



BRUCE  
**O·A·K·L·E·Y, Inc**

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NO. LITTLE ROCK, AR

# EMPLOYEE **HANDBOOK**

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**WELCOME TO BRUCE OAKLEY INC.**

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NO. LITTLE ROCK, AR

Moving America  
forward by River,  
Road, & Rail

# INTRODUCTION

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## **1.1 Purpose of This Handbook**

This Employee Handbook has been prepared to provide information and guidance to the employees of Bruce Oakley, Inc. (BOI) in all divisions and all locations. The purpose of this Handbook is to inform Bruce Oakley, Inc.'s employees about its management and operating policies. Employees should read all provisions carefully. Any issues or questions regarding the information and policies contained in this Handbook should be immediately brought to the attention of the Human Resource Manager or a member of management. This Handbook will be revised as necessary in the future if company policies, employment laws or other conditions change, without additional notice

## **1.2 Mission Statement**

Bruce Oakley, Inc. is in business to make profits which, in turn, provides opportunities for employees to grow and prosper. Although each division has its own distinct mission and goals, the common goal of BOI is to actively seek out new opportunities for growth and expansion, improve efficiency and eliminate waste while providing customers with superior service and quality products at competitive prices.

## **1.3 Limitations & Exceptions**

This Handbook is not to be considered or interpreted as an agreement or contract for employment. Nothing contained in this Handbook represents or implies any offer or guarantee of employment to any employee for any specified period or on any predetermined terms.

## **2.1 Equal Opportunity Employment**

BOI is an equal opportunity employer. BOI is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. BOI prohibits discrimination in all aspects of its personnel policies, employment practices and operations, and relationships with employees and applicants, including, but not limited to, recruitment, hiring, and merit promotion.

## ***Discrimination or Harassment Reporting***

Employees should immediately report incidents of harassment and/or discrimination to any of the following: immediate supervisor, division manager, member of the HR department, controller, or BOI president, Justin Oakley. As soon as possible, the reporting employee shall cause the report to be put in written form and provided to the immediate supervisor, division manager, member of the HR department, controller, or BOI president, Justin Oakley.

Derogatory, offensive, or degrading comments or slurs relating to gender, race, religion, age, color, national origin, disability, or sexual orientation will not be tolerated by BOI. Violation of this policy will subject the violator to personnel action up to and including termination.

### **2.2 “At Will” Employment**

Employees acknowledge that they are employed at the will of BOI. All employment and compensation with BOI are “at-will” which means that your employment can be terminated As Revised July 1, 2024 with or without cause, and/or with or without notice, at any time, at the option of either BOI or yourself, except as otherwise provided by law.

### **2.3 Probationary Period**

New employees, upon hire, will be on a probationary period during the first six (6) months of employment. This provides a reasonable period in which to assess performance, determine any job-related problems, and it provides a formal means for reviewing new employee performance both during and at the end of the probationary period. During this period, new employees may be discharged or laid off at the sole discretion of BOI.

### **2.4 Notice of Drug Screening Policy**

All new employees must pass a drug screen before becoming eligible for employment at BOI. All employees are subject to random drug screens.

### **2.5 Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image BOI presents to customers and visitors. During business hours, employees are expected to present a clean and neat appearance. Shorts of any kind, torn jeans, and sweatpants are NOT acceptable office attire and can present safety issues. Employees with mustaches and/or sideburns must keep it neatly trimmed. A full beard or hair below the lip is not permissible.

Facial tattoos are not permitted. Tattoos should be covered and non-conspicuous. Jewelry should be worn in a manner that reflects a professional business image. This policy is not intended to discriminate against any employee of BOI but is strictly intended to maintain the professional image of BOI among its customers and business associates.

## **2.6 Permanent Part-Time Employees**

Part-time employees who work on a regular basis are entitled to regular full-time employee benefits on a pro-rata basis, except for health insurance, which requires a minimum of 30 hours per week.

## **2.7 Temporary/Seasonal Employees**

Temporary employees will be entitled to Worker's Compensation Insurance and all safety benefits. However, they will not accumulate seniority or be entitled to leaves of absence, holiday pay, or other regular full-time employee benefits.

## **2.8 Absenteeism**

Employees are expected to report for work on time on a regular basis. Unsatisfactory attendance will result in disciplinary action up to and including suspension and/or discharge. If an employee is going to be late or absent for any reason, the employee is required to contact the supervisor before starting time or as soon as possible. It is the employee's responsibility to ensure proper notification is given. Asking another employee, friend, or relative to give this information is not considered proper except under emergency conditions.

## **3.1 Confidentiality of Wages, Salaries, & Pay Structures**

Employee wages, salary and/or pay structure is confidential information. Employee wages, salary and/or pay structure will not be provided to any other employee. Employees shall not inquire as to the wages, salary and/or pay structure of any other employee at any time. Wage, salary and/or pay structure will be provided to prospective employers of former BOI employees pursuant to state law.

## **3.2 Compensation - Weekly Pay**

Weekly pay periods begin Wednesday, 12:01 am and end on the following Tuesday, 12:00 am midnight and paid the following Friday. Employees are paid by direct deposit on Friday of each week. A voided check or copy of banking information is required to be presented with new hire documents. Employees leaving BOI will receive their final check on the regular pay day following their separation. If an employee has uniforms and/or equipment issued to him or her by BOI, an inventory will be made of the returned equipment and the cost of any missing equipment/uniforms will be deducted from the final payroll of the employee and the employee will receive the remaining compensation on the next pay day.

### **3.3 Time Keeping**

Supervisors are to approve all time worked. In the event an employee forgets to properly clock in or clock out, the employee must inform his/her supervisor of the needed manual adjustment. Reporting for another person will result in personnel action up to and including termination.

### **3.4 Overtime**

Supervisors must authorize overtime work for hourly employees. Employees will be paid time and a half their hourly rate for all hours over forty worked in a work week. (BOI defines hours worked as regular pay, vacation pay, holiday pay, and bereavement leave).

### **3.5 Vacation Benefits**

Vacation time off with pay is available to regular full-time employees to provide time for rest, relaxation, and personal pursuits. Permanent part-time employees are entitled to vacation time off with pay on a pro-rata basis. Carryovers of unused vacation into the following year are with a supervisor's written permission only. Due to the seasonality of BOI's business, Vacation time is to be scheduled and approved by management PRIOR to taking. The amount of paid vacation time employees receives each year, on the anniversary of their hire date, increases with the length of employment as shown in the following schedule.

Upon hire - accrued after 60 days \*\* 5 Days (40 hours)

On One (1) year anniversary date 10 Days (80 hours)

On Seven (7) year anniversary date & after 15 Days (120 hours)

\*\*If an employee is terminated within the first year of employment, all unused accrued Vacation time is subject for non-payment.

### **3.6 Personal Leave**

BOI grants three (3) personal leave days to full-time hourly employees after 60 days of employment. At one year of service and each anniversary date thereafter, (5) personal leave days will be granted. Personal leave days are to be taken in eight-hour increments.

### **3.7 Bereavement Leave**

In case of death in the immediate family, employees will be allowed up to three days of bereavement leave with pay (8 hours for each day) plus additional time off, as required. Such additional time off may be granted without pay. Members of the immediate family are recognized as spouse, children, parents, brothers, sisters, and grandparents.

### 3.8 Holidays

BOI will grant holiday time off for the holidays listed below. Exception to the holiday schedule may be necessary during particular seasons or due to emergencies.

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day & Friday after
Independence Day	Christmas Day

Employees who have completed 60 days of employment-provided employee is in good standing/even though they are technically on probation are eligible for holiday pay. Full-time employees will receive eight hours per holiday and permanent part-time employees will receive four hours paid on a pro-rata basis. Hourly employees who are scheduled to work on a holiday will be granted holiday pay plus pay for the hours worked on that holiday. Hourly employees scheduled to work on a holiday who do not report, and are not excused, will forfeit holiday pay. Further, hourly employees with an unexcused absence on the day prior to, or the day after a holiday, will forfeit holiday pay.

Additional holiday days will be given in the years when Christmas and New Year's Day fall on a Thursday. The following Fridays will be paid holidays. If a holiday falls on a Saturday, the preceding Friday will be a paid holiday, if on a Sunday, Monday will be a paid holiday.

### 3.9 Garnishment

BOI is required by law to honor legal garnishments of employee compensation.

### 3.10 Family & Medical Leave Act

BOI will comply with the Family and Medical Leave Act of 1993 (FMLA) for all employees eligible for reasonable leave for medical reasons, birth, or adoption of a child, and for the care of a child, spouse, or parent who has a serious health condition as allowed by the provisions of the FMLA. Employees should advise the Human Resource Manager of their intention to take FMLA leave and complete all required documents.

### 3.11 Leave of Absence

On occasion an employee may find that personal, health, or family problems make it necessary to be absent from work for an extended period. A request for leave of absence may be granted for limited periods of time, depending on the reasons and circumstances that prompt the request. (Also see FMLA Section 3.5)

An employee desiring a leave of absence must present a written request to his/her supervisor who will forward it to the Human Resource Manager. The request must contain the anticipated length of absence, with dates and circumstances prompting the request. If an employee fails to report to work promptly at the end of the leave, the employee will have resigned their position fully.

# BENEFIT PROVISIONS

## **4.1 Insurance**

Full-time and permanent part-time employees (working a minimum of 30 hours per week) will be eligible for health insurance, life insurance, dental insurance, vision insurance, short-term disability, long-term disability insurance and additional voluntary insurances under BOI's group policies, on the first day of the month following 60 days of continuous employment. Employees may add health, life, dental and vision benefits to their immediate family on a contributory basis. The company provides medical insurance to the employee at no cost to the employee. The company also provides a \$30,000 life and accidental death and dismemberment insurance at no cost to the employee. Benefits under each policy are explained in a booklet prepared by the insurance provider. BOI will comply with the COBRA Act of 1985 for covered employees who are terminated from employment with BOI.

## **4.2 401-K Profit Sharing Plan**

Full-time employees are entitled to participate in the company's 401(k) retirement plan if they are 21 years of age or higher and have completed 6 months of service. The employee can elect to contribute up to the maximum annual allowable deferrals by age bracket. BOI will match your contribution up to 5% weekly with an annual limit of \$5,000. Enrollment dates are the 1st of each month. Subject to changes in federal laws.

## **4.3 Employee Savings Plan**

Bruce Oakley, Inc. offers employee saving accounts. Employees can add to their savings through weekly payroll deductions. BOI offers competitive interest earnings on accounts. Funds are readily available for withdrawal. Interest earnings are posted monthly, and employees are provided with monthly statements. Funds are not FDIC insured nor covered under ERISA.

# SAFETY & HEALTH POLICY

Bruce Oakley, Inc. considers safety and health as important as all other phases of its operation. We are committed to providing safe and healthy working conditions while always establishing and insisting on safe work methods and practices.

Safety and health protection shall be an integral part of all operations, including planning, production, procurement, construction, administration, and transportation. Accidents and health hazard exposures have no place in our company! No work is too important or urgent that it cannot be performed safely.

Each level of management must reflect an interest in organizational safety and health and must set a good example by complying with organizational rules for safety and health protection. Management interest must be vocal, visible, and continuous from top management to first line supervisors. All levels of management are accountable for demonstrating safety leadership.

All employees shall follow safe working practices, obey rules and regulations and work in a way that maintains the high safety and health standards developed and sanctioned by Bruce Oakley, Inc.

By accepting mutual responsibility to operate safely, we will each contribute to the well-being of one another. All employees are responsible for their own safety and the safety of others.

### **5.1 Safety Compliance**

Employee safety and health are important to BOI and all personnel must strictly adhere to Local, State, and Federal regulations, especially those of OSHA and the EPA. Environmental protection is best achieved by never allowing any of BOI's products to be exposed to weather or to be spilled on the ground or in the water. Anytime products are spilled, they are to be cleaned up immediately and disposed of properly. We must comply with and strive to exceed all safety and health regulations. Flagrant and/or repeated safety violations may result in dismissal.

### **5.2 Alcohol & Drugs**

Possessing, dispensing, using or being under the influence of a controlled substance without medical prescription on BOI's premises is strictly prohibited. Reporting to work or working while under the influence of alcohol or a controlled substance is strictly prohibited. Any employee found violating these provisions will be subject to immediate discharge. If you are unable to perform your job safely and properly due to properly prescribed medication, notify your supervisor immediately.

### **5.3 Accidents**

Accidents must be reported promptly even if there is no injury. In the event of injury, supervisors will arrange first-aid treatment or further medical care, to include transportation, ambulance, etc. as necessary. Notify management of any property damage to the property of BOI or third parties immediately.

All accidents and injuries must be documented by the supervisor and reported as soon as possible to the Safety Director, Division Manager, HR team member and Controller.

# ADDITIONAL EMPLOYEE POLICIES

## **6.1 Telephone & Computer Time**

Telephones and computers are the property of BOI and are for business use. Personal use should be kept to a minimum. All data on the computers and telephones is the property of BOI. All content on BOI issued computers and electronic or cellular devices is subject to BOI review and monitoring. All data is subject to third-party disclosure by subpoena or court order.

## **6.2 Anti-Fraternization**

An employee dating or being romantically involved with another employee is prohibited and is subject to disciplinary action, up to and including termination.

## **6.3 Email-Text Policy**

BOI prohibits the sending or forwarding of inappropriate, derogatory and/or insensitive emails and/or texts (photographs, video, etc.). "When in doubt, do not forward or send!"

Employees are prohibited from using cell phones while driving or operating machinery and equipment, whether for business or personal. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving, or responding to email, checking for phone messages. Private cell phone, earpiece/headset usage must be approved by your immediate supervisor and private calls should be made on lunch breaks unless it is an emergency.

## **7.1 Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with BOI. Although advance notice is not required, BOI requests a two-week advance notice from any employee who resigns his or her position. If an employee does not provide advance notice as requested, the employee will be ineligible for rehire with BOI. Resignations should be submitted in writing to your immediate supervisor or to the Human Resource Manager

## **7.2 Termination**

BOI reserves the right to terminate any employee because of lack of work, inability to do the job successfully, dishonesty or infractions of BOI's rule or polices. See Section 2.3 "At-Will" Employment. BOI will comply with state law requirements in the state where the employee is employed at the time of termination.

## **8.1 General Safety Rules**

1. Reporting to work or working while under the influence of an intoxicating beverage, illegal drugs, prescription and or non-prescription drugs that affect your job duties, personal safety and safety of others is strictly prohibited.
2. All sicknesses or injury, no matter how slight, should be reported to your supervisor immediately. Injuries should be treated by a person, or persons adequately trained to render first aid.
3. No horseplay, throwing objects, scuffling, and fooling around will be tolerated.
4. If you see someone working in an unsafe manner, provide safety coaching, and notify a supervisor immediately.
5. Report unsafe conditions to your supervisor immediately.
6. Wear goggles, respirators and other necessary personal protective equipment when required and/or when safety is at issue.
7. Do not attempt to lift or push objects that may be too heavy for you. ASK FOR HELP when you need it. Learn to lift the right way to avoid strains: 1) bend your knees 2) keep your body straight 3) then push up with your legs. This is the easiest and safest way.
8. Consider safe and approved alternatives to using a ladder. Before using any ladder, make sure it is free from cracks, broken rungs, or other defects. Have another worker hold the ladder or properly tie off the ladder to secure.
9. Practice good housekeeping in work areas. Clear work areas of debris that may contribute to accidents and/or fire hazards. Clean up spills (liquid, dry, etc.) immediately to reduce slips/trips/falls.
10. Never operate any machinery, cranes, loaders, or other piece of moving equipment unless you have permission from your supervisor, and all training and certificates have been completed
11. "NO SMOKING" around grain bins and other hazardous and/or flammable chemicals or products of any kind.
12. Use of cell phones is prohibited while operating vehicles, machinery and equipment.
13. Additional department safety rules may be added by your supervisor. All BOI employees MUST follow the rules.

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Justin Oakley, President





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