



**2026**

**ALC FIELD  
EMPLOYEE  
HANDBOOK**

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## WELCOME

### Welcome to ALC!


Thank you for your interest and continued commitment to ALC. We are happy to have you here. You have been selected to join our company because we believe you have the necessary qualities and the desire to help us continue to succeed and remain a leader in the specialty sub-contracting business. Your contribution is important to the continued success of our company. We intend to provide you with opportunities for personal growth and job satisfaction so you may be your best.

Working together, we will become our best.

We believe that our greatest asset is our staff of loyal, well-informed employees. Accordingly, this handbook has been prepared to provide you with information about our company and the benefits available to you. This handbook gives a general overview of what the company expects from you and what you can expect from the company.

At ALC, we work together as a team. Your hard work, input and cooperation is both appreciated and expected.

Welcome to the team!



Sam Gabriliska  
President

## HISTORY OF APPLETON LATHING CORPORATION (ALC)

Appleton Lathing Corp. was formed in 1959 by Ken Springob, a journeyman lather. Lathers were moving from traditional lath and plasterwork to metal stud framing and drywall. Ken Springob ran the company from 1959-1989 and sought to retire. ALC was sold to Tom and Linda Van Wyk in late 1989. At the time of the sale, ALC performed approximately \$3,000,000 in annual sales.

The Van Wyk's saw a strong, successful specialty subcontractor whose growth in a solid market could continue with good people and effective management. The company was modernized with computers, lasers, and the latest and best equipment. EIFS and Carpentry were added to the product line, more work was contracted statewide, and the customer base was refined to enhance relationships with General Contractors that view the sub as an important member of the building team. Sales during Tom and Linda Van Wyk's tenure quadrupled to approximately \$12,000,000 annually.

After 13 years of managing ALC, Tom and Linda Van Wyk chose to retire, and sold the company to Tim Van Wyk in 2003, who now owns and operates the company. During Tim's tenure and management, the company has continued to enjoy much success and growth as the Wisconsin market has also grown. Appleton Lathing Corporation has also continued to add to its services and performs work in (8) separate installation divisions.

Appleton Lathing Corp. has grown to be one of the largest and the best walls and ceilings contractor in Wisconsin. We are a highly respected company, taking pride in proving itself every day with journeymen quality, on-time performance, and safety. ALC believes in investing in our people and our practices. We are huge fans of technology, working diligently to be as efficient as possible in both our office and on our projects. We focus on continuous improvement, striving to make each project and year better than the last.

In January 2026, Appleton Lathing Corporation was rebranding to simply ALC Corporation. ALC stands for our 3 values of Adaptability, Leadership, & Craft. We look forward to this next generation of success for ALC.

## VISION, GOAL & OPEN COMMUNICATION

**Our vision** is simple: to continue to lead our industry through **safety, quality, and innovation**, while we provide challenges and rewards for our company.

**Our goal** is to satisfy our customers by providing consistent, **superior customer service** today and in the future.

### Open Communication

Because of the importance of open communications and fair dealings, ALC is fully committed to its open-door policy. You should feel free to contact any person in a management position when you have a concern that needs to be addressed. Your Human Resource Manager is available to assist at any point in the communication process. If a problem arises and you feel you cannot use normal channels, we want you to feel free to speak with anyone in management, including the President. This discussion will be held in the strictest confidence.

#### Employee Meetings:

The company conducts periodic employee meetings to keep employees informed about the overall company performance, answer employee questions and conduct safety training and certification. Notices are issued in advance with the date and times of the meetings. All employees are required to attend "All Employee Meetings" and employees are paid for two (2) hours at their regular hourly rate to attend. In addition, periodic Foreman/Leadman meetings and Division meetings are held at which supervisory training is conducted, as well as discussions relating to job flow issues, new procedures, improved installation methods, employee performance, etc. The supervisors attending these meetings are responsible for passing on necessary information to the employees working under them. Other departmental or divisional meetings are held on an as needed basis.

## PURPOSE OF YOUR HANDBOOK

This handbook is designed to provide general information for you regarding company policies, procedures, and employee benefits. Please take the time to read the material carefully and become familiar with the contents.

While ALC believes in the policies, programs and procedures described in your employee handbook, they are not conditions of employment. This handbook has been prepared for informational purposes only, and in no way is it intended to create an expressed or implied contract of employment for any, or

all, employees. The information in these guidelines is presented in summary form as a matter of information only. If questions arise regarding the application of the information contained in these guidelines, the final decision regarding interpretation rests with executive management. Wherever any discrepancies occur between the handbook and the collective bargaining agreement, the language of the collective bargaining agreement will prevail as it relates to bargaining unit employees.

ALC reserves the right to modify, revoke, suspend or change any or all such plans, policies or procedures at any time, with or without notice.

If you have any difficulty understanding any portion of these guidelines or have any questions, please feel free to discuss them with your supervisor or the Human Resource Manager.

## OUR SAFETY CULTURE

ALC is vitally interested in the safety and well-being of each employee. ALC recognizes its responsibility to prevent injuries to employees and strives to maintain a safe working environment. We do this by enforcing company/jobsite/OSHA safety policies, providing necessary PPE, observing, and immediately correcting unsafe behaviors and conditions, ensuring injuries and incidents are addressed, while providing a focus on prevention and elimination, and provide a culture where employees are comfortable reporting incidents, asking questions and raising concerns.

Each employee must also accept responsibility for the observance of safety rules and the use of good common sense. It is every employee's responsibility to be committed to safety by putting safety first in all responsibilities, taking responsibility for the work environment, personal health and safety and the health and safety of co-workers, identifying hazards, and bringing it to the attention of supervision, promptly reporting all incidents, and adhering to all safety policies and procedures.

Together, we can achieve our goals of 0 safety incidents and 0 injuries making sure you return home in the same condition you arrived to work!

## EMPLOYMENT PRACTICES & POLICIES

### Equal Employment Opportunity Statement

ALC is an equal opportunity employer. This includes providing equal employment opportunities to all employees and applicants without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### At-Will Employment

Your employment with ALC is at will. This means your employment is for an indefinite period and it is subject to termination by you or ALC, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of ALC shall be interpreted to conflict with or to eliminate or modify in any way, the at-will employment status of ALC employees.

The at-will employment status of an employee of ALC may be modified only in a written employment agreement with that employee which is signed by the President of ALC.

## **Immigration Reform**

It is the policy of ALC to employ only those persons who are legally eligible to work in the United States. The immigration Reform and Control Act of 1986 requires employers to verify the identity and the work eligibility of all persons hired by ALC. All new employees are required to complete the I-9 verification form and provide both proof of identity and proof of eligibility to work in the United States.

Changes in immigration status must be reported to the HR Manager immediately.

## **Americans with Disabilities**

It is the policy of ALC to comply with applicable provisions of the Americans with Disabilities Act (ADA). We will not discriminate against any qualified individuals with a disability in any phase of the employment relationship including application for employment, hiring, promotion and/or advancement in employment, termination, compensation, training opportunities or other terms, conditions, or privileges of employment.

For purposes of this policy, disabled individuals may include persons who:

1. Have a physical or mental impairment that substantially limits one or more major life activity.
2. Have a record of such impairment.
3. Are regarded as having such an impairment.

ALC holds all employees, including those with disabilities, to the same performance and conduct standards. All questions about this Act should be discussed with the Human Resource Manager.

## **Harassment Policy**

ALC is committed to providing a professional work environment. We expect the workplace to be free from physical, psychological, verbal, and non-verbal harassment based on any legally protected characteristic. These protected characteristics may include, but are not limited to, an individual's gender, race, color, ethnic origin, national origin, religion, age, ancestry, disability, sexual orientation, marital status, veteran status, or use of family or medical leave or workers' compensation benefits.

Harassment may exist when submission to such conduct is implicitly or expressly made a term or condition of employment; when submission to or rejection of such conduct is used as a basis for any employment decisions; or when such conduct results in creating an intimidating, hostile, threatening or offensive working environment.

The company will not tolerate any forms of harassment. Such conduct can be the basis for disciplinary action, up to and including termination.

If you believe you have been the subject of harassment or have knowledge of violations of this policy, report the matter immediately to your supervisor, the Human Resource Manager, or a company executive. Any reports of harassment will be promptly investigated, and individual privacy will be protected. There will be no retaliation against anyone who, in good faith, makes a report regarding harassment or assists in an investigation.

## **Standards of Conduct**

ALC is proud of our employees and is confident that they will conduct themselves in a professional, businesslike manner. No written list of company rules can be complete or can substitute for good judgment by employees or cooperation between employees and management. However, for the protection of its property, business interests and other employees, the company has established some rules and procedures which must be followed.

#### Prohibited Activities:

- Reporting to work under the influence of liquor or unlawful drugs. Use or possession of drugs or alcoholic beverages on company or job site premises.
- False statements or material omissions in the application for employment.
- Falsification of other records including expense records, time worked or misrepresenting reasons for absence, tardiness, or benefits.
- Failure to observe company rules or generally accepted standards of conduct.
- Violation of our policies on absences or tardiness.
- Fighting, horseplay, malicious pranks, or intimidation.
- Deliberate damage to company property, including company vehicles or property of other employees.
- Insubordination, slowing down, or interfering with business operations.
- Violating company policies on discrimination and harassment on company premises or when conducting company business off premises.
- Possession or use of weapons or explosives on company premises or job sites, violence or threats of violence or assault.
- Violation of safety, health, and personal protection rules.
- Theft, embezzlement, fraud, misappropriation of company property or funds or any other acts of dishonesty.

These guidelines may be amended by the company within its total discretion.

#### **Workplace Violence Policy**

ALC is concerned about the safety and security of its employees and is committed to providing a safe working environment for all employees, which includes a workplace that is free from any form of violence and any form of violence will not be tolerated.

Conduct that threatens, intimidates, or coerces another employee, customer, vendor or business associate will not be tolerated. ALC resources may not be used to threaten, bully, stalk or harass anyone at or outside the workplace.

Violence includes, but is not limited to, threatening and intimidating behaviors, verbal comments, physical or mental abuse, use or the threat of use of weapons (including but not limited to guns, tasers and knives), carrying any type of weapon onto company property, vandalism, arson, sabotage, and any other action of a similar nature or with a similar intended effect. Indirect or direct threats of violence should be reported as soon as possible to a supervisor and/or HR Manager.

ALC will promptly and thoroughly investigate all reports of threats of violence, incidents of actual violence or suspicious individuals or activities. The identity of the individual(s) making a report will be protected to the maximum extent possible. To maintain workplace safety and the integrity of its investigations, ALC may suspend employees suspected of threatened or actual violence pending the results of its investigations.

Anyone found responsible for threats of or actual violence or other conduct that violates this policy will be subject to disciplinary action, up to and including termination of employment. Where appropriate, such matters may be reported to the proper authorities for further investigation or prosecution. ALC prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in the investigation of a complaint.

## Confidentiality

During your employment with ALC, you may have access to commercially valuable technical and non-technical information. In order to protect the legitimate interests of the company, it is necessary that, as an employee, you respect and maintain the confidentiality of information and technology such as: company computers and access to documents and data. Violating the trust relationship between the company, its customers, competitors, and employees can be damaging. Confidential information should not be repeated or discussed outside the department or company.

## Company Property

Pleasant, safe and efficient working conditions are a consistent objective of the company. It is important that every employee accept responsibility for maintaining safe and pleasant working conditions. We expect employees to take pride in their work and in the tools, trailers, and other equipment, which they are provided and use in their work. The company has a significant investment in equipment, trailers, and tools; each employee must keep his/her equipment in good working order. Many of the materials and property necessary for the employees to do their jobs will be supplied by the company, while some materials and property the employees will be required to supply. Any company tool(s) lost or intentionally damaged by the employee must be replaced by the employee. Tools and property supplied by the company that become worn or defective will be replaced by the company. All company tool, equipment, or trailers are to be used for company business during scheduled work hours only. Unassigned tools are not to be removed from the company premises or job sites without company approval. Abuse and/or violations of this policy will be subject to disciplinary action up to termination.

## Technology Acceptable Usage & Social Media Policy

ALC Technology includes computers, email communications, internet access, phone services (mobile and office phones) and any other technology asset provided by and used on company time. Inappropriate use of ALC technology can expose the company to productivity losses, breach of confidential or competitive information, and legal liabilities.

- All computer equipment and software is to be purchased or leased by ALC. Personal software may not be used on the company's computers or laptops.
- No program or data may be copied for personal use or given to anyone outside the company without written approval from the company.
- Under no circumstance is an employee of ALC authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing ALC technology.
- It is the employee's responsibility to ensure that any equipment issued by the company remains in good working order. Any problems with the usability of the equipment are to be reported.
- Immediately report any lost or stolen ALC technology that contain company information or could allow access to company information.

### ***Permissible non-business use of electronic resources:***

- All correspondence, information, and communication, and stored information transmitted or received are ALC property and are to be used in accordance with ALC business ethics. ALC permits reasonable, minimal, non-business use of electronic resources taking place out of normal working hours that is not abusive or excessive, which does not interfere with the users' ability to perform his or her job and obligations to ALC and that does not violate the ALC code of conduct. **Electronic resources are ALC property. Users should have no expectations of privacy and waive all rights of privacy in connection with their use of electronic resources.**

- Users are prohibited from utilizing ALC technology to access or communicate information that is harassing, discriminating, pornographic, sexually explicit, intimidating, defamatory, or otherwise offensive or inappropriate.
- Other prohibited conduct is not limited to, game playing, gambling, disabling, impairing or “hacking” into any computer system, expression of personal opinions unrelated to ALC business, disclosing customer data or other confidential information without proper authorization, or solicitation for outside business ventures, political campaigns or religious causes.

**Social Media:**

- ALC reserves the right to monitor user internet postings for compliance with the ALC code of conduct and protection of confidential information.
- When users post a point of view, they should neither claim nor imply that they are speaking on ALC’s behalf.
- Users are prohibited from creating internet postings that are discriminatory, harassing, pornographic, sexually explicit, intimidating, defamatory, or otherwise offensive and inappropriate. Users are also prohibited from creating posts that are based on false information. Users are also prohibited from making maliciously false statements about ALC, its competitors, or other users.
- If a member of the news media contacts a user about an internet posting that concerns the business of ALC, the user should refer the inquiry to the ALC Management team.

**Photography, Audio, and Video Recording:**

Photography, audio, and video recording is prohibited, except for the following use cases:

- Professional accomplishments and/or the promotion of ALC culture
- Creating documentation for the job as approved by the General Contractor
- Opportunities for process improvement or best practices.

Leveraging personal cellular phones with photographer audio/video recording capabilities to take photographs or video of customer intellectual property or proprietary information is prohibited unless specifically required by the customer. If customer confidential information is to be included, it must be approved/documented by the customer PRIOR to any photographs being taken.

Occasional use of personal mobile devices (including, but not limited to, incoming and outgoing calls, text messages, music, email, viewing pictures, personal photography, and internet browsing) during working hours is permitted, but should be kept to a minimum, should not disrupt productivity or quality and must not elevate the risk of safety to your or others. Employees are encouraged to make personal calls during non-work time off the job-site.

**Policy Violations:**

- All users are required to utilize ALC technology in a professional, ethical and lawful manner. Violations of this policy may result in disciplinary action, up to and including termination and may be grounds for immediate dismissal.
- Users may also be subject to legal action and in certain circumstances criminal prosecution, if warranted. For example, those who access child pornography or online gambling. ALC may seek to hold a user responsible for damages and legal fees as a result of a user’s attempt to erase electronically stored information if a dispute arose in relation to a user’s actions.
- All employees should report violations of this policy or questionable activity regarding ALC technology use to their supervisor, HR, or to a member of the ALC management team.

**No Solicitation Policy**

Our employees are encouraged to take an active part in civic affairs and worthy charitable activities. However, to prevent disruption of operations, interference with work and inconvenience to other employees, solicitation for any cause or distribution of literature by mail, computers, email, bulletin boards during working hours is not permitted. An employee who is not on working time may not solicit an employee who is on working time for any cause or distribute literature of any kind to that person. Working time does not include lunch periods or breaks. Solicitation or distribution of any kind by non-employees on company premises or jobsites is prohibited at all times.

### **Right to Search Policy**

ALC reserves the right to search and inspect both company property and personal items, including vehicles brought onto company property or jobsites by employees and visitors, with or without notice. Refusal to cooperate in a search, inspection or investigation will have an adverse impact on the company relationship held with the employee or visitor.

ALC likewise prohibits theft or unauthorized possession of the property of employees, visitors, or customers. Therefore, the search and inspection procedure may be utilized to aid in enforcing this policy.

## **ALC EXPECTATIONS**

### **Drug & Alcohol Policy**

ALC prohibits the use, possession or distribution on its premises or work sites of the following: Narcotics, illegal or unauthorized drugs, and alcohol. Employees must not report to work impaired by any drug, intoxicant or narcotic.

Legally prescribed drugs may be permitted on company premises or work sites provided the drugs are contained in the original prescription container and are prescribed by a medical practitioner for the current use of the person in possession of the drug. If the prescribed medication could affect judgment, performance, or behavior, you are required to report this promptly to your supervisor. If you feel you have a problem with, or are dependent on, drugs or alcohol, you are encouraged to seek treatment through the Employee Assistance Program. Your HR Manager can provide EAP details.

At the discretion of ALC any persons found in possession, offering for sale, purchasing, or distributing any illegal substance as described in this policy, will be reported to the authorities.

ALC reserves the right to require you to undergo random and post-accident tests designed to detect the presence of alcohol, illegal drugs, or other controlled substances. Refusal to consent to such a test may result in disciplinary action up to and including termination.

### **Smoking**

Smoking on company property is permitted only in designated areas and only when an employee is on a scheduled break or lunch period. E-cigarettes and vaping pens are also included in this policy. Employees are expected to dispose of smoking materials safely and in the proper containers. Violations of this policy are subject to disciplinary action up to and including termination.

The following areas are NON-smoking areas:

- General office area, restroom, porta potties, break room, and warehouse. Job site areas that have not been designated as break areas for crews by the owner or General Contractor.
- If the Owner or General Contractor have a No Smoking rule on their premises, smoking is only permitted off-site.

## Parking

All employees are expected to respect other vehicles, drivers, passengers, and pedestrians in parking lots. The company assumes no liability for damage to, personal injury incurred in the parking lot, or theft of any vehicle or personal property left in the vehicle while on company property. ALC reserves the right to have cars towed for prolonged abandonment or if parked in restricted areas.

Parking at job site locations will be determined and communicated by the Foreman and General Contractors. If that information has not been given prior to arriving on the job, check with the Foreman, Owner, or General Contractor. Park only in the permitted areas.

## Dress Code

The purpose of the dress code is to assure personal attire safeguards employees from risk of accidents on working on or near equipment and creates a professional appearance for all employees. The personal appearance of our employees reflects and influences the overall company image.

The following clothing is considered unacceptable for all employees:

- Ripped, torn, or holes
- Frayed edges or strings
- Sweatpants/jogging suits
- Shorts
- Sheer clothing or clothing that is revealing, distracting or provocative
- Tank tops or cut-offs
- Shirts with offensive language or pictures

Warehouse and Field employees must always wear work boots or steel-toed work boots. No tennis shoes or street-type shoes are permitted for safety reasons. Full-length pants are required. In addition, it is mandatory that appropriate personal protective equipment is worn at all times. This includes, but is not limited to, hard hats, safety glasses, high-vis, earplugs, gloves, and harnesses.

## Personal Information

It is your responsibility to provide updates to HR regarding changes to your personal information such: mailing address, email address, phone number, emergency contacts. If you have a change in dependents that occur through marriage, adoption, divorce, birth of a child, etc, please make sure you let your Union Representative know for the purposes of updating your dependents on your benefits. You have 31 days from the date of the event to make a change.

## Job Performance & Training

ALC wants you to do well at your job. Your Foreman and Lead Man are important to the learning process. They will help you improve and let you know how you are doing. Employees are expected to maintain the standards set for safety, quality, and productivity. Consistent performance below standard will call for a review of your job status.

Pre-Apprentice and Apprentice positions may be available to employees who do not qualify as a Journeyman allowing individuals to acquire job skills while on the job and in the case of Apprentices, in the classroom. You must become a Union Member in good standing to be accepted into any of these positions. Failure to complete your Apprenticeship requirements will result in cancellation from the training program.

## Progressive Discipline

ALC's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent recurrence of undesirable behaviors and performance issues. Actions requiring discipline and the progression of disciplinary steps that will be followed may vary at the sole discretion of ALC and will not necessarily be limited to the actions listed in this policy. Not all actions which might warrant discipline are specifically included in this policy.

***Documented Verbal Warning:***

A verbal warning is generally the first step of progressive discipline. A verbal warning is intended to be used to notify an employee that an improvement is needed in employee's work performance and/or behavior. This step is generally used for minor issues and documented on the Non-Compliance Form as a verbal warning.

***Written Warning:***

A written warning is generally the second step of progressive discipline. A written warning provides notice to an employee regarding continued work performance issues and/or inappropriate workplace behavior that have not been resolved after giving the employee a verbal warning. This step is generally used for moderate issues or continued minor issues and documented on the Non-Compliance Form as a written warning.

***Final Warning:***

A final warning is given when a supervisor views the only consequence of continued problems with performance or behavior is termination of employment. This is the last chance to make corrections. This last step is generally used for major issues or continued minor/moderate issues and documented on the Non-Compliance Form as a final warning.

***Termination of Employment:***

Termination of employment is generally the last step of progressive discipline. Termination of employment can also occur when an employee is involved in a serious offense that warrants immediate termination or the employee has received the progressive discipline steps within a 12-month period, regardless of the nature of the issues and/or offenses, which resulted in the warnings.

***Immediate Termination:***

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

The following are a sample list of actions that may lead to immediate termination (this list is not all encompassing):

- Disregard or violation of highly hazardous safety practices
- Disclosing proprietary information about the company or its customers
- Stealing from the company or fellow employees or customers
- Disregard of quality practices
- Destruction of company property
- Bringing or using controlled substances on jobsite property
- Excessive absenteeism as determined by ALC
- Insubordination or maliciousness
- Behavior/performance that negatively impacts the company, employees, or customers

This policy does not alter the at-will employment relationship. Therefore, either the company or an employee may end the employment relationship at any time, with or without cause or prior notice.

## Resignations

As an employee of ALC, you have the right to terminate your employment at any time. ALC retains the same right, regardless of any other company documents, oral or written statements. Employees are asked to give a two (2) weeks' notice of their intention to resign if possible. Upon separation from the company, employees are required to return any company property in their possession including tools.

## LEAVES OF ABSENCE

### Personal Leave of Absence (Non-FMLA)

At ALC, we understand that there will be times when an employee may encounter unusual and exceptional circumstances that warrant the need for a period of time off work unpaid for personal reasons. Employees that have completed 12 months of employment with ALC may be eligible for up to 12 weeks unpaid personal leave during a rolling 12-month period. All personal leaves are approved on a case-by-case basis, based on business needs and any applicable legal requirements. ALC may not be able to grant the entire amount of time requested and reserves the right to grant a portion of the time or deny the request fully. Employees must return to work immediately following the authorized leave time. In general, depending on business needs, ALC cannot guarantee restoration to the same or equivalent position upon return from personal leave. If you have an unpaid personal leave need, please contact HR to complete the appropriate paperwork and seek approval for your situation.

### Military Leave

The Uniformed Services Employment and Reemployment Act (USERRA) of 1994 provides protection to members of the uniformed services, including Active Military, Reserve and National Guard. It also protects the rights of those making application to become members of the uniformed services. Employees must provide advance notice of military leave. Notice may be either written or oral. The cumulative length of absence for an employee to serve in the uniformed services may not exceed five years. There are, however, exceptions to the cumulative five-year limit and HR should be consulted if a situation arises where this limitation may apply.

Individuals who serve for 30 days or less must report to work at the start of the first regularly scheduled workday following eight hours of returning directly home. Individuals who serve for 31-180 calendar days must apply for reinstatement within 14 days after the completion of military service. Individuals who serve more than 180 calendar days must reapply for work within 90 days after the completion of military service.

An employee serving 1 to 90 days will be reemployed in the position the employee would have held had the employee remained continuously employed. An employee serving 91 days or more will be reemployed in the position the employee would have held had the employee been continuously employed, or in a position of equivalent seniority, status and pay, as long as the employee is qualified to perform the essential functions of the job, with or without reasonable accommodation.

## PAY POLICIES

### Hours of Work & Recording

Due to the nature of construction, uncertainty of the weather and the owner's project schedule, your working hours may vary from day-to-day and from job-to-job. The regular working week consists of forty (40) hours worked Monday through Friday between the hours of 6am and 6pm, with a ten (10) minute paid morning rest break and a thirty (30) minute unpaid lunch break each day.

It is important that accurate records of hours are kept so that paychecks and job cost records are accurate. All timesheets must be entered into CMiC by 5:00pm on Friday. The Site Foreman is responsible for recording and submitting all job work hours.

### **Inclement Weather**

Field employees who are assigned to work on projects where the quality of their work may be impacted by the weather should contact their Foreman to determine if the jobsite will be active under the current and/or predicted weather conditions. Inclement weather decisions will only be made by the Superintendent, Foreman, or General Contractor. If it is determined that weather not inclement, or if you are assigned to an alternative indoor project, you are expected to make every effort to get to the jobsite.

### **Lunch Period & Breaks**

A ten (10) minute paid morning rest break and a thirty (30) minute unpaid lunch break will be provided to all employees. The time of these breaks will be determined by the job site foreman to coordinate appropriate coverage of jobsite needs. An excessive amount of time spent on break is unacceptable and may result in disciplinary action. You are expected to be at your workstation, ready to work at the end of your lunch period and you are not expected to perform any work-related duties during your lunch period.

### **Overtime**

Due to the nature of the construction industry and the need to meet project deadlines, there are periods when an employee will be scheduled to work overtime. Changes in work schedules will be communicated as far in advance as possible. However, in emergency situations, advance notices may not be possible.

### **Travel Pay Policies**

This policy applies to active Field Employees that travel to a job-site more than 40 miles away from their home, travel to jobs throughout the workday, and/or jobs that require an overnight stay.

#### *Normal Commute:*

While the normal commute from your home to the job-site is not compensable time since it is not in the scope and course of your work, ALC recognizes that the miles travelled cause wear and tear on your personal vehicles.

As an employer of choice, this Travel Pay Policy considers you eligible to receive the Federal IRS Mileage Reimbursement rate (non-taxable) per mile for miles travelled over 40 (one-way). This distance travelled in miles will be calculated using Maps routes from your home address to the job address. Miles compensated begin at mile 41; each way, and for each day travelled.

This Mileage Reimbursement rate will change on an annual basis. For 2026, the current IRS Mileage Reimbursement rate is \$.725/mile.

Example: Employee "X" travels 62 miles each way from their home to the job-site four days/week. The compensable miles would be 22 miles each way (44 miles per day). Those 44 miles will be multiplied by the number of days travelled (44 daily miles \*4 days) = 176 compensable miles for the week. Those 176 miles will be compensated at the \$.725 mileage reimbursement rate (176 miles \* \$.725) = \$127.60 non-taxable dollars on paycheck.

**NOTE:** Mileage reimbursement does not apply to individuals driving a company vehicle nor will the mileage reimbursement amount change based on the type of vehicle, or choice to tow a trailer or other recreational vehicle.

### Overnight Travel:

At ALC we understand for further jobs it doesn't make sense to travel home each night due to the distance away of the jobsite, requiring an overnight stay. An overnight travel pay scenario would only be an option for a job that is over 90 minutes travel from your home, and you choose to physically stay overnight. This scenario does NOT apply if you choose to drive home at the end of the day.

There are multiple components of the overnight Travel Pay policy:

- Lodging/Hotel (non-taxable)
  - ALC will provide a \$130/night hotel per diem (non-taxable). If you find lodging that costs less than \$130/night, you benefit from that on your paycheck. You are not limited to staying in a hotel. You are welcome to find lodging of your choice including camping, staying with friends/relatives, renting a house, etc but the per diem amount will not change regardless of your lodging choice. A receipt will no longer be required since it's a flat reimbursement rate regardless of the cost of your lodging. ALC reserves the right to request a receipt to validate proof of an overnight stay as needed.
- Food (non-taxable)
  - ALC will provide a \$25/day food per diem (non-taxable) to cover the cost of meals. The food per diem amount will not change, but the way in which you spend that per diem is up to you. Practical food choices may result in benefit on your paycheck.
- Mileage (non-taxable)
  - The same "normal commute" mileage policy of over 40 miles will apply for driving from your home to the jobsite on the first day of the week and back home the last day of the week as a non-taxable reimbursement on your paycheck.
- Additional Hourly Wage: (taxable)
  - An additional \$5/hour for hours worked on a jobsite that is over 90 minutes travel from your home, and you choose to physically stay overnight. This scenario does NOT apply if you choose to drive home at the end of the day. This \$5/hour only applies to your hours worked on the jobsite.

Example: A Jobsite is 160 miles away from employee's home and requires 2.5 hours of driving. This results in an overnight travel pay scenario.

- Employee receives \$130/night for lodging + \$25/day for food (non-taxable)
- Employee receives mileage reimbursement for 120 miles to the job and 120 miles back home at the end of the week. (non-taxable)
- Employee receives \$5/hr premium wage for hours worked at the jobsite. (taxed)

### **Payroll Processing**

ALC is on a weekly pay cycle. The pay period is Monday through Sunday. Payroll is processed by noon on Mondays and checks are direct deposited into bank accounts on Thursday morning. You receive an email with your paystub on Thursday mornings. Your password for the pay stub is the last

four digits of your social security number and the first four letters of your last name in all CAPS. Your paystub provides a summary of your weekly and year-to-date earnings and deductions.

### **Payroll Deductions & Garnishments**

Only deductions required by law and those you have authorized in writing will be deducted from your pay. All deductions are listed on your paystub each week. It is your responsibility to contact HR if you wish to make any changes to your Federal and/or State tax withholdings.

If a garnishment action is served, or a court-ordered child support notice is received, it will be processed according to the stipulation of the action, governed by the law.

## **BENEFITS**

### **Small Tools and Company Issued Equipment**

When you were hired you may have been given a list of tools which you would be required and expected to provide to perform your job duties with ALC. You should arrive at your assigned job site each day with all those tools available to you. If any of those tools have parts that wear out or are subject to breaking, you should be sure to have a supply of necessary parts with you also.

In addition to the tools you are required to provide, the company will issue you certain tools and equipment, which are yours to use while on ALC projects only. You are not authorized to use those tools and equipment on any personal projects, side jobs, while working for any other contractor, or to lend them to any other person outside of ALC. Worn or defective tools supplied by the company will be replaced upon turning in the old one.

ALC has a substantial investment in tools and equipment, which are essential to performing company business. If you are laid off or if either you or the company terminates your employment, you are expected to return all tools and equipment issued to you during your employment with the company. Lost or stolen tools and equipment must be replaced by the employee. Any employee found taking another employee's tools without his/her permission or knowledge will be subject to disciplinary action up to and including termination.

### **Unemployment Compensation**

The purpose of unemployment compensation is to replace part of your income if you are laid off or terminated through no fault of your own. The company pays the full cost of unemployment compensation, but only the State of WI can make the decision on who is eligible for benefit payments and the amount of the payments.

### **Workers' Compensation**

Work-related accidents and incidents must be reported to your Supervisor immediately. Any slight discomfort or irritation should be reported. At the time of reporting an injury or incident, you will be required to complete the Incident report to collect all the details of the incident. If not reported promptly, the following problems may occur:

- Medical treatment and wage loss payments may be delayed
- Medical bill payments may be delayed
- Accurate details and memories of the incident fade
- Elimination of a hazard may be delayed

If you seek treatment with a health care professional as a result of a work-related accident or incident, it is your responsibility to notify your Supervisor prior to the appointment. It is also your responsibility

to inform your treating physician about our temporary light duty program which allows temporary alternate work that is compatible with physical capabilities and/or restrictions created by a work-related injury or illness.

### **Referral Program**

This policy applies to all active ALC employees. ALC reserves the right to modify or discontinue the referral bonus program at any time due to business needs. All successful referrals made prior to a program ending date would be honored.

The employee who made the referral will receive \$1,500 (taxable dollars) as follows:

- \$500 after your referral has worked 500 safe hours
- \$1,000 after your referral has worked 1,000 safe hours

These hours need to be safe working hours without any safety incidents or injuries.

The referring employee must be employed by ALC at the time of payment to be eligible.

If the same candidate is referred by multiple employees, the referral bonus amount of \$1,500 will be split evenly between all employees involved in the referral.

Email/call HR at [HR@buildwithalc.com](mailto:HR@buildwithalc.com) or 920-750-5172 that you have someone you think would be a good fit for ALC. Provide the person's contact information and a little information about them. You may also speak with Division Managers about a referral. All referred applicants will be subject to the applicant screening process, hiring standards, and employment guidelines. It is the sole determination of the ALC office as to whether or not the referral will be offered a position. In the event of any disagreement involving the Referral Bonus Program, the decision from the HR Manager shall be final.

### Job Description Carpenter – Steel Studs & Drywall

#### WHO WE ARE:

ALC has been built on decades of craftsmanship and trust to become a trusted partner for general contractors across the Midwest. What started in 1959 as a single-scope shop has evolved into a multi-trade powerhouse capable of taking any commercial project from frame to finish. Our success starts with our team. We invest in growth, safety, and well-being both on and off the jobsite, because we know our company is only as strong as the people behind it. At ALC, professionalism meets approachability. We solve problems fast and keep projects moving with confidence. Our union affiliation reflects our commitment to quality, safety, training, and fairness—values that have guided us for generations.

**OUR VALUES:** They are how we show up as a team and how we stand out from competitors.

Adaptability – we own every inch of the job, no matter what comes our way.

Leadership – we set the pace, guide the process, and raise the bar.

Craft – excellence is our legacy, and precision is our practice.

**OUR MISSION:** To build the spaces that shape communities, delivering precision, pride, and proven craftsmanship from frame to finish.

**OUR VISION:** To redefine what general contractors expect from a true construction partner – delivering world-class, multi-scope projects that enrich lives, empower our people, and leave a lasting mark on the communities we serve.

#### WHAT YOU GET TO DO:

- Perform various carpentry tasks such as exterior/interior steel stud framing, exterior sheathing, layout of interior walls, hanging drywall, taping drywall, fire stop protection, and occasionally finish carpentry.
- Read and interpret blueprints to ensure accurate execution of projects.
- Collaborate with team members to complete projects within specified timelines.
- Use tools such as screw guns, routers, circular saws, lasers and various other hand tools.
- Adhere to safety protocols and maintain a clean and organized work area.
- Comply with company policies and perform other duties as assigned.

#### WHAT WE WANT FROM YOU:

- Ability to read & understand blueprints and measurements
- Comfort using hand tools
- Ability to operate different types of aerial equipment after required training is provided
- Ability to lift up to 50 pounds frequently
- Ability to stoop, walk, kneel and climb stairs & ladders as required by the job site
- Strong problem-solving skills and attention to detail.

#### WHAT WE VALUE:

- Preferably 1 year of construction related experience
- Passion for Safety & Quality of work
- Positive attitude that promotes ALC Culture
- Good communication skills and the ability to work both as a team and independently

#### WORK ENVIRONMENT:

- Interior and exterior weather conditions
- Intermittent noise at moderate level
- Jobsite conditions are influenced by type of work being performed

## Job Description Carpenter – Drywall Finisher

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### WHAT YOU GET TO DO:

- Apply joint compound to drywall seams and corners with tape to create smooth transitions between drywall sheets.
- Apply joint compound to screws, gaps and imperfections smoothing out the surface.
- Perform the sanding of the joint compound to achieve a smooth, even finish.
- Install corner beads on exterior corners to protect edges and provide a clean finish.
- Perform patching and repair to fix any imperfections or damage to the drywall.
- Adhere to safety protocols and maintain a clean and organized work area.
- Comply with company policies and perform other duties as assigned.

### WHAT WE WANT FROM YOU:

- Ability to read & understand blueprints and measurements
- Comfort using hand tools
- Ability to operate different types of aerial equipment after required training is provided
- Ability to lift up to 50 pounds frequently
- Ability to stoop, walk, kneel and climb stairs & ladders as required by the job site
- Strong problem-solving skills and attention to detail.

### WHAT WE VALUE:

- Preferably 1 year of construction related experience
- Passion for Safety & Quality of work
- Positive attitude that promotes ALC Culture
- Good communication skills and the ability to work both as a team and independently

### WORK ENVIRONMENT:

- Interior and exterior weather conditions
- Intermittent noise at moderate level
- Jobsite conditions are influenced by type of work being performed

## Job Description Carpenter – Acoustical Ceiling Tile

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### WHAT YOU GET TO DO:

- Perform various carpentry tasks such as installing suspension grid and hanger wires, measuring and cutting ceiling tile to size, installing acoustical and/or custom wall panels, and installing specialty/custom ceiling finishes.
- Read and interpret blueprints to ensure accurate execution of projects.
- Collaborate with team members and work independently to complete projects within specified timelines
- Use tools such as screw guns, lasers and various other hand tools.
- Adhere to safety protocols and maintain a clean and organized work area.
- Comply with company policies and perform other duties as assigned.

### WHAT WE WANT FROM YOU:

- Ability to read & understand blueprints and measurements
- Comfort using hand tools
- Ability to operate different types of aerial equipment after required training is provided
- Ability to walk, perform work above head, and climb stairs & ladders as required by the job site
- Strong problem-solving skills and attention to detail.

### WHAT WE VALUE:

- Preferably 1 year of construction related experience
- Passion for Safety & Quality of work
- Positive attitude that promotes ALC Culture
- Good communication skills and the ability to work both as a team and independently

### WORK ENVIRONMENT:

- Intermittent noise at moderate level
- Jobsite conditions are influenced by type of work being performed

## Job Description Bricklayers & Carpenters – EIFS Installer

### **WHO WE ARE:**

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### **WHAT YOU GET TO DO:**

- Install and complete all steps of EIFS installation including, foam installation, rasping, installing grooves or bands, basecoat and mesh application, finish coat application and the final step of caulking.
- Read and interpret blueprints to ensure accurate execution of projects.
- Collaborate with team members to complete projects within specified timelines.
- Use tools such as screw guns, hawk & trowel, and various other hand tools.
- Adhere to safety protocols and maintain a clean and organized work area.
- Comply with company policies and perform other duties as assigned.

### **WHAT WE WANT FROM YOU:**

- Ability to read & understand blueprints and measurements
- Experience using hawk & trowel
- Ability to operate different types of aerial equipment after required training is provided
- Ability to lift up to 80 pounds frequently
- Ability to stoop, walk, kneel and climb stairs & ladders as required by the job site
- Strong problem-solving skills and attention to detail.

### **WHAT WE VALUE:**

- Preferably 1 year of construction related experience
- Passion for Safety & Quality of work
- Positive attitude that promotes ALC Culture
- Good communication skills and the ability to work both as a team and independently

### **WORK ENVIRONMENT:**

- Interior and exterior weather conditions
- Intermittent noise at moderate level
- Jobsite conditions are influenced by type of work being performed

## Job Description

### Bricklayers & Carpenters – Air Barrier & Spray Foam

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#### **WHAT YOU GET TO DO:**

- Install various air barrier systems including self-adhered membranes, fluid-applied membranes and sheet air barriers.
- Read and interpret blueprints to ensure accurate execution of projects.
- Collaborate with team members to complete projects within specified timelines.
- Operate and maintain spray foam rigs and equipment safely and efficiently
- Adhere to safety protocols and maintain a clean and organized work area.
- Comply with company policies and perform other duties as assigned.

#### **WHAT WE WANT FROM YOU:**

- Ability to read & understand blueprints and measurements
- ABAA Certified Installer preferred
- Ability to operate different types of aerial equipment after required training is provided
- Ability to lift up to 80 pounds frequently
- Ability to stoop, walk, kneel and climb stairs & ladders as required by the job site
- Strong problem-solving skills and attention to detail.

#### **WHAT WE VALUE:**

- Preferably 1 year of construction related experience
- Passion for Safety & Quality of work
- Positive attitude that promotes ALC Culture
- Good communication skills and the ability to work both as a team and independently

#### **WORK ENVIRONMENT:**

- Interior and exterior weather conditions
- Intermittent noise at moderate level
- Jobsite conditions are influenced by type of work being performed

## ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received a copy of the ALC Field Employee Handbook. My signature also acknowledges this handbook and all policies listed supersede previous practice, policies, and handbooks. Additionally, I understand it is my responsibility to read the handbook in its entirety, and if I have any questions to contact HR for assistance.

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_