



PAUL DOWNS EMPLOYEE MANUAL

Revision Date: 3/24/2017

Paul Downs Cabinetmakers, Inc. (“PDC” or “management”) is dedicated to the design and manufacture of superior quality furniture.

In the course of manufacturing operations, PDC has retained the services of employees. PDC recognizes that this entails certain responsibilities, both on the part of PDC and the employees. These are summarized as follows:

Responsibility of PDC:

PDC will:

- Pay all employees on time and in full. Overtime pay will conform to applicable law.
- Withhold and deposit all applicable payroll taxes
- Maintain current workmen's compensation insurance
- Provide benefits as outlined below
- Provide a safe, functional facility in which to operate. This includes provision of dust collection equipment, ventilation, lighting and any other items for personal safety equipment (i.e. shoes, respirators, goggles, etc.) at employees request
- Offer training on each machine and tool in the shop
- Provide sufficient tools, materials, and information to its employees so that they may produce a product of superior quality in reasonable time

PDC strives to maintain and promote the safest workplace possible. Employee participation in this process is essential. It is an employee’s responsibility to promptly notify management of any unsafe conditions.