilities for the personal use of such equipment, the "Company" issued cellular/radios phones are to be used for business purposes only. Employees in possession of "Company" equipment (including cell phones) are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of the employment, or at any time upon request, the company employee may be asked to produce the phone for return and or inspection. Any employee unable to do so will be fully responsible on replacing the item at its full current price.

By signing this document, I acknowledge that I have read, understand, and agree to adhere to the Winco Masonry, L.P., Winco Builders, Inc. and/or Rankin Development Co., Inc., Cell Phone Usage Policy **and that violating this policy will result in disciplinary action up to and including removal or termination.**

Employee Name: _____ **Position:** _____

Employee Signature: _____ **Date:** _____

Company Equipment Policy

This document set forth by Winco Masonry, L.P., Rankin Development Co. Inc., Winco Masonry Builders Inc., “The Company” concerning policies about company owned as well as rental equipment and applies to ALL Company employees. The Company reserves the right to modify or update these policies at any time.

While the employee has in his/her possession and/or handling any company equipment it is the employee's responsibility to protect the equipment from any type of damage, loss and or theft.

All employees are responsible for the return of equipment in the same condition the equipment was received at the beginning of each work day and return the company equipment to its proper secured location at the end of each work day.

Procedures:

Procedures are to be followed by each employee concerning equipment.

- 1) Mortar Mixers: must be cleaned and washed for next day's work.
- 2) Saw Machines: must be cleaned and washed for next day's work.
- 3) Grinders: must be inspected and placed in the proper tool box assigned for the project ready for the next days
- 4) Any other small tools and equipment should be cleaned and securely stored daily.

It is the employees' full responsibility in replacing the company equipment at full price if damaged, lost, and/or theft. The full amount to replace the company’s equipment will be deducted from the employee’s net amount of his/her pay check.

By signing this document, I acknowledge that I have read, understand, and agree to adhere to the Winco Masonry, L.P., Rankin Development Co. Inc., Winco Masonry Builders Inc., “Company Equipment Policy”

Employee Name: _____ **Position:** _____

Employee Signature: _____ **Date:** _____

Winco Masonry, LP / Rankin Development Co. Inc. / Winco Masonry Builders Inc.

Workers Compensation

Winco Masonry, L.P., Winco Builders, Inc. and/or Rankin Development Company have Worker's Compensation Insurance Coverage from Texas Mutual Insurance to protect you. You can get more information about your Worker's Compensation rights from any office of the Texas Worker's Compensation Commission, or by calling 1-800-252-7031.

You may elect to retain your common law right of action if, no later than five (5) days after beginning of employment. You can notify Winco Masonry, L.P., Winco Builders, Inc. and/or Rankin Development Company in writing if you wish to retain your common law right to recover damages personal injury. If you elect your common law right of action, you cannot obtain Worker's Compensation income or medical benefit if you are injured.

My signature indicates that I have read and understood on how to receive more information about Worker's Compensation Rights regarding my rights and/or retain my common law rights of action. I have also received the documents from Workwell Texas concerning Workers Compensation Insurance.

Employee Name: _____ **Position:** _____

Employee Signature: _____ **Date:** _____

Winco Masonry, LP / Rankin Development Co. Inc. / Winco Masonry Builders Inc.

STOP Check Payment and Reissue Policy

Employee ID#: _____

Employee Name: _____

Winco Masonry, L.P., Rankin Development Co. Inc., Winco Masonry Builders Inc., may request that stop payment be placed on payroll checks that have been lost or stolen and reissue the payroll check to the employee. All requests for stop payment orders and check reissue must be accompanied by a PAPER CHECK STOP PAYMENT/REISSUE REQUEST FORM.

I understand that I will be responsible to cover the Stop Payment Fee of \$35.00 to be deducted from the reissue check.

Employee Name: _____ Position: _____

Employee Signature: _____ Date: _____

Winco Masonry, LP / Rankin Development Co. Inc. / Winco Masonry Builders Inc.

DIRECT CREDIT AUTHORIZATION

I _____, hereby authorize Winco Masonry, L.P., / Rankin Development Co. Inc., /Winco Masonry Builders Inc., to begin Direct Deposit Crediting my bank account number _____

Bank, ABA # _____

for my paycheck.

A voided check is attached for reference.

This authorization remains in effect until written notice is given by me for any changes. If my banks account information changes, I will promptly notify Human Resources of the changes and complete a New Direct Credit Authorization.

Employee Signature _____

Date _____

ATTACH BLANK VOIDED CHECK HERE:

Please note a deposit ticket will not suffice. Some banks use a different routing number on deposit tickets than on checks