



JNC Investments: Company Conduct & Employee Policy

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Mission Statement:

A dedication to organizational growth and service to our community.

Purpose:

Establish the policies and professional development procedures for employees, management, and brands.

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Equal opportunity policy

JNC Investments LLC and contributing brands, is committed to providing a workplace free from discrimination or harassment. We expect every member of the JNC community to do their part to cultivate and maintain an environment where everyone can feel included and is afforded the respect and dignity they deserve.

Decisions related to hiring, compensation, training, evaluating performance, or terminating are made fairly, and we provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.

Workplace health and safety

JNC Investments and employees will comply with all safety and health laws that apply to our workplace. To do this, management will constantly be aware of conditions in all work areas that can produce injuries.

I will use my knowledge, awareness, and attitude to make me a safe employee. I will properly use personal protective equipment, procedures, equipment, and materials to ensure my safety. I will ensure my environment, building and job site are prepared and maintained to ensure my co-workers and I are safe.

Harassment

JNC Investments is committed to maintaining a work environment that is courteous, respectful, and free from harassing behaviors for its employees, contractors, volunteers, visitors, interns, and customers. JNC Investments will not tolerate harassment of any kind.

Unlawful harassment is defined as any unwelcome verbal, non-verbal, or physical conduct based on race, color, religion, sex (including pregnancy and gender identity), national origin, age, disability (mental or physical), genetic information, sexual orientation, marital status, political affiliation, status as a parent, or retaliation when:

An employee suffers a personal loss or harm regarding a term, privilege, or condition of employment relating to any of the protected bases; or

The behavior can reasonably be considered severe or pervasive, creating an intimidating, hostile, or offensive work environment.

Unlawful harassment undermines the integrity of employment relationships and interferes with work productivity. Harassing conduct may include, but is not limited to bullying, slurs, derogatory or disrespectful remarks, spreading rumors, swearing, jokes, obscenities, incessant teasing, expressing, or insinuating threats, threatening assault, hitting, punching, other unwanted touching, and malicious or insulting gestures.

Inappropriate Behavior

Inappropriate behavior is counterproductive behavior that is not suitable for the workplace. Inappropriate behavior deters good order within the workplace. Inappropriate behavior can range from minor incidents to serious offenses. Inappropriate behavior can include actions and/or behaviors that cause grave offense to an individual and go against the agency policy or practice. Although not every instance of inappropriate behavior may meet the legal definition of harassment, such behavior undermines staff morale and the JNC mission. Some examples of such behavior may include disrespectful or abusive behavior, swearing, teasing, insensitive or inappropriate jokes, petty slights, annoyances, and other isolated incidents (unless extremely serious).

JNC has appropriate measures to prevent harassment (sexual or non-sexual) in the workplace and to correct harassing behavior before it becomes severe or pervasive and inappropriate conduct/behavior before it becomes harassing in nature. Harassing behavior by a JNC employee does not need to rise to the level of unlawful harassment for it to constitute misconduct. Violations of JNC policy may result in administrative or disciplinary actions against offenders.

Sexual Harassment

Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career, or

Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or

Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive environment.

Retaliation

In addition, JNC prohibits any retaliation against an employee who reports a concern about workplace harassment, other inappropriate behavior, or assists in any inquiry about such a report.

Maintaining Confidentiality

JNC will protect the confidentiality of harassment allegations. All reports of harassing conduct and related information will be maintained on a confidential basis to the greatest extent possible.

Reporting Allegations

All JNC employees are strongly encouraged to report misconduct, including discrimination or harassing behavior. Failure to report an incident of harassment may result in administrative action, including disciplinary action. Although supervisors are required to report allegations of harassing conduct to senior management, this policy does not prevent supervisors from taking any action they deem necessary to address inappropriate behavior when it occurs. JNC will conduct a prompt, thorough, and impartial investigation, or fact-finding of allegations of harassment or inappropriate behavior. JNC will begin the fact-finding of allegations no later than 10 days of receipt and will complete the investigation within 60 days or less. JNC will also take immediate and appropriate corrective action when it determines that harassment or inappropriate behavior has occurred.

Employee Dress Code

All employees will dress in a clean, presentable manner. In some cases, company shirts and name tags will be necessary for certain contracts and customers. When JNC provides shirts or uniforms, it is the employee's responsibility to take care of clothing and make sure it is clean and presentable every day. Cleaning department personnel are allowed to wear casual clothing including t-shirts, pants, and shorts. Please do not wear any type of profanity, drug, sex, religion, or explicit message content on clothing. Our company works in private homes surrounded by families and children. Dress accordingly and be clean and professional.

Employee Performance and Call Backs

JNC operates on good business and references. It is encouraged to perform at the highest level that you can as an employee. We understand that sometimes items can be missed, and mistakes will happen. The goal is to not get a call back from a customer or experience any complaints about quality. If continued issues arise, management will seek signed reprimands in coordination with the disciplinary action policy. It is against policy to discuss wages and pay rates with fellow employees. Refer to your department manager and HR to get insight into career pathing and opportunities within the company. Discussing wages will be grounds for reprimand.

Mileage Policy

JNC Investments offers employees mileage pay for driving their own vehicles to locations. The trip to work at the start of the day and the trip home do not count towards mileage. Mileage pay is determined by federal pay rates given during the time reporting. Mileage needs to be logged and accounted for in detail. If mileage logs are not detailed for each day mileage is being reported, mileage will not be paid.

Company Equipment Policy

Cleaning kits, tools, safety equipment, supplies, and maintenance equipment are often provided by JNC. It is the responsibility of the employee to care for equipment and be always accountable for the condition and whereabouts of equipment. Vacuum canisters need to be cleared after every shift, and filters and canisters rinsed and dried once a week. If a vacuum is not functioning properly, please notify management. In most cases vacuums can be kept operational with recommended upkeep and keeping the hoses unclogged.

Tools and equipment need to be checked out and checked back in on the provided clipboard in the shop area. The whereabouts of ladders, saws, plumbing boxes, door boxes and equipment is the responsibility of the employee. Lost or damaged equipment due to negligence will be reprimanded as management deems necessary. As soon as a job is completed ... Return the equipment back to the shop. Any final paychecks will be held until ALL equipment and supplies have been returned.

Confidentiality and Non-Compete Clause

JNC Investments holds the right to require every employee to agree to a non-compete clause. Stating: No employee shall engage in any competitive activity, or venture that directly competes with JNC Investments brands or market offerings during employment or within one year after employment ends. No employee shall communicate or attempt to acquire clients or customers from the JNC network during employment and up to one year beyond employment with JNC Investments. The inner workings of JNC Investments are to be kept private and confidential. No information about company operations or techniques will be allowed to be made public at any time. No employee will slander or defame the JNC Investment organization or affiliated brands at any time, employed or not. Legal recourse will be sought after for any individual who breaks this clause.

Attendance, vacation, sick pay, and time-off policies

All employees will begin each calendar year with 24 hours or 3 – 8 Hour working days of sick pay. Sick pay / days can be used in the event of illness or emergency to excuse work duties and shifts. Sick time can only be used for the time scheduled to work on any given day. If an employee has 4 hours of shift scheduled, only 4 hours of sick pay can be used and so forth.

Vacation / Paid time off is accrued after 1 year of employment. 40 Hours is credited after 1 year. 80 Hours credited after 2 and 3 years. 120 hours after 4 and 5 years. Vacation time must be requested 4 weeks in advance and any personal days off for appointment and such needs to be requested 2 weeks in advance. This time allows us to cover your shifts. Please be respectful of your time, the clients time, and out time.

Attendance and expectations for work will be held per department and managed. If an employee is required to have reliable transportation to work - they must be responsible for this. Car sharing with other employees is not permitted because it causes conflict with work

schedules. Repeat days missed and frequent tardiness will be handled with reprimands. After 3 write-ups it is an immediate termination signed or unsigned. A NO CALL-NO SHOW IS IMMEDIATE TERMINATION. Please see the disciplinary action policy to understand how attendance will affect your position at JNC Investments. If an employee misses 3 or more shifts in a 30 day period, without a doctor's note or preplanned sick day or shift coverage - they can be written up for attendance issues.

Work schedule and time clock policy

Break times, lunch breaks, and necessary breaks for safety will be allowed. It is the responsibility of the employee to properly use their time clock and edit their timeclock. Edits to shifts are due before the next working day. If an employee is scheduled for a shift, they are expected to work the ENTIRE shift. There is no such thing as – “there was nothing left to do”. If an employee cannot make a shift, a manager needs to be notified 2 hours in advance and the shift needs to be covered or rescheduled. ******* If an employee does not use their time clock properly, they are at risk of losing time and income at their own expense. Timeclock edits will be allowed at a maximum of 2 per month.** You will need to come into the office and fill out a time-edit form to get your time approved after you have used the 2 per month. If an employee is found to not be clocking out during lunch breaks, they can be given a reprimand. Time fraud is illegal and if found guilty it is a misdemeanor/felony depending on how much time is stolen. This will result in immediate termination.

1099 and Payroll Process

Upon hiring employees will either start on payroll or as a 1099 NEC Contractor. The 1099 pay dates will be every Friday and include the prior Friday through Thursday work schedule. Payroll employees are paid every 2 weeks on the 1st and the 15th of each month. Payroll is for the 2 weeks prior to the pay period an employee is in - not the current one. It runs 2 weeks behind. Once an employee is put on payroll, they will have to wait the lapsed time between start day and actual pay date that payroll is processed for. Please reach out to a manager to get more information on this process if needed. 1099 employees will be evaluated after 30 days to determine whether they move to payroll or not if they wish to do so. In almost every case, employees need to transfer over to payroll after 45 days.

Substance abuse policies

JNC Investments has a zero-tolerance policy for alcohol and substance abuse. JNC has the right to drug screen employees prior to employment and randomly during employment. If an employee gets injured on the job and it is an incident for workman's compensation, they must

get a drug screening within 24hrs of the incident. JNC Investments and senior management will enforce the substance abuse policy per employee and situation.

Employee disciplinary action policy

JNC Investments will be working on a 3-strike policy for reprimands and warnings. Reprimands can be given for going against any of the rules and expectations in this policy. All reprimands will be approved and reviewed by all members of management and senior leaders. A third reprimand will be terms for employment termination

JNC Systems & Brands

During on-boarding all employees will be introduced to specific brand requirements, job descriptions, systems, and expectations. This policy is a centralized collection of rules and procedures. Each brand will have secondary rules and culture built into it. Along with this policy, you will be provided with job description information and core values for the organization.

Personal & Professional Development

The company is just as invested in YOU, as YOU are the company. Evaluations will take place every year (January). This evaluation period is when we work together on goals that YOU have for your personal life and professional life. We have designed a Career Path program for employees and OUR mission is to align ourselves together in harmony. We all have a duty to serve each other in the company. Every part of your job description and duties will be part of your evaluation, as KPI's (key performance indicators). These markers are the way we determine if an employee qualifies for pay rate increases and position promotions.

Sales Commission & Referral Program

\$30.00 if you bring us a regular cleaning client. (Not a one time clean)

3% gross-JNC Lead (Lead generated by us)

5% gross-Self generated lead (Lead generated by you)

Employee Referral-\$50.00 (after 6 months of employment)