

---

---

# KIKIAOLA CONSTRUCTION COMPANY

---

---

Builders, Old Building Specialists, Electricians, Drafting Services, Property Maintenance  
Site Work, Structure Moving and Lifting, Heavy Equipment Services  
Contractor's License Number BC-20520

<b>EMPLOYEE INFORMATION LISTING</b>
-------------------------------------

**\*\*PLEASE PRINT CLEARLY\*\***

NAME: \_\_\_\_\_

SOCIAL SECURITY NO: \_\_\_\_\_ D/O/B: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

HOME TELEPHONE NO. \_\_\_\_\_

WORK TELEPHONE NO. \_\_\_\_\_

IN CASE OF EMERGENCY, PLEASE NOTIFY

\_\_\_\_\_ RELATION \_\_\_\_\_

TELEPHONE NO, \_\_\_\_\_

DO YOU WISH MEDICAL COVERAGE? \_\_\_\_\_

DO YOU WISH DENTAL COVERAGE? \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE HIRED

**AUTHORIZATION FOR PAYROLL DEDUCTION**

**To Kikiaola Construction Company, Ltd.**

**I hereby authorize Kikiaola Construction (My Employer), for my convenience, to deduct from any and all moneys due to me, such amounts, as I may owe the Company for Purchases, Company Medical/Dental Plan and all other amounts I may owe Kikiaola Construction Company, Ltd.**

\_\_\_\_\_  
*Signature Of Employee*

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

\_\_\_\_\_  
*Signature Of Witness*

**CELLULAR PHONE AGREEMENT**

**Cell Phone Number:**

**I hereby acknowledge that I have been assigned a company cellular phone, whose number is listed above, or any successor number. I understand that I am fully responsible for the proper use and care of the phone. My phone etiquette on this, and any company phone, will be professional at all times.**

**I acknowledge and agree that the phone is to be used for company business only, and that I will properly care for the phone, keep it charged and in my possession and ready access during all working hours, as well as during reasonable periods before and after work.**

**Incidental personal use is allowed, however personal use of the phone shall not interfere with its business purpose. I will pay for personal use of the phone if monthly charges exceed base minutes.**

**I acknowledge that the Company will receive a detailed listing of all calls made on the phone. I waive my rights to privacy on all calls made on this phone. Calls made to non-business numbers, or such numbers, or manner of call, that are improper will be subject to discipline, legal action, and possible termination of employment. I will be responsible for the costs of all such improper calls.**

\_\_\_\_\_  
*Signature Of Employee*

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

\_\_\_\_\_  
Michael A. Faye, President     *date*

\_\_\_\_\_  
*Signature Of Witness*

## COMPANY HOUSE RULES

The House Rules are standards of conduct, which Kikiaola Construction Company expects its employees to observe and maintain. They are the most important rules of any organization of business. These rules are designated to protect the employee, provide for their safety and to guide them in their relationship with the Company and their fellow employees. Rules like these are meant to provide guidelines to employees of expected conduct and are not intended to unnecessarily inhibit personal behavior. These rules are not intended to cover all possible discipline situations and will be revised from time to time as needed.

All employees are expected to conduct themselves accordingly and any violation of the following shall subject an employee to appropriate disciplinary action, up to and including discharge, depending upon the severity of the violation and the employee's longevity, performance and prior disciplinary record:

- 1) Violation of Company or Department of Safety Rules and Regulations, including fire and civil defense rules.
- 2) Insubordination, refusal to obey instructions, disregard of any order or directive to perform work as assigned or required, or willful slow downs or neglect of duty. (Should an employee disagree with an order or directive, employee should do as instructed and challenge it later, using proper procedures, *unless the employee believes that safety to others, or to themselves, may be compromised by following the orders.*)
- 3) Fighting, threatening, or engaging in any act of physical aggression, or any attempt or threat to engage in a fight or provoke a fight; use of discourteous, abusive or profane language directed at another employee, guest, vendor, customer or others; or deliberately inflicting injury to one's self.
- 4) Theft or misappropriation of Company property, or property of others, including attempted theft or misappropriation; the giving away of Company items, regardless of value; deliberately undervaluing of products or services; the removal or personal use of Company funds; or the embezzlement and/or pilferage (including unauthorized removal, storage, transfer or utilization) of Company, guest, vendor, customer or employee property.

- 5) **Negligence, carelessness or misuse of Company or other's vehicles, equipment or property that results in loss, damage, waste or destruction to same and/or withholding knowledge of other employees or others involved in such activities or use of Company vehicles, equipment, materials or facilities, for purposes other than Company business without permission (including non-approved telephone, computer, or similar devices).**
- 6) **Failure to report loss, damage, breakage or breakdown of Company property; failure to report immediately any job related injury, illness or accident to management; or failure to report any traffic violations, citations or accidents involving Company vehicles or equipment.**
- 7) **Falsification or alteration of reports or records; dishonesty in any form; making false statements or accusations; providing false or misleading information; or refusing to cooperate or give testimony in the Company's investigation of an accident, employee misconduct or grievance.**
- 8) **Unauthorized or unreported absence; repeated or excessive tardiness or absenteeism (whether authorized or not); failure to return from leave of absence as scheduled; or leaving the work area without prior notice to and without permission from management. If an employee relies on another person for reporting, the employee remains responsible for that report. In case of sickness, notice should be given as soon as possible before the start of work, except in the case of emergency of such a nature that prevents the employee from giving immediate notice. Any unreported or unexcused absence for three (3) consecutive workdays shall be considered a quit without notice.**
- 9) **Immoral conduct or indecency on Company premises or worksites; violating the Company's sexual harassment policy; engaging in any form of harassment, intimidation or coercion (whether another employee, guest, vendor or other); failure to abide by standards of common decency and personal conduct at any time or place which adversely impacts upon an employee's relationship with their job, fellow workers, guests, vendors, supervisors and/or others, which may be deemed as being detrimental to the Company's reputation and/or goodwill in the community.**
- 10) **Possession of any dangerous or concealed weapon, explosive, or other prohibited property, on Company grounds, in work areas, or in, on, or near Company vehicles or Company equipment, without express written permission by management.**
- 11) **Conduct in violation of the Company's substance abuse policy.**

- 12) Sleeping, or giving the appearance of sleeping, during working hours.
- 13) Engaging in any sort of gambling or promotion of gambling during working hours, and/or work areas at any time.
- 14) Interference with others in the performance of their jobs, horseplay or other disorderly conduct. For your protection and to avoid work disruption, employees, as well as other individuals, are not permitted to solicit, canvas, or sell on the Company's premises during working hours.
- 15) Offering, accepting or receiving money, or other valuable consideration, in exchange for a job, better working place, or improved working conditions; or soliciting unearned gratuities from vendors, clients or guests, non-authorized Company resort facilities, or any unauthorized presence at guest functions.

*Effective Date: July 1, 1996*

*Revised Date: July 22, 1999*

*APPROVED BY: Michael A. Faye*

*Title: Owner/President*

*I have read and understand the Company House Rules.*

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

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

*Check the box if you would like a copy of Company rules*

## SERVICE PHILOSOPHY

July 1,1996

We are striving to develop a group of people who will join together to provide the utmost in a quality product whether it be in construction produced or services rendered. We realize the Kikiaola Construction's success as a business depends on the effective utilization of motivated employees. To that extent Kikiaola Construction is committed to fostering and developing the best of people who have chose to work here.

In all the work we do, the guiding principal in Kikiaola Construction Company is to provide products and services that continue to generate satisfied customers. Some of the ways this will happen are:

1. Believe in what you are doing, do it with integrity, be motivated for success.
2. Create real or perceived value.
3. Focus on excellence. Continually improve the quality of everything we do.
4. Provide products and services that exceed customers expectations.
5. Think about the end result.
6. Sustain a pleasant and safe workplace characterized by teamwork, mutual respect, fairness and pride of accomplishment.
7. Proper use and care of our tools and equipment. Use the right tools and equipment for the job.
8. Do things right the first time solve problems without becoming part of them.

**PUT IT ALL TOGETHER FOR A POSITIVE AND PROFESSIONAL  
IMAGE, ATTITUDE, PRODUCT**

## EMPLOYEE BENEFITS

### STANDARD COMPANY BENEFITS

1. Vacation: 80 hours per 2080 hr year. Accrues immediately on hours worked
2. Holidays: Eight (8) Paid Holidays per year- Construction Industry holidays (New Years Day, Good Friday, Memorial Day, Kamehameha Day, Independence Day, Labor Day, Thanksgiving Day and Christmas)
3. Temporary Disability Insurance (TDI) – after 7 consecutive sick days.
4. Cafeteria Plan
5. 401(k) Plan: After one year of employment. Company matches 10% of employee contribution.
6. Uniform Shirts: provided free
7. Company pays for construction licenses, eg. RME's , CDL's, Chemical Handling.
8. Company pays for job related continuing education, upon approval of President.

### WAGE ENHANCEMENT STRATEGIES

Kikiaola Construction actively pursues government jobs where Prevailing Wage Rates apply. We attempt, but do not guarantee, to offer this work to all qualified employees as a way to increase their annual compensation.

### SMALL TOOLS

We expect employees to provide and be responsible for their own basic hand tools costing up to \$200.00 each. Company will pay for all the expendables. Company provides specialty tools and those costing more than \$200.00.

# NEW EMPLOYEE PAYROLL

EMPLOYEE \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_

EMPLOYEE NO. \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_  NEW HIRE  FULL  
 REHIRE  PART  
 TEMP

JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ DAYS \_\_\_\_\_ HOURS \_\_\_\_\_

SALARY \_\_\_\_\_ PER \_\_\_\_\_ TOTAL ANNUAL \_\_\_\_\_ EXEMPTIONS \_\_\_\_\_

**WITHHOLDING TAXES**

FEDERAL \_\_\_\_\_ STATE \_\_\_\_\_ FICA \_\_\_\_\_ OTHER \_\_\_\_\_

**ADDITIONAL DEDUCTIONS**

MEDICAL \_\_\_\_\_ INSURANCE \_\_\_\_\_ OTHER \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(PRESIDENT, SUPERVISOR)