



EMPLOYEE HANDBOOK

Welcome To Our Company



2
0
2
6



Table of Contents

Page 3-Welcome Statement:

- Letter from the Owners

Page 4- About us

- The ACC Team
- What WE Do
- Our Territories
- Our Values

Page 8- Company Policies & Performance Expectations

- | | | |
|----------------------|-------------------------------------|---------------------------|
| • Code of Conduct | • Paid Time Off Policy | • Travel & Expense Policy |
| • EEO Policy | • Company Paid Holidays | • Benefit Overview |
| • ADA Policy | • Bereavement Policy | • Parental Leave Policy |
| • Employment At Will | • Family & Medical Leave Act [FMLA] | |

Page 23- Employee Acknowledgement

Welcoming Statement:



A letter from our Owners

We'd like to personally welcome you to the team!

It's an exciting time for ACC, as we continue to grow, you will be a valuable part of our team contributing to our ongoing success. We take pride in helping our customers create the home of their dreams and it take every employee to help us achieve this goal

We're always transforming how we operate in order to innovate, expand, and make our employee and customer experience better. Our team members have continued to meet the challenges of our industry and by working together, we win.

Now that you're here, we look forward to working together and achieving great things.

Welcome aboard!

ACC Owners,

Michael Anderson
Brad Anderson



About Us: The ACC TEAM

Our Team

We believe as leaders we're servants of our team. True leadership is guiding others to achieve success. Our job is to ensure everyone is performing at their best, doing the work they pledged to do and at the highest level!

We aren't big on traditional corporate cultures, structures and environments. Our company values employees working together to deliver an exceptional quality of work to our customers.

We strive to be the best and we're looking for team members that share our tenacity, moral compass and visions for the future.



Brad Anderson
Owner



Mike Anderson
Owner



Ryan Scaglione
Vice President



Steve Anderson
Director of Marketing



Adam Alexander
Director of Administration



Denyel Busch-Heiob
Director of Scheduling



Aaron Black
Director of Sales



About Us: What We Do

Our collaboration with The Home Depot sets a high bar for service excellence, offering clients comprehensive services from consultation to installation. Our team comprises skilled customer service representatives, design consultants, project managers, and installation professionals, each playing a pivotal role in delivering exceptional customer experiences. We adhere to strict quality and compliance standards, ensuring each project exceeds industry benchmarks. Additionally, we place a strong emphasis on understanding and fulfilling client needs, guiding them through a personalized design process that transforms their vision into reality.

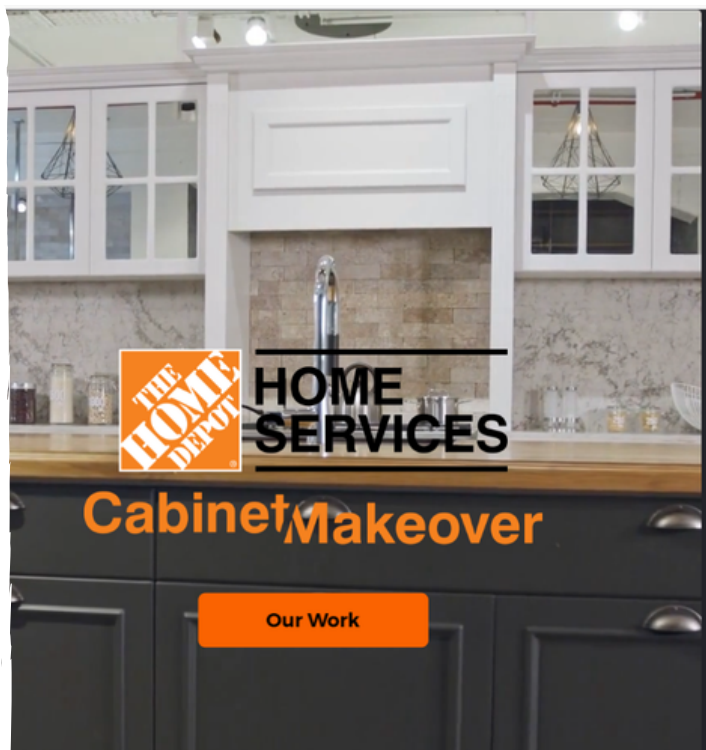
Cabinet Makeover

The Cabinet Makeover service is a great way to update a Kitchen. It is a quick and affordable option to improve the kitchen's appearance. Customers can continue to use their kitchen during the 3-5 day install process.

Customers have the opportunity to completely customize their kitchen. We can do anything that they would be able to do with new cabinets such as glass inset doors, crown molding, roll out drawers etc. In some cases, customers are able to do more with refacing as they are saving money by not replacing the whole cabinet.

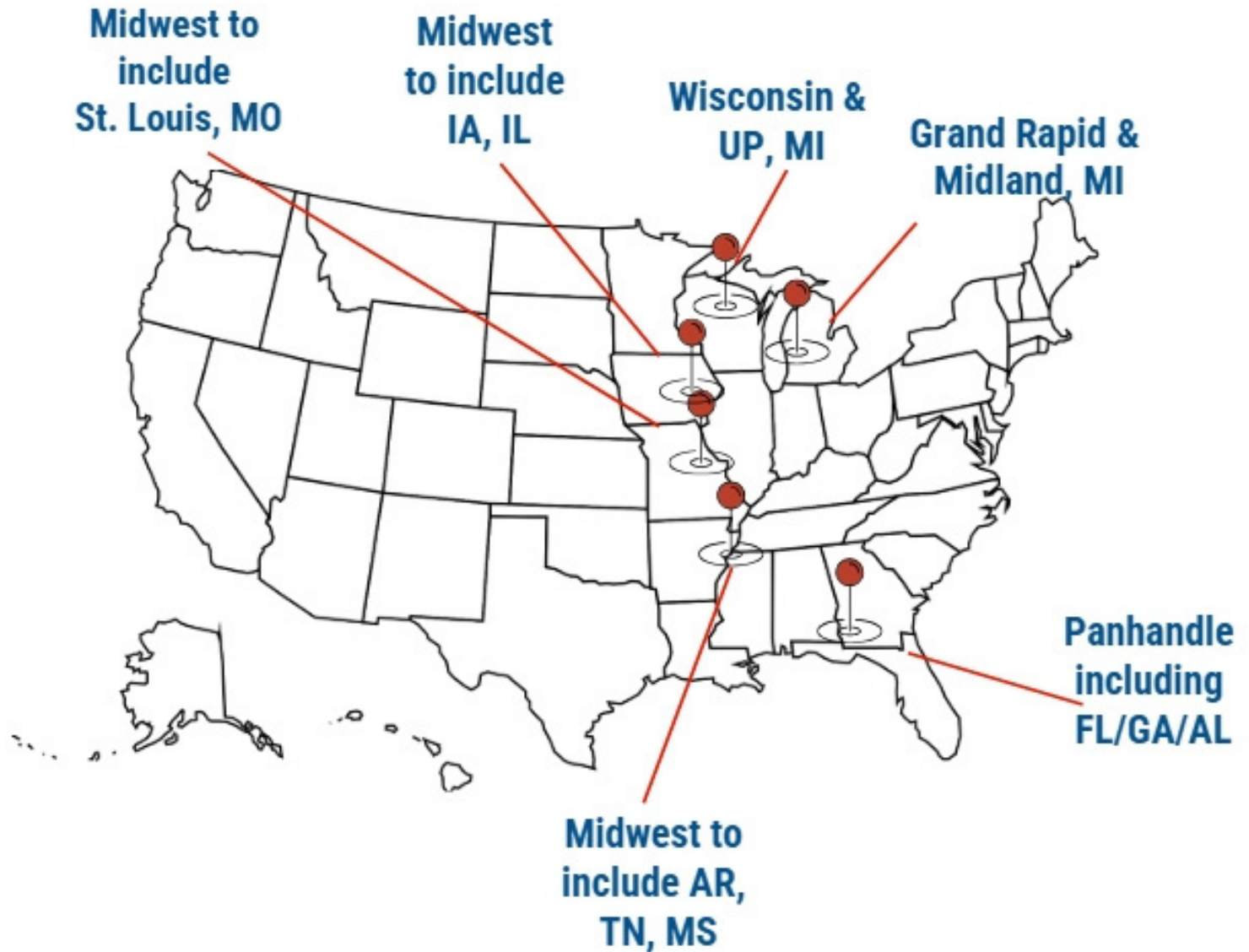
Home Organization

The Home Organization service provides custom home organization and remodeling solutions. Our specialization encompasses designing and installing tailored spaces such as closets, laundry rooms, pantries, mudrooms, garages, home offices, and much more. Launched within the last three years, our Home Organization Program has become a significant profit driver, showcasing our commitment to innovation and quality in the home remodeling sector.





About Us: Our Territories



and continuing to grow....



ACC's Company Values



Trust:

Seek fair resolutions, uphold commitments, deal honestly with all customers and maintain transparency in decision-making.

Taking Care of Our People:

Personally commit to the success and well-being of all employees

Extreme Ownership:

Honor commitments, personally commit to the success of the Company and the well-being of teammates and customers

Teamwork:

Work together to get the job done in a positive, encouraging and energizing way.

Communication at ALL LEVELS:

Keep teammates informed and participate in meetings. Keep customers informed and updated.

Respect:

Treat each other with respect by valuing diversity of thought and opinions, encourage open dialogue, and consider the impact of our decisions on employees and customers.

Quality:

Do the job right the first time, every time.

Sense of Urgency:

Don't procrastinate. Follow processes, identify problems and raise solutions quickly.



Company Policies

- **Code of Conduct**
- **EEO Policy**
- **ADA Policy**
- **Employment At Will**
- **Paid Time Off Policy**
- **Company Paid Holidays**
- **Bereavement Policy**
- **FMLA**
- **Travel & Expense Policy**
- **Benefit Overview**
- **Parental Leave Policy**



Code of Conduct

As employees, we are all responsible for how ACC does business and the impact to our customers. Failure to comply with company policies and applicable laws can result in disciplinary action up to and including termination of employment. Employees are expected to:

Comply with the law

All employees must protect our company's legality. We expect employees to be ethical and responsible when dealing with our company's finances, products, customers, partnerships and public image.

Ensure Safety and Respect in the workplace

All employees should respect their colleagues. We are committed to maintaining a safe work environment free from threats of physical violence, harassment, intimidation, and other disruptive behavior.

- Any form of sexual harassment, reprisal or overtures, advances or coercion by any employee toward another employee or customer at the work place will not be tolerated.
- Do not bring firearms, weapons or hazardous or harmful devices on Company property or while engaged in sales activities during work hours. Employees must not possess, use or be under the influence of any illegal drug, alcohol or any other intoxicating substance while on duty or engaging in sales activities. Failure to pass or refusal to take a drug test is grounds for termination.

Protect Company Property and Personal Information

All employees should treat our company's property and personal information with respect and care.

- Do not misuse company equipment or use it frivolously.
- Theft or unauthorized removal of company property or property that belongs to another employee, customer or Home Depot will not be tolerated.
- Protect company facilities and other material property from damage and vandalism, whenever possible.
- Protect the confidentiality of our colleagues' and customers' personal and financial information. Do not disclose information about current or former customers and employees.

Avoid Conflicts of Interest

We expect employees to avoid any personal, financial or other interests that might interfere with their ability to perform their job duties



Equal Opportunity Employer (EEO) Policy

ACC is an equal opportunity employer. This policy is intended to further outline our commitment to equal employment opportunity in accordance with our values, our commitment to diversity, equity and inclusion and applicable law. ACC prohibits discrimination and harassment and provides equal employment opportunity to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, disability, marital status, national origin, citizenship, genetic information, protected veteran status, or any other characteristic protected by law. ACC also prohibits retaliation against any person who in good faith reports a suspected violation of this policy or participates in the investigation of such report.

This policy applies to all aspects of the relationship between ACC and its employees, and applicants seeking employment with ACC, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration, and
- Employee benefits and application of policies.

Violations of this policy, regardless of whether the law has been violated, will not be tolerated. ACC will promptly, thoroughly and fairly investigate every issue in this area that is brought in good faith to its attention and will take responsive action, when appropriate. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as ACC believes appropriate under the circumstances.

ADA Policy



The Americans with Disabilities Act as amended by the Americans with Disabilities Amendments Act (collectively "ADA"), and applicable state and local laws, require employers to provide reasonable accommodation to qualified individuals with disabilities so that the individual may perform the essential duties of the job, with limited exceptions.

ACC prohibits discrimination against qualified individuals with disabilities with regard to job application procedures, hiring, promotion, compensation, benefits, training, termination, or other terms, conditions and privileges of employment. The Company will provide Reasonable Accommodation to Qualified Individuals with Disabilities who may require them, unless doing so would cause undue burden or Direct Threat.

Upon receiving a request for an accommodation, or upon otherwise becoming aware that a Reasonable Accommodation may be needed, ACC will engage in an Interactive Process to consider and, where appropriate, to offer the Qualified Individual with a Disability a Reasonable Accommodation, unless doing so would create an undue burden or Direct Threat.

Employees or Applicants who believe they need accommodations are expected to cooperate in an Interactive Process with ACC and may be required as allowable by law to provide appropriate medical documentation and authorizations to assist ACC in assessing whether a Reasonable Accommodation may be granted under this Policy. All medical information received will be treated as confidential in accordance with ACC policy and any applicable laws.

ADA Policy



Reasonable Accommodations may take many forms and will depend upon the particular facts and circumstances.

ACC maintains that regular and reliable attendance is an Essential Function of all positions. As a result, an accommodation request that excuses regular and reliable attendance is generally not reasonable.

If a leave of absence is granted as a Reasonable Accommodation, then at the end of the leave, if the Employee is unable to immediately return to work, ACC will engage with the Employee to determine if an extension of the leave is a Reasonable Accommodation, or whether there is an open position for which the Employee is otherwise qualified. Employees are expected to cooperate with Kellogg in providing information to allow ACC to determine if an extension of leave is a Reasonable Accommodation and that it does not create an undue burden or Direct Threat.

Employees are expected to comply with all safety procedures and Retaliation against an Employee or Applicant requesting accommodation under this Policy is prohibited.

This Policy contains no rights, contractual or otherwise, and does not constitute an offer or guarantee of employment.

An employee seeking accommodation shall initiate the Interactive Process by contacting their manager



Employment At Will

ACC Company policies are provided solely for the purpose of information. Employees agree to abide by all work rules that are established by the Company any time and which pertain to the employee's conduct and the manner in which the employee sells products. The company retains the right to revise, alter, amend, modify, change, terminate, or suspend any of its policies, benefits, procedures described at any time, with or without notices at this sole discretion.

Nothing in company policies creates an employment contract for any specified period of time between the Company and any employee, nor does it create a contract for providing any of the benefits or procedures described in these policies. Employees have no authority, either expressed or implied, to obligate the Company or its Clients, service providers, or suppliers in any manner whatsoever, either verbal or in writing.

At—Will Employment/Termination: The parties acknowledge and agree that employee is an at-will employee of the company. Nothing in this agreement gives employees the right to be employed by the company for any specific duration of time regardless of the length of employee's employment. Company or employee may terminate the employment relationship at any time, for any reason or no reason, and without advance notice. Progressive discipline is left to the sole discretion of the Company and nothing in the agreement requires the Company to issue a warning or suspension prior to discharging an employee. Initial employment will be terminated if the employee fails the background authorization to be badged to work within the Home Depot.



Employment At Will

Commissions paid upon termination: Employees acknowledge that a commission is deemed "earned" Upon termination of employment an employee shall be entitled to receive payment of all commission or cash sales through the date of the employee's termination. Payment of non- cash sales made prior to the employee's termination date shall be paid to the employee when the commission is earned.

Return of company property: Employee is responsible for returning all items provided to or belong to the Company. Company has the right to obtain all or any portion of monies due to the employee as reimbursed for any items not returned by the employee that are company property. A fine of \$100.00 will be charged or final check held if all company property, Apron, badge, and all marketing materials (binder, calendar, completed lead sheets) is not returned to the office the next business day of termination or resignation. All company materials must be returned to the main office.

Non-Compete: The undersigned employee agrees not to directly or indirectly compete with the business of the company and its successors including Home Depot and any of their contractors

Paid Time off Policy



The purpose of this policy is to outline how employees earn and use paid time off (PTO). While ACC maintains that regular and reliable attendance is an essential function of all jobs, we recognize the importance of providing employees flexibility and choice in how they use their time off. PTO is available for full time employees only.

All full time salaried and hourly employees are eligible for paid time off following 90 days of employment. Temporary or contract employees are not eligible for PTO under this policy. PTO accrual begins on anniversary date and not calendar year.

ACC provides PTO on a front-loaded basis in compliance with the Earned Sick Time Act (ESTA) and all applicable laws. PTO is available at the start of each year to give employees immediate access to their time off. However, PTO is accrued throughout the year, and if an employee leaves the company before fully accruing the time used, the unearned portion will be deducted from final wages or require repayment, as permitted by law.

The table below shows how many PTO hours accrue per pay period based on years of service for full-time employees working a standard 80 hour pay period (40 hour work week, though actual worked hours may exceed 40 hours). PTO pay is at the employee's salary/wage at the time of payment. PTO will not accrue for leaves of absences greater than 26 weeks or upon termination of employment.

Years of Service	Annual Maximum	Example of Hours Accrued Per Pay Period (26 Weeks)
0-2 Years	104 Hours	4.0 Hours
3-4 Years	144 Hours	5.53 Hours
5 Years +	184 hours	7.07 Hours

Each department manager is responsible for approving PTO in a manner that meets business needs. Employees are asked to provide as much notice as possible when requesting time off. Any time off requests in excess of 3 consecutive business days will need to be requested 30 days in advance and approved by the department manager. Any time off more than a week at a time is strongly discouraged and will require written notice to the department manager at least 90 days in advance.

Employees will be required to pay back any monies received for absences that are not covered by allotted PTO and/or approved protected leaves of absence. PTO can not be carried over to the next year. Any unused PTO will not be paid out and will be forfeited.



Company Paid Holidays & Bereavement Policy

Company Paid Holidays:

All regular, full-time employees who have worked for ACC for at least 90 days will be eligible to receive holiday pay for the company recognized holidays of:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

ACC understands that employees may wish to observe holidays not listed in this policy and may work with their manager to request time off utilizing their paid time off balance in accordance with the Paid Time Off policy.

Bereavement Policy:

All regular, full-time employees who have worked for ACC for at least 90 days will be eligible for bereavement pay upon the death of a family member as outlined below.

Employees are eligible for up to three (3) days of paid time off for the death of a parent/mother or father in-law, spouse, sibling/sister or brother in law, or children/step children and one (1) day off for the death of a grandparent, aunt or uncle. Upon request and approval, employees may utilize additional time off under the PTO policy.

Employees will be asked to provide documentation supporting the need for bereavement time.

Family & Medical Leave Act [FMLA]



The federal Family and Medical Leave Act (FMLA) governs medical and family leave in Michigan. Eligible employees are legally entitled to up to 12 weeks of unpaid, job-protected leave per year, while maintaining their employer-provided health insurance and benefits

Employee Eligibility Requirements

You must meet the following criteria to qualify for FMLA in Michigan:

- Length of Service: You must have been employed by your company for at least 12 months.
- Hours Worked: You must have worked a minimum of 1,250 hours during the 12 months immediately preceding the start of the leave.
- Employer Size: Your employer must have at least 50 employees working within a 75-mile radius of your worksite.

Does PTO continue to accrue while on FMLA?

That's where it changes:

- Federal law does NOT require PTO to keep accruing FMLA.
- Whether you keep earning PTO while out is 100% based on your employer's policy

In practice:

- Some companies pause PTO accrual while you're on unpaid leave.
- Others continue accrual if you're using paid time (PTO) during the leave.

Michigan- Specific Angle

Michigan doesn't add extra FMLA rules here. It follows federal law plus:

- The Earned Sick Time Act [ESTA] gives you paid sick time rights, but
- It doesn't require PTO accrual during FMLA leave



Travel & Expense Policy

From time to time, we recognize that employees may incur business related expenses. Regular, full-time employees who incur business related and travel expenses may be eligible for reimbursement according to the guidelines of this policy.

Expense Reimbursement Guidelines:

- Expenses must be business related and approved in advance by a manager.
- All requests for reimbursement must be submitted on an Expense Reimbursement Form and must include Itemized receipts.
- Reimbursements must be requested within 30 days of the date of purchase or sale. No exceptions.
- Failure to comply with these guidelines could result in disciplinary action up to and including termination.
- Any fraudulent documentation or claims will be grounds for immediate termination.

Travel and Transportation Expenses:

Any required business travel will be arranged with our preferred vendors in coordination with your manager and the VP of Operations. Employees should not take it upon themselves to book business related travel. Furthermore, employees who elect to travel on their personal time ahead of a prearranged meeting, conference date or incentive trip will not be reimbursed for expenses unless expressly approved in advance.

Employees may not seek reimbursement for rental cars in lieu of their personal vehicle unless they receive approval to do so by their manager and/or VP of Operations. In addition, any travel prepaid by an employee must obtain approval in writing in order to get reimbursed.



Benefits Overview

Medical, Dental, & Vision



Medical, Dental, & Vision Benefits

At ACC, we know that comprehensive and preventative healthcare coverage is important in protecting you and your family from the financial risks of an unexpected illness or injury. A little prevention goes a long way – especially in healthcare. ACC is pleased to partner with Blue Cross Blue Shield of Michigan to offer employees and their dependents access to medical, dental and vision coverage at affordable rates.

Eligibility:

ACC offers regular, full-time employees and eligible dependents access to coverage under our health, dental and vision plans.

ACC will cover the cost of medical health coverage for all regular, full-time employees. Employees can elect to pay for dental and vision coverage through payroll deduction. Employees can also elect for health, dental and vision plans for eligible dependents at a cost through payroll deduction.

To learn more about our benefit offerings and your individual/family premium rates, please contact our benefits administrator, Shawn Anderson. [Shawn@acchomeremodeling.com]



Parental Leave/ LOA Policy



ACC will provide up to six (6) weeks of paid maternity leave to all regular, full-time employees who have given birth to a child. If a C-section is necessary ACC will provide up to (8) weeks of paid maternity leave. Employees may also request to take up to six (6) weeks of unpaid maternity leave.

ACC may also provide up to five (5) days of paid parental leave for all other employees following the birth of an employee's child or placement of a child with an employee in connection with adoption. This leave must be requested and approved in advance.

Employees must take parental leave in one continuous period of leave following the birth or placement of their child. The company will maintain all benefits for employees during the paid parental leave period just as if they were taking another company paid leave such as paid vacation leave.

While on a LOA/maternity leave/parental leave ACC reserves the right to discontinue any extra reimbursements such as car allowances, cell phone, etc.

When time is taken without pay while on LOA/maternity any Insurance/vision/dental money due will be taken out in one lump sum on their first paycheck back to catch up on payments.

If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave time.

As is the case with all company policies, the organization has the exclusive right to interpret the policy.

Employees must meet the following criteria to be eligible.

- Employee has been employed with ACC for a minimum of 90 days.
- Be a full-time, regular employee who is benefit eligible.
- Request at least 60 days in advance.



Employee Acknowledgment

Employee Acknowledgement of Handbook



I hereby acknowledge that I have been made aware that ACC has an Employee Handbook and that a copy of the Handbook, in electronic and/or paper form, has been made available to me for review. I hereby acknowledge that I understand that it is my responsibility to read the Handbook and familiarize myself with the policies contained therein. I agree to comply with all of the policies and procedures. Questions about the Handbook may be directed to my manager.

I further understand that this Employee Handbook is not an employment contract and that changes may occur to the Handbook. I agree to comply with the policies contained in the Handbook as well as any updates or changes to the policies and procedures contained in the Handbook.

Employee Signature

Date of Signature

Printed Name