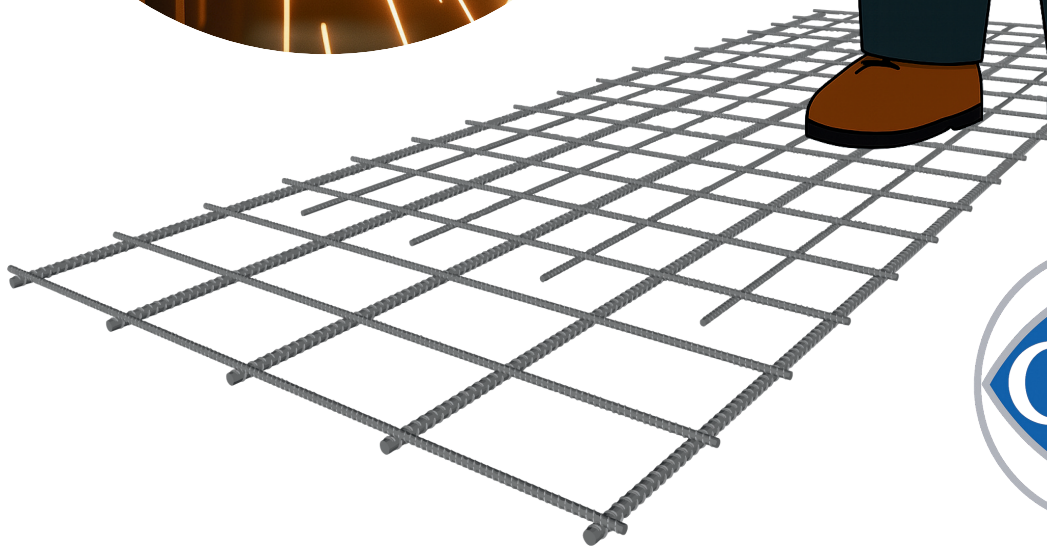


REV. 2026

EMPLOYEE HANDBOOK



Concrete Reinforcements, Inc.



GENERAL HANDBOOK

The Company may enhance, modify, or delete any policy, procedure, or benefit described in the Handbook at any time. The Handbook and its provisions are designed to serve only as a guide to **CONCRETE REINFORCEMENTS, INC. (“CRI” or the “Company”)** policies and rules and under no circumstances should be considered a contract of employment or legally binding document.

Any individual may voluntarily leave employment and may be terminated by CRI at any time for any reason. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or current Employee. The contents of this Handbook are subject to change at any time at the discretion of CRI without written notice. Policy confirmation is the responsibility of each Employee.

TABLE OF CONTENTS

1. INTRODUCTION	1
A Founder's Note.....	1
2. TIME FRAME POLICIES	2
A Standard Work Day.....	2
B Standard Pay Period.....	2
C Regular Work Week.....	2
D Lunch / Dinner.....	2
E Signals for Breaks, Lunch/Dinner, End of Shift.....	2
3. PERSONAL CONDUCT & EXPECTATION	3
A Conduct Discharge.....	3
B Phone Calls.....	6
C Dress Code.....	6
D Drug And Alcohol Policy.....	7
E Smoking / Chewing Tobacco.....	7
F Solicitation & Distribution.....	8
G Personal Packages.....	8
4. EMPLOYMENT BASIC POLICIES	9
A Perspective.....	9
B Evaluation.....	9
C Transfers.....	9
D Job Opportunities.....	9
E Terminations.....	10
F Lack of Work.....	11
G Voluntary Quit.....	11

TABLE OF CONTENTS

5. COMPENSATION	12
A Benefits.....	12
B Pay Scale.....	12
C Unplanned Cancelled Work Day.....	12
D Overtime.....	12
E Time Cards/ Pay Checks.....	13
F Rate Changes.....	14
G Inclement Weather / Power Failure.....	14
6. ATTENDANCE & LEAVE POLICY	15
A Attendance & Tardy.....	15
B Holidays.....	16
C Vacation.....	17
D Jury Duty.....	18
E Bereavement.....	18
F Military Leave.....	18
7. SAFETY	19
8. COMPANY PROPERTY	20
A Lunchroom.....	20
B Parking Lot.....	20
9. COMPANY COMMUNICATION	21
10. CRI PURPOSE & VISION	22
11. LEGAL	23
A Injury On-the-job Pay.....	23
B Harassment.....	23
C Family & Medical Leave (FMLA).....	23

FOUNDER'S NOTE

Dear Fellow **CONCRETE REINFORCEMENTS, INC.** Employee:

Your CRI Handbook is the first place to turn for information about Company policies and Employee benefit programs. I encourage you to review it.

The CRI Employee Handbook is a guide to assist in understanding CRI basics more completely. The information is important to you and all CRI Employees. You should read and memorize the contents and keep the Handbook in a safe place for reference.

From time to time, CRI will review the policies, procedures and benefits that are referred to in the Handbook and will make revisions as appropriate.

You may at times have a question about CRI Policy which is not answered in the Handbook. Please feel free to discuss any questions with your team leader, manager or with the administrative manager.

The purpose of employment is for the sole benefit of CRI. All efforts and focus while employed should be useful, beneficial and protective of CRI and the individuals that depend on CRI to sustain their future employment.

I wish you well in your employment with **CONCRETE REINFORCEMENTS, INC.**

Sincerely,

Ken Krebs
President

TIME FRAME POLICIES

A. STANDARD WORKDAY

First Shift	5am – 1pm
Second Shift	1pm – 9pm
Third Shift	9pm – 5am

Each shift is given a 30-minute lunch/dinner period.

Meetings are held at least once per month.

All Employees will be expected to work at least every 3rd Saturday

B. STANDARD PAY PERIOD

The standard pay period is a fourteen consecutive day period beginning at 12:00 a.m. Sunday and ending at 11:59 p.m. Saturday.

C. REGULAR WORK WEEK

The regular work week runs from Monday through Friday for all three shifts. The plant will on occasion work on an overtime schedule, and all Employees, as a condition of employment, are expected to work according to that schedule. All Employees are required to work an average of every 3rd Saturday.

D. LUNCH/DINNER

During each workday, each Employee will be allowed 30-minute lunch/dinner period. Employees may leave the premises during their lunch/dinner period.

E. SIGNALS FOR BREAKS, LUNCH/DINNER, END OF SHIFT

All Employees will be at their workstation at least 5 minutes prior to the start of work and continue their assigned work until the end of their shift.

PERSONAL CONDUCT & EXPECTATION

It is the responsibility of every Employee and the Company to establish certain guidelines for work that are conducive to the safe and efficient operations of the Company. Additionally, CRI would like to provide a desirable environment in which to produce quality products for our customers.

These rules should be considered representative rather than all-inclusive of conduct for which disciplinary action, ranging from verbal warning to immediate termination, will be taken. We do not advocate progressive discipline. All Employees should have the best interest of the Company as a concern.

From time to time, new or amended rules may be established by CRI. It is the responsibility of every Employee to understand the Company rules.

A. CONDUCT DISCHARGE

The following offenses may subject an Employee to discipline, suspension or discharge:

- **Having food or beverages in other than desired areas.**
- **Refusal to comply with work assignments or instructions; insubordination.**
- **Disobedience of any Company rule or regulation after it had been specifically called to the attention of the Employee.**
- **Willful action which results in damaging, defacing or misusing of Company property or the property of others or which results in injury to anyone.**
- **Punching in for another Employee; failing to report to the manager if another Employee punches in for you; or falsifying any timekeeping record.**
- **Not punching in or not punching out.**

PERSONAL CONDUCT & EXPECTATION

- Theft or concealment of theft (attempted or accomplished) of Company property of other Employees. Aiding any other person engaging in theft or concealment of theft.
- Carrying or possessing weapons, firearms or explosives during working hours or on Company premises.
- Gross negligence or the deliberate destruction, damage, or defacing of Company or building property or committing acts that cause damage or loss to the property of the Company, customer, or other Employees.
- Disorderly conduct or fighting.
- Using profane, abusive or threatening language toward fellow Employees, coordinators or other management personnel.
- Disregard of safety and health regulations.
- Consuming, possessing or being under the influence of alcoholic beverages, drugs or narcotics on CRI premises or while conducting CRI business off-premises.
- Immoral conduct or indecency.
- Sleeping during working time or hiding with the intent to sleep.
- Promoting or participating in any kind of work slowdown or sit-down.
- Unauthorized removal of safety locks or tags.
- Threatening, intimidating, coercing or interfering with Employees or supervision.

PERSONAL CONDUCT & EXPECTATION

- Leaving the premises during scheduled work without the permission of the manager or his designate.
- Failure to notify the Company of absence.
- Tardiness and failure to return as scheduled from lunch/dinner breaks.
- Carelessness with or destruction of Company property.
- Idling or loitering during working hours in any part of the plant; reading papers in washrooms or elsewhere during working hours; stopping work before the end of the shift.
- Leaving one's regular work area during working hours without authorization.
- Incompetence or failure to meet reasonable standards of efficiency and workmanship.
- Failure to follow defined safety practices, jeopardizing the well-being of yourself, other Employees or Company property.
- Failure to observe solicitation and distribution policy.
- Failure to immediately report any injury to your Team Leader.
- Slowing or interfering with production, handicapping or contributing to the slowdown of other Employees.
- Posting, removing or altering any documents on Company bulletin boards without prior approval.
- Failure to immediately report to your coordinator damage sustained on any CRI equipment.

PERSONAL CONDUCT & EXPECTATION

- Horseplay, shoving, scuffling, throwing objects or inciting other persons to engage in such actions.
- Gambling or bookmaking on CRI premises or while conducting CRI business off-premises.
- Smoking on CRI premises.
- Unauthorized use of Company telephone.
- Unauthorized use of Company materials or equipment.
- Failure to wear your required uniform on the plant floor.

B. PHONE CALLS

Personal cell phones must not interfere with work, safety, or productivity.

PRODUCTION FLOOR

- Personal cell phones are not allowed on the production floor.
- Phones must be kept in lockers or designated areas.
- Phone use in work zones or while operating equipment is strictly prohibited.

EMERGENCY

- Employees may request managers approval for emergency phone use.
- Urgent messages can be relayed through Admin or a manager.

Failure to follow this policy will result in disciplinary action.

C. DRESS CODE

Uniforms must be worn by Employees working on the plant floor. Other Employees are encouraged to wear comfortable, clean clothing that is suitable to their particular job. Extremes in dress or hairstyles are not permissible. Hair that is longer than shoulder length must be braided or pinned up. Shorts are not permissible. Shirts should be tucked in.

PERSONAL CONDUCT & EXPECTATION

D. DRUG AND ALCOHOL POLICY

The possession, use of, and sale of alcohol, unauthorized or illegal drugs (including drug paraphernalia), or the misuse of any legal drugs on Company premises (including parking lot) or while on Company business or during Company hours (including breaks and lunches) is prohibited and constitutes grounds for immediate termination. Any Employee under the influence of alcohol or drugs which impair judgment, performance, or the safety of himself or others while on Company premises or on Company business or during Company hours is subject to discipline, suspension or termination.

To enforce this policy effectively, the Company may require that Employees cooperate in personal or facility searches, including lockers, autos, lunch or toolboxes and clothing when the presence of drugs or alcohol is indicated. Employees are expected to cooperate in the Employees' medical screening and drug/alcohol testing when there is suspicion that drugs or alcohol have affected an Employee's judgment, performance, behavior or the safety of himself or others. Refusal to cooperate with these procedures may subject Employees to discipline, suspension, or termination.

All potential new hires will be required to take a pre-employment drug test. All Employees involved in on-the-job accidents requiring medical attention outside of the CRI facility will be required to submit to a drug test. Any Employees involved in an accident involving a forklift and Employees, equipment, or the building will be required to submit to a drug test. Failure to submit a drug test may be grounds for immediate termination. All Employees, as a condition of employment, may be required to sign the Drug Free Workplace letter.

E. SMOKING / CHEWING TOBACCO

Smoking and chewing tobacco are not allowed anywhere in the CRI facility. This includes all areas outside of the building.

PERSONAL CONDUCT & EXPECTATION

F. SOLICITATION AND DISTRIBUTION

Employees will not engage in solicitation of any kind on the premises of the Company during working time. Furthermore, Employees will not distribute in working areas at any time any kind of notices, circulars or written materials.

Distribution of literature in working areas during both working and nonworking time is prohibited. Also, the posting of notices, signs or written material during working time, of any kind on the Company's premises is prohibited unless authorized in writing by the plant manager or administrative manager.

G. PERSONAL PACKAGES

An Employee is not allowed to bring personal packages (other than purses and lunch containers) into the plant unless approved in advance by the appropriate manager. Likewise, any materials (other than purses and lunch containers) may not be taken from the plant unless accompanied by a written approval from the plant manager. The Company may inspect any articles or parcels carried into or out of the plant.

EMPLOYMENT BASIC POLICIES

A. PERSPECTIVE

CRI believes job security is earned. We hire individuals who are willing to invest in developing themselves for the benefit of the team.

Employees are expected to work with consistency, take ownership of their responsibilities, and contribute to long-term success.

B. EVALUATION

Each Employee of the Company will be evaluated annually. The purpose of the evaluation is to provide the Employee with a guideline to improve his job skills. Evaluations will be made by the appropriate manager and reviewed by the administrative manager and plant manager (where applicable). Additional evaluations may be conducted at any time management believes it to be necessary.

If you have NOT been given a written or verbal evaluation in over a year, please request.

C. TRANSFERS

Transfers from one shift to another or from one job to another are determined by the management. The management may transfer Employees at their request or at any time it is required by manpower needs.

D. JOB OPPORTUNITIES

Notice of opportunities for positions with the Company may be posted on the bulletin board.

Any active Employee may request to be considered for a position other than their current position. Appointment to a position will be based on ability and service record.

EMPLOYMENT BASIC POLICIES

It is the customary practice of CRI to make every effort to promote from within. Postings will be made for two days.

However, in the event that no available qualified Employee requests consideration, a qualified person may be recruited from outside the Company.

Appointments to a position are made in consultation with the appropriate manager, subject to the approval of the plant manager (where applicable).

An Employee will enter the new job at his current rate of pay. The Company shall determine whether an individual is qualified for appointment to the job or whether he is performing satisfactorily in his new job.

An Employee appointed to a new job shall be placed in an evaluation period for three months. Should the Company decide at any time during this evaluation period the Employee is not able to satisfactorily perform the job, the Employee will be returned to his former job. The Company may, at its discretion, extend the evaluation period.

At the end of the evaluation period, provided the period has been successful, the Employee will start at the starting pay rate of the new job.

E. TERMINATIONS

Employees may be terminated, with or without cause, and with or without notice, at the discretion of the Company.

EMPLOYMENT BASIC POLICIES

F. LACK OF WORK

At any time deemed necessary by the management, an Employee may be laid off for lack of work. Which Employee(s) is (are) laid off will be determined by management.

Employees may be recalled when need is determined by management. An Employee must return to work within three working days of being notified of the recall, and failure to return timely will be treated as a voluntary quit.

An Employee on layoff for more than two (2) months will be terminated.

G. VOLUNTARY QUIT

An Employee may voluntarily quit.

Not reporting to the person responsible for your performance within two hours of shift start time constitutes a voluntary quit.

An Employee who voluntarily quits is eligible for all earned pay and accrued vacation pay on the regularly scheduled payday following the end of the pay period during which he last worked.

Two-week notices are not required and will not be accepted. Employment will end on the date the Employee communicates their decision to resign.

All Company property must be returned immediately, including tools, equipment, keys, uniforms, electronics, and documents. Personal lockers, desks, and work areas must be cleared at that time.

Upon resignation, the Employee will be escorted from the property and will not be permitted to return to CRI facilities.

COMPENSATION

A. BENEFITS

Listing of CRI benefits are available from the administrative manager.

B. PAY SCALE

Pay scales are established for all positions. Factors used to establish wages include:

- Training
- Market
- Experience
- Margin
- Economy
- Results
- Responsibility
- Education
- Industry

C. UNPLANNED CANCELLED WORK DAY

In the event an Employee reports to work at the proper time and it is determined by the management that there is a lack of work for the Employee, the Employee may be sent home and will be given two hours' pay at his regular rate, unless he has been previously notified not to report to work. This does not apply to major plant shutdowns due to:

- Acts of God (Hurricanes, Tornadoes)
- Power Outages

Hourly Pay Scale is available to see (not keep) if requested by Admin.

D. OVERTIME

An hourly compensated Employee will be paid time and one-half for all hours in excess of forty (40) in any one week.

No overtime will be paid if it is because of change in shifts.

All overtime must be approved by a manager. Overtime is to be used only in increments of 1 hour. You must work at least 1 hour.

COMPENSATION

Pay at a rate of the regular hourly wage will be paid to an Employee working on holidays (as determined in Section VII) in addition to the holiday pay.

There will be no pyramiding of overtime or other premium pay compensation (including shift premiums).

Exempt Employees are not eligible for overtime. Overtime pay is included in salary.

All Employees must be prepared to work one (1) hour overtime daily without prior notice.

E. TIME CARDS / PAY CHECKS

Missed punches are the Employee's responsibility. If an Employee forgets to punch in or out, they must notify their manager or HR/Admin as soon as possible for correction.

Punching in early is a matter of personal preference to not be tardy, not an opportunity to log overtime without prior permission from management.

Policies related to missed punches, improper time entry, or time record violations are outlined in the **Attendance and Leave** section.

Pay is issued biweekly through direct deposit according to the payroll cycle.

Employees will receive their pay on the Friday following the end of the pay period.

All payroll information is available online and provided to Employees at the time of hire.

COMPENSATION

F. RATE CHANGE

An Employee transferring to a higher paying job will be paid at the starting rate of that different job after a three-month training period, provided the training period has been successful. This will be determined by the plant manager.

SHIFT DIFFERENTIAL: Employees working on the second or third shift receive an additional per hour differential.

See Administration for confirmation of expected changes.

G. INCLEMENT WEATHER / POWER FAILURE

Unless otherwise notified, the plant will remain open and in operation regardless of weather conditions. It will be the Employee's responsibility to determine whether he can safely report to work.

ATTENDANCE AND LEAVE POLICY

A. ATTENDANCE & TARDY

Our Company must meet deadlines on assignments and commitments to our customers.

Each Employee must be at work every day. No one, of course, has continuous perfect health or is exempt from personal problems. To the extent that an Employee is off for any reason and not available for work, it is that much more difficult to complete assignments and meet commitments. The Company cannot and will not permit excessive absenteeism by Employees regardless of the need.

The following standards and guidelines are to be applied in an attempt to assist Employees in overcoming their problems and become better attendees.

ABSENCES – (Attendance year is January 1 through December 31)

3 RD Absence	<i>Written Warning</i>
4th	<i>Second Written Warning</i>
5th	<i>May be Terminated</i>

- Each absence is one incident, i.e. one day or 10 consecutive days is considered one absence.
- If the Employee is absent more than three (3) consecutive days he/she must provide a medical note or a 4th absence will occur.
- Any Employee leaving CRI without permission, for any portion of his shift will be considered self-terminated.

TARDY

2nd Tardy	<i>Written Warning</i>
3rd	<i>Second Written Warning</i>
4th	<i>May be Terminated</i>

If an Employee is more than two hours tardy, he is considered absent.

ATTENDANCE AND LEAVE POLICY

- Failure to clock in prior to the start of their shift should result in a written performance deficiency.
- Failure to clock out should result in a written performance deficiency.

All Employees calling in to report an absence or tardy must call in within two hours of shift start time and should speak directly to his immediate manager, administrative manager or plant manager.

Failure to call in PERSONALLY within two hours of shift start time may result in IMMEDIATE TERMINATION.

Only in emergency situations may a message be left on CRI telephone voicemail.

Authorized absence: Vacation, Jury or Witness Duty, Military Duty, FMLA, Holidays, 2-day Bereavement for death in immediate family – mother, father, sister, brother, grandparents, grandchild, spouse, child, father-in-law or mother-in-law.

B. HOLIDAYS

Employees will receive compensation for designated hours at straight time for the foregoing holidays although not worked, subject to the following terms and conditions:

1. Employees must work the scheduled day before and the scheduled day after the holiday.
2. Employees on FMLA or military leave, will not be eligible for holiday pay.
3. Employees who are laid off will not be eligible for holiday pay.
4. The annual holiday calendar is posted in the lunchroom.

ATTENDANCE AND LEAVE POLICY

C. VACATION

A full-time Employee earns up to ten (10) vacation days (80 hours), prorated by the portion of the year worked.

These vacation days are available to the Employee in the following year.

No vacation is considered earned nor eligible to be taken until an Employee has worked a minimum of six (6) consecutive months.

Vacation will be earned for the next calendar year monthly. For each month worked in excess of 160 hours.

First 6 months	<i>0 paid vacation</i>
6th-12th month	<i>5 paid vacation days per year</i>
1st year - 5th year	<i>10 paid vacation days per year</i>
6th year	<i>15 paid vacation days per year</i>
Each additional 5 years	<i>+ 1 additional week</i>

If there is a plant shut down, all Employees will take, at that time, their accrued vacation leave days up to five (5) days.

The vacation period will be at the discretion of CRI. Employees must request vacation in writing 30 days prior to the vacation time requested.

1. The Company will endeavor to grant vacation at the time the Employee requests, insofar as it is possible to do so and maintain efficient and orderly operation of the plant.
2. The Company reserves the right to rearrange vacation schedules or to determine the period of each Employee's vacation; an effort will be made to select a period that is satisfactory to the Employee.

ATTENDANCE AND LEAVE POLICY

3. An Employee may request a vacation check(s), when requesting five (5) or ten (10) continuous days of vacation within a pay period. This check may be requested on the vacation request form.
4. Vacation may not be borrowed from a succeeding year.
5. Vacation may be paid out under Company policy. Requests for payout may be made once per quarter, for up to one (1) week per quarter, provided the Employee retains at least two (2) weeks of available vacation. Up to two (2) unused weeks from the prior year may be paid out in the first quarter of the following year, if still unused.
6. No more than 10% of the available workforce in a particular department will be allowed to take vacation at any given time.

D. JURY LEAVE

Jury Leave will be granted when an Employee is called to serve on a jury. The Employee will not be paid for hours lost from work.

Management must be notified in advance of the date jury duty is to begin. In addition, the Employee must report for work any time two or more hours of the shift are available during the time he is not performing jury duty.

E. BEREAVEMENT

An Employee (excluding those Employees in their first 35 days of hire) with a death in the family will be granted a maximum of two (2) days funeral leave with pay at the Employee's straight time hourly rate. For purposes of this plan, family is intended to include: mother, father, sister, brother, grandparent, grandchild, child, spouse, father-in-law, mother-in-law.

F. MILITARY LEAVE

An Employee shall be granted a leave of absence for military duty in accordance with federal and state law. The Employee will not be paid for hours lost from work. Management must be notified in advance of the date military duty is to begin.

SAFETY

It is the responsibility of each Employee to observe Company safety and health rules. These procedures are designed to ensure that each job and area of the workplace will be as free as possible from hazards. All Employees will receive a CRI Safety Manual.

- Hard hats are mandatory on the plant floor.
- Safety glasses are required on the plant floor.
- Steel toe shoes are mandatory on the plant floor.
- Long sleeve shirt and pants are mandatory on the plant floor. See *'Dress Code' section*
- Bracelets, rings, and bulky necklaces are not allowed. Employees may wear earrings that are no larger than the wearer's earlobe – no hoops, dangling or hanging earring of any kind is permitted.

All Employees will be issued a CRI Safety Manual. This manual addresses issues of safety and should be consulted for further safety information.

COMPANY PROPERTY

A. LUNCHROOM

A lunchroom with vending machines is provided for CRI Employees. Employees are expected to assist in keeping the lunchroom clean and neat. All equipment – chairs, tables, etc. – is regarded as Company property and should be treated as such. Food and drink may not be taken from the lunchroom to the plant area.

Employees must clean and disinfect the area after use.

B. PARKING LOT

A parking area is provided for use only by CRI Employees. The parking area is part of the Company property and Employees' conduct in that area is expected to be the same as in the building. Employees will observe traffic and parking patterns and signs. The Company is not responsible for lost or damaged property. No loitering is permitted.

COMPANY COMMUNICATION

The bulletin boards positioned throughout the plant are used to communicate Company business and information in the best interest of the Employees.

All authorized information will be initiated by the management of the Company. It is the responsibility of each Employee to be aware of the information presented. Unauthorized postings on the bulletin boards or modification of material contained thereon will result in disciplinary action. Anyone wishing to put material on the bulletin boards should have the material approved by the administrative manager.

Your complaints or problems are of concern to the Company. It will always be our policy to let an Employee tell his side of the issue and give full consideration to his problems or complaints. Remember, the only way we can answer your questions or help solve your problems is for you to tell us about them.

1. If you have a complaint to make, or if you feel that action by your Company or manager is unjust, go to your Team Leader, Group Leader or manager. He knows more about you and your job than any other member of management, and they are in the best position to handle your complaint properly and quickly. If you believe that you have been treated improperly be sure to talk with Admin or manager as soon as possible.
2. If your complaint cannot be satisfactorily settled by your manager, request a meeting with the plant manager. The plant manager will attempt to resolve your complaint within three (3) working days after he receives your complaint.
3. All Employees can and should meet with the President, especially if problems are not resolved satisfactorily.

In order for this complaint procedure to work, an Employee must want it to work and use it. It is for your benefit. It is very important that all Employees keep in mind that making a complaint will not in itself guarantee that the action will be taken to the satisfaction of the Employee. All related facts will be weighed, and when the complaint is justified, corrective action will be taken.

CRI PURPOSE AND VISION

Our Company is a non-union organization, and desires to remain as such. We prefer to deal with fellow Employees directly rather than through a third party.

No organization is free from day-to-day problems. We have problems from time to time; but, we always have been able to work them out among ourselves without outsiders being involved.

Regardless of the nature of our problems, we believe that a direct person-to-person approach serves the best interest of everyone involved. We ask our Employees to keep us informed and to say what is on their mind. We encourage people to talk openly with management instead of through a third party.

LEGAL

A. INJURY ON-THE-JOB PAY

Day of Injury

- The employee receives pay for the remainder of their shift on the day the injury occurs, provided they require medical attention.
- This applies whether medical or management personnel send the employee home early.

Subsequent Days

- Any days (or shifts) missed after the day of injury are not paid.

B. HARASSMENT

It is the policy of CRI that all Employees are entitled to work in an environment free of harassment.

Harassment is unwelcome, offensive behavior – verbal, physical, or visual – that violates a person’s dignity or creates a hostile, intimidating or abusive environment.

CRI does not tolerate any form of harassment from any of our Employees. Any person who believes that he or she has been subjected to harassment is encouraged to report such conduct to his/her manager or to the administrative manager. All reported incidents will be thoroughly investigated.

If any Employee is determined to have violated this policy, appropriate disciplinary actions, up to and including termination of employment, may be taken.

C. FAMILY & MEDICAL LEAVE (FMLA)

Family and Medical Leave requests should be made in writing to the administrative manager.

Further information on the Family and Medical Leave Act is available from the administrative manager.