

Timber Technologies LLC
EMPLOYEE HANDBOOK

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I. MISSION

II. OVERVIEW

The Timber Technologies LLC Employee Handbook (the “Handbook”) has been developed to provide general guidelines about Timber Technologies LLC policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including Timber Technologies LLC's policy of voluntary at-will employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, with the exception of the voluntary at-will employment policy, these guidelines are subject to modification, amendment or revocation by Timber Technologies LLC at any time, without advance notice.

The personnel policies of Timber Technologies LLC are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Executive Director. The Executive Director may, in turn, delegate authority for administering specific policies. Employees are encouraged to consult the Executive Director for additional information regarding the policies, procedures, and privileges described in this Handbook. Questions about personnel matters also may be reviewed with the Executive Director.

Timber Technologies LLC will provide access of a copy of this Handbook upon employment either onsite or on our website. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all Timber Technologies LLC employees.

Further, Timber Technologies LLC expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of Timber Technologies LLC Board of Directors, committees, membership, staff, and the general public.

III. VOLUNTARY AT-WILL EMPLOYMENT

Unless an employee has a written employment agreement with {Timber Technologies LLC}, which provides differently, all employment at Timber Technologies LLC is “at-will.” That means that employees may be terminated from employment with Timber Technologies LLC with or without cause, and employees are free to leave the employment of Timber Technologies LLC with or without cause. Any representation by any Timber Technologies LLC officer or employee contrary to this policy is not binding upon Timber Technologies LLC unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

IV. EQUAL EMPLOYMENT OPPORTUNITY

Timber Technologies LLC shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of Timber Technologies LLC will not discriminate against any employee or applicant in a manner that violates the law. Timber Technologies LLC is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. Timber Technologies LLC’s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

Timber Technologies LLC will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of Timber Technologies LLC may have violated the Equal Employment Opportunity Policy should report the possible violation to the Executive Director.

If Timber Technologies LLC determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Timber Technologies LLC will inform the employee who made the complaint of the results of the investigation.

Timber Technologies LLC is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at Timber Technologies LLC for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on Timber Technologies LLC. Employees who believe that they may require an accommodation should discuss these needs with the Executive Director.

If you have any questions regarding this policy, please contact the Executive Director.

V. POLICY AGAINST WORKPLACE HARASSMENT

Timber Technologies LLC is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

Timber Technologies LLC commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Timber Technologies LLC has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. Timber Technologies LLC property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. Timber Technologies LLC policy against harassment covers employees and other individuals who have a relationship with Timber Technologies LLC which enables Timber Technologies LLC to exercise some control over the individual's conduct in places and activities that relate to Timber Technologies LLC work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment: Timber Technologies LLC policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or

promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Timber Technologies LLC policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment: It is also against Timber Technologies LLC policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in Timber Technologies LLC premises such as on an employee's desk or workspace or on Timber Technologies LLC equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against Timber Technologies LLC policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment: If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Timber Technologies LLC, you should report the incident immediately to your supervisor or to the Executive Director. Possible harassment by others with whom Timber Technologies LLC has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Timber Technologies LLC will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Timber Technologies LLC goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If Timber Technologies LLC determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Timber Technologies LLC will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Executive Director. In the case where the allegation of harassment is against the Executive Director, please notify the staff member designated as grievance officer.

VI. SOLICITATION

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on Timber Technologies LLC property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by Timber Technologies LLC may not solicit or distribute literature on Timber Technologies LLC premises at any time for any reason.

Employees are prohibited from distributing, circulating or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the Executive Director or his/her designee.

VII. HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

A. Hours of Work

The normal work week for Timber Technologies LLC shall consist of five (5), eight (8) hour days. Ordinarily, work hours are from 7:00 a.m. - 4:00 p.m., Monday through Friday, including one hour (unpaid) for lunch. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to Timber Technologies LLC work assignments and Executive Director approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

B. Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor and the office manager as far in advance as possible and no later than one hour before the start of your scheduled workday. In the event of an emergency, you must notify your supervisor as soon as possible.

For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to-work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her supervisor or the Executive Director will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with Timber Technologies LLC.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, Timber Technologies LLC may counsel employees prior to termination for excessive absences, tardiness or leaving early.

C. Overtime

Overtime pay, which is applicable only to Non-Exempt Employees, is for any time worked in excess of 40 hours in a work week. Only the Executive Director or his or her designee, upon the request of an employee's supervisor, may authorize overtime. Overtime rate is one and one-half time (1½) the employee's straight time rate.

Payment of overtime will be provided in the pay period following the period in which it is earned.

VIII. EMPLOYMENT POLICIES AND PRACTICES

A. Definition of Terms

1. **Employer.** The Timber Technologies LLC is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by Timber Technologies LLC .
2. **Full-Time Employee.** A Full Time Employee regularly works at least 40 hours per week
3. **Part-Time Employee.** A Part Time Employee regularly works less than 40 hours per week but no less than 17 ½ hours per week.
4. **Exempt Employee.** An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").
5. **Non-Exempt Employee.** A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non-Exempt Employees, an accurate record of hours worked must be maintained. Timber Technologies LLC will compensate non-exempt employees in accordance with applicable federal and state law and regulations.
6. **Temporary Employee.** An individual employed, either on a full-time or part-time basis, for a specific period less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the *Timber Technologies LLC Employee Handbook*.

All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific compensation category and exempt or non-exempt status.

IX. POSITION DESCRIPTION AND SALARY ADMINISTRATION

Each position shall have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s),

qualifications required, salary range, and working conditions affecting the job, e.g., working hours, use of car, etc. The supervisor(s) or the Executive Director shall have discretion to modify the job description to meet the needs of Timber Technologies LLC.

Paychecks are distributed weekly, except when on holiday, in which case paychecks will be distributed on the preceding workday. Timesheets are due to the Executive Director within two days of each pay period. All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include : federal and state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement).

X. WORK REVIEW

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance.

The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate Timber Technologies LLC's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within Timber Technologies LLC. To that end, it is incumbent upon both parties to have an open, and honest discussion concerning the employee's performance. It is further incumbent upon the supervisor to clearly communicate the needs of Timber Technologies LLC and what is expected of the employee in contributing to the success of Timber Technologies LLC for the coming year.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employees personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

The Executive Director reviews the work of all supervisors. Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by the Executive Director.

XI. ECONOMIC BENEFITS AND INSURANCE

Timber Technologies LLC shall provide a competitive package of benefits to all eligible full-time and part-time employees. The following outline of available benefits is provided with

the understanding that benefit plans may change from time to time, and the plan brochures (known as Summary Plan Descriptions) or contracts are to be considered the final word on the terms and conditions of the employee benefits provided by Timber Technologies LLC. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employees' expense and only if permitted by policies and statutes. The Executive Director will determine levels of deductibility and co-payments for all insurance related benefits annually.

A. Health/Life Insurance

Timber Technologies LLC currently provides individual health and dental insurance benefits for eligible full-time and part-time employees except those who are insured through their spouse, retired military, or other plans, beginning after the first 60 days of employment. Eligible employees may elect to participate in available health plan(s) offered by Timber Technologies LLC. Timber Technologies LLC presently pays half of the individual insurance premium for all eligible employees. Timber Technologies LLC may require employees to pay a portion of insurance premium in the future. Timber Technologies LLC's health plan(s) will be provided to the employee at the time of employment.

B. Social Security/Medicare/Medicaid

Timber Technologies LLC participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and Timber Technologies LLC contributes at the applicable wage base as established by federal law.

C. Workers' Compensation and Unemployment Insurance

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employees' sick leave. To assure proper protection for employees and Timber Technologies LLC, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from Timber Technologies LLC.

D. Sick Time

The Company provides its employees with sick leave in accordance with Portland City Code Chapter 9 and the Portland Sick Time Administrative Rules. In the event of any conflict between this policy and applicable law, the

law will be followed. For any questions about sick leave, please contact Human Resources.

Sick Time Accrual

Eligible employees earn 1 hour of sick time for every 30 hours worked within the City of Portland and may accrue a maximum of 40 hours of sick time in a year. Exempt employees are presumed to work 40 hours in each workweek for purposes of sick time accrual unless their normal workweek is less than 40 hours, in which case sick time is accrued based upon the employee's normal Work week. An employee may carry over up to 40 hours of accrued sick time for use in subsequent years. However, an employee may only take 40 hours of sick leave each year.

Each employee will be provided a written accounting at least quarterly of the amount of accrued and unused sick time available.

Qualifying Absences

Sick time may be used for the following reasons:

- For an employee's personal mental or physical illness, including pregnancy, childbirth and routine medical and dental appointments;
- To care for a family member with an illness, injury or medical appointment;
- If the employee's place of business closes for a public health emergency, or to care for a child whose school or daycare closes for a similar reason;
- To care for a family member whose presence in the community would jeopardize the health of others;
- If the employee is excluded from work by law due to health reasons; or
- For certain reasons related to domestic violence, harassment, sexual assault or stalking.

For purposes of sick leave, "family member" is defined to include the spouse or domestic partner of the employee, the biological, adoptive, or foster parent or child of the employee, the grandparent or grandchild of the employee, a parent-in-law of the employee or a person with whom the employee was or is in a relationship of in loco parentis.

Use of Sick Time

Sick time may be used for qualifying absences in increments of one hour and may be used to cover all or part of a shift. Employees must use sick time for qualifying absences; however, employees may choose to trade shifts instead of

using sick time. When using sick time, employees are not required to find coverage for their shift.

When using sick time, employees will be paid at the rate the employee would have earned had they not been absent, however, employees will not be paid for lost tips, commissions, or overtime.

Accrued but unused sick time will not be paid to the employee upon termination, resignation, retirement, or other separation of employment. An employee rehired within 6 months of separation is entitled to use previously accrued sick time immediately upon reemployment.

Employee Notice

For planned sick leave, the employee must notify Human Resources at least 30 days prior to the date the leave will commence or as soon as practicable. Employees must make reasonable efforts to schedule planned sick leave in a manner that does not unduly disrupt operations and should attempt not to schedule sick leave during peak work hours, when work is time-sensitive, or when mandatory meetings are scheduled.

When sick leave is unforeseeable, the employee must verbally notify his or her supervisor of the need for sick leave before the start of the scheduled work shift, or as soon as practicable, and must submit a written sick leave request to Human Resources within 3 days of returning to work.

The Company may deny sick leave if the employee fails to provide notice as stated in this policy or fails to reasonably attempt to schedule sick leave in a manner that does not unduly disrupt operations.

Employee Documentation

If an employee uses more than three consecutive days of sick leave, the Company may request reasonable documentation verifying the employee is out for a qualifying reason. The Company may deny the use of sick time for an absence until the employee provides the requested documentation.

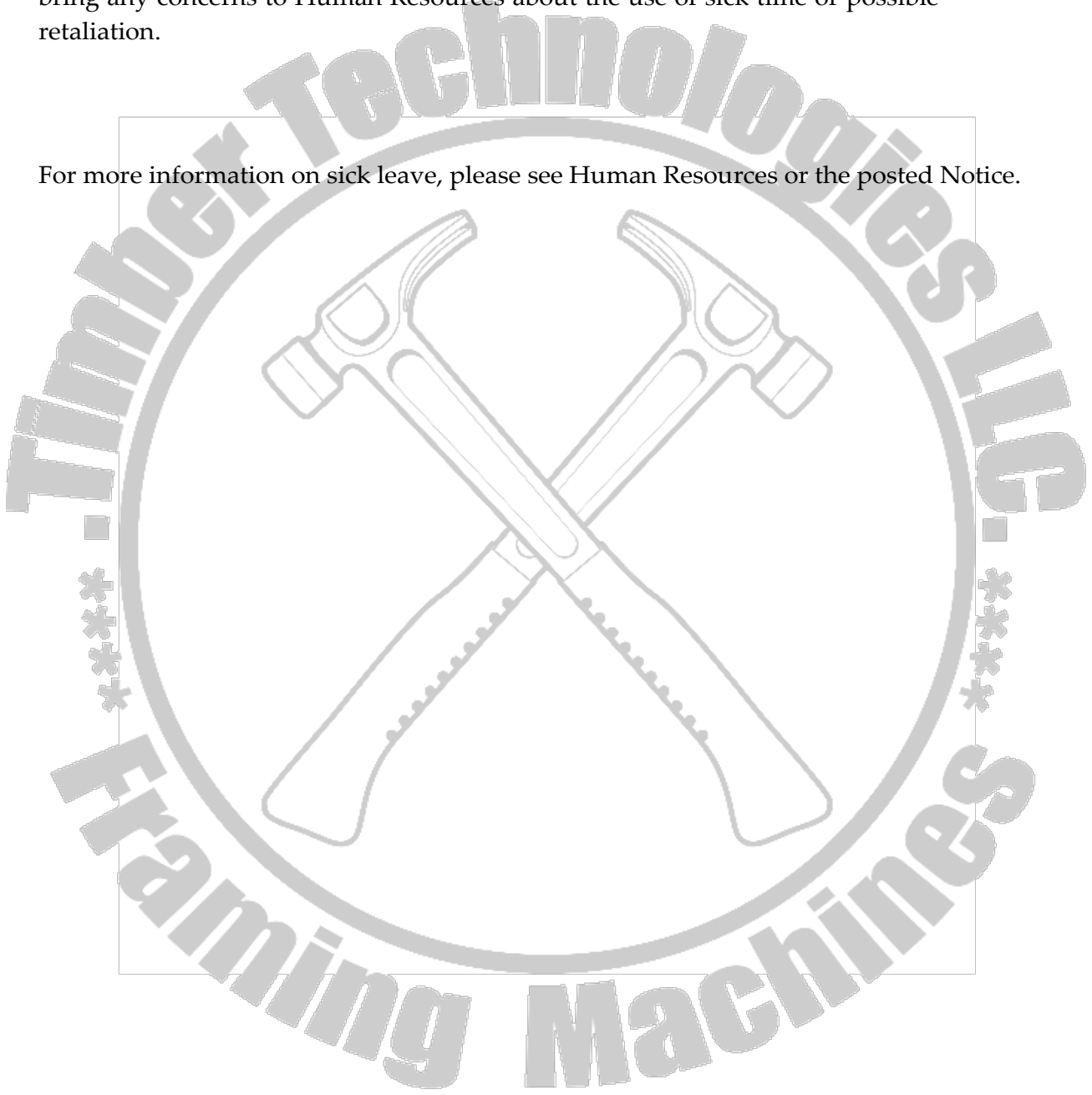
Interaction with Other Leave

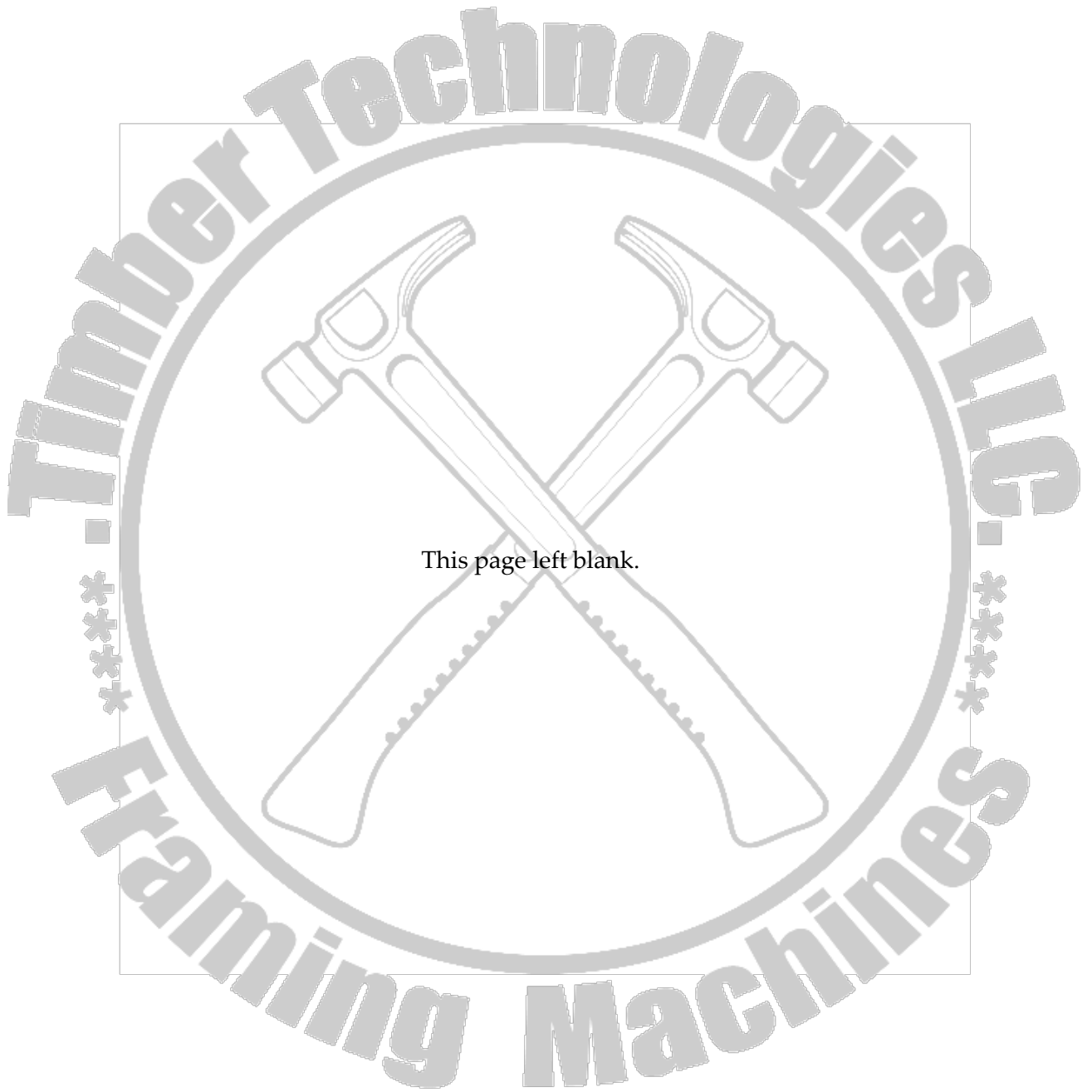
An employee's use of sick time may run concurrently with other leave under state or federal law, including leave taken pursuant to the Oregon Family Leave Act or the Family Medical Leave Act. An employee may not use paid sick time while receiving workers' compensation benefits.

Prohibition on Discrimination

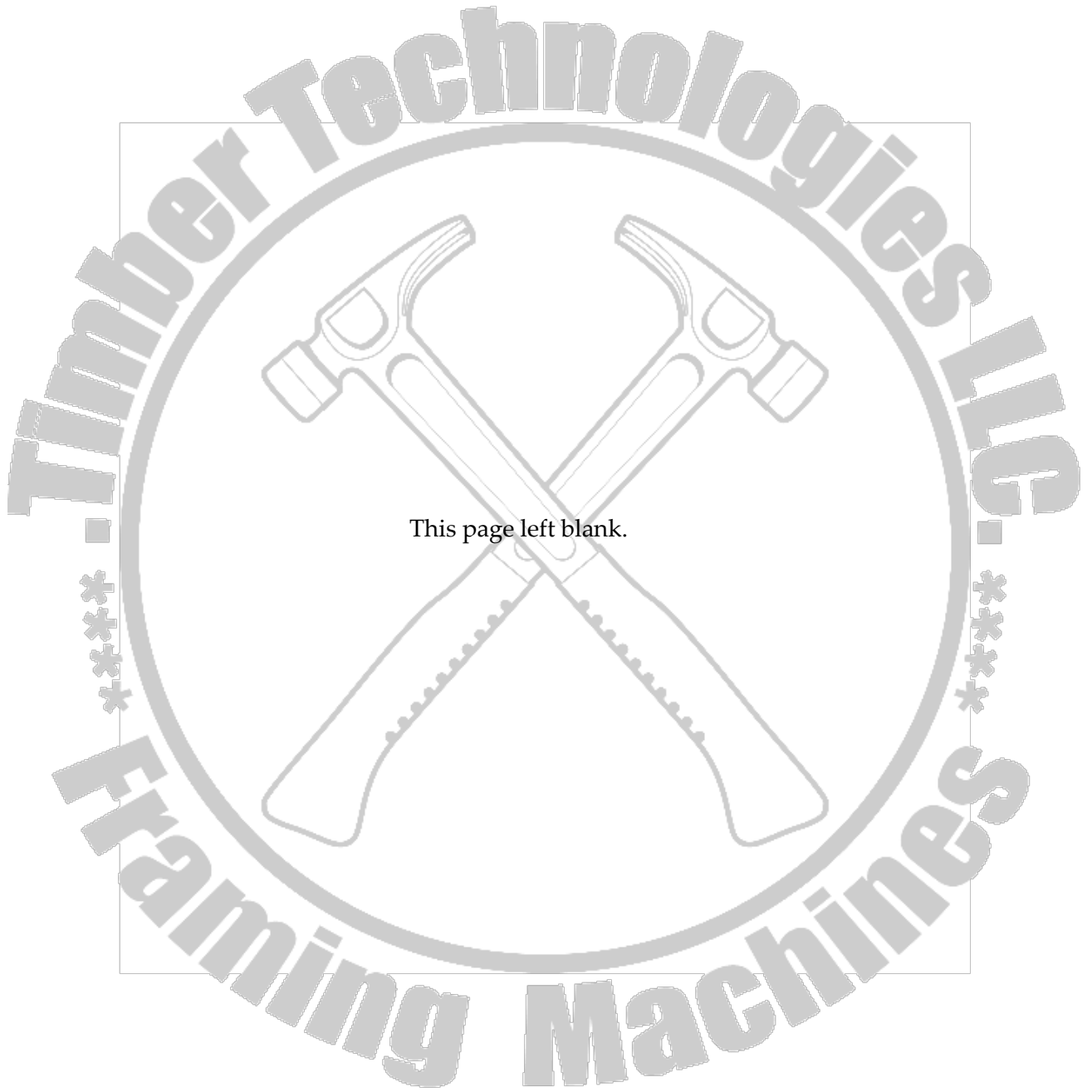
No employee will suffer discrimination or retaliation for requesting, using, or complaining that they are not receiving sick time as required by the City. Employees may file a complaint with the Bureau of Labor and Industries if they feel sick leave has been denied or if they believe they have suffered retaliation for requesting or taking sick time. Employees are also encouraged to bring any concerns to Human Resources about the use of sick time or possible retaliation.

For more information on sick leave, please see Human Resources or the posted Notice.





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D. Military Leave

Employees who are inducted into or enlist in the Armed Forces of the United States or are called to duty as a member of a reserve unit may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of his or her need for a military leave and Timber Technologies LLC will request a copy of the employee's orders, which will be kept on record by Timber Technologies LLC.

The time an employee spends on military leave will be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies.

For military leaves extending 30 days or less, Timber Technologies LLC will continue to pay the portion of the premium on health insurance, if any, that it was paying before military leave began. In order to continue such health insurance, the employee must continue to pay his or her portion of premiums during this period. For military leaves extending beyond 30 days, the employee will have the option to continue his or her insurance coverage at the employee's cost.

Upon return from military leave, employees will be reinstated as required by law and benefits will be reinstated with no waiting periods."

E. Civic Responsibility

Timber Technologies LLC believes in the civic responsibility of its employees and encourages this by allowing employees time off to serve jury duty when required and to serve as nonpartisan Election Day poll workers when appropriate and approved.

1. *Jury Duty.* For time served on jury duty, Timber Technologies LLC will pay employees the difference between his or her salary and any amount paid by the government, unless prohibited by law, up to a maximum of ten days. If an employee is required to serve more than ten days of jury duty, Timber Technologies LLC will provide the employee with unpaid leave. Employees must provide Timber Technologies LLC a copy of proof of

service received by court in which they serve.

2. *Election Day Poll Workers.* Timber Technologies LLC will pay employees the difference between his or her salary and any amount paid by the government or any other source, unless prohibited by law for serving as an Election Day worker at the polls on official election days (not to exceed two elections in one given calendar year). While performing their official nonpartisan duties at the polls, Election Day workers may not engage in political activity or campaign for or against any candidate or ballot measure. Timber Technologies LLC requires that employees provide proof of service for their time at the polls. Employees interested in using this benefit, must have written approval from the Executive Director 30 days before the election. The Executive Director will assure that the employee's absence will not seriously interfere with the organization's operations.

F. Parental Leave

The DC Parental Leave Act entitles employees to certain unpaid parental leave. For purposes of this section only, the following definitions apply: (1) "parent" means the natural mother or father of a child; a person who has legal custody of a child or who acts as a guardian of a child regardless of whether he or she has been appointed legally as such; an aunt, uncle or grandparent of a child; or a spouse to the above individuals; (2) "school-related event" means an activity sponsored by either a school or an associated organization such as a parent-teacher association which involves the parent's child as a participant or subject, but not as a spectator, including a student performance, such as a concert, play or rehearsal, the sporting game of a school team or practice, a meeting with a teacher or counselor, or any similar type of activity.

A parent is entitled to a total of 24 hours of unpaid leave during any 12-month period to attend or participate in school-related events for his or her child. Timber Technologies LLC reserves the right, however, to deny such leave if such a leave would disrupt Timber Technologies LLC operations.

If the need for parental leave is foreseeable, the employee must provide a written notice and request for parental leave at least 10 days prior to the event. If the employee's need for parental leave is not foreseeable 10 days prior to the event, the employee must provide a written notice and request for parental leave as soon as he or she learns of the need for such leave.

G. Bereavement Leave

Employees shall be entitled to bereavement leave with pay of five (5) days in the event of a death in the employee's immediate family (spouse/life partner, child or parent) and three (3) days for grandparent, sister or brother, father-in-law, mother-in-law, or grandchildren. If

an employee wishes to take time off due to the death of an immediate family member, the employee should notify the Executive Director immediately. Approval of bereavement leave will occur in the absence of unusual operating requirements. An employee may use, with the Executive Director's approval, available paid leave for additional time off as necessary and in accordance with operating needs.

H. Extended Personal Leave

Employees who have been employed by Timber Technologies LLC for at least one year may apply for personal leaves of absence for up to eight weeks. Personal leaves are unpaid and are discretionary with the management of Timber Technologies LLC. When considering a request for a personal leave, Timber Technologies LLC will consider factors such as the employee's position, the employee's length of service, the employee's performance record including attendance, the purpose of the leave, the needs of the department in which the employee works, the effect of the leave on other employees, and Timber Technologies LLC general business needs.

Personal leaves generally are unpaid. However, accrued sick time may be used to continue an employee's salary during the leave. Sick time will not continue to accrue during the leave of absence. Medical and life insurance benefits will continue on the same basis as if the employee were actively working.

Timber Technologies LLC cannot guarantee reinstatement upon return from a personal leave. Timber Technologies LLC will, however, make a reasonable effort to place the employee in an available position for which he or she is qualified. If such a position is not available, then the employee's employment will terminate. Even in that event, the employee may later apply for reemployment.

Employees who fail to report to work after an approved leave of absence are deemed to have voluntarily resigned. When an approved leave has been exhausted, the employee may request additional leave. The Executive Director must approve all unpaid leave.

I. Severe Weather Conditions

Timber Technologies LLC closes when federal government offices in the Portland metropolitan area are closed due to severe weather conditions. Timber Technologies LLC also will follow a liberal leave policy when the federal government announces that liberal leave is applicable. Under Timber Technologies LLC liberal leave policy, annual and/or personal leave may be taken without prior scheduling and approval if the employee is unable to reach the office due to severe weather conditions.

J. Meetings and Conferences

Staff may be given limited time off by the Executive Director with pay to participate in educational opportunities related to the staff member's current or anticipated work with Timber Technologies LLC. An employee serving as an official representative of Timber Technologies LLC at a conference or meeting is considered on official business and not on leave.

XII. REIMBURSEMENT OF EXPENSES

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses.

Employees serving in an official capacity for Timber Technologies LLC at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees. When attending meetings that have been approved by the Executive Director, employees are reimbursed for travel expenses, course fees, and costs of meals and lodging at the current rates. Employees may also request a travel advance to cover anticipated expenses approved travel. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or Timber Technologies LLC's current and anticipated work. Expenses for these purposes can be paid by Timber Technologies LLC, if funds are available, and the employee obtains prior written approval of such expenses.

Employees are responsible for transportation costs between the office and home during normal work hours. Transportation costs are paid by Timber Technologies LLC for work outside normal work hours if the employee is on official business for Timber Technologies LLC. Employees authorized to use their personal cars for Timber Technologies LLC business are reimbursed at the U.S. Internal Revenue Service approved rate.

Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

XIII. SEPARATION

Either Timber Technologies LLC or the employee may initiate separation. Timber Technologies LLC encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the Executive Director or his or her designee. The Executive Director has authority to employ or separate all other employees.

Circumstances under which separation may occur include:

1. Resignation. Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible.
2. Termination or Lay-off. Under certain circumstances, the termination or lay-off of an employee may be necessary.

The Executive Director has authority to discharge an employee from the employ of Timber Technologies LLC. As stated above, all employment at Timber Technologies LLC is "at-will." That means that employees may be terminated from employment with Timber Technologies LLC with or without cause, and employees are free to leave the employment of Timber Technologies LLC with or without cause. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected Timber Technologies LLC decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records;
- Performance at work below a level acceptable to Timber Technologies LLC or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination;
- Refusing to work reasonable overtime;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including Timber Technologies LLC property;
- Breach of confidentiality;

- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of Timber Technologies LLC or its customers or vendors;
- Placing oneself in a position in which personal interests and those of Timber Technologies LLC are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;
- Using Timber Technologies LLC property or services for personal gain or taking, removing or disposing of Timber Technologies LLC material, supplies or equipment without proper authority;
- Gambling in any form on Timber Technologies LLC property;
- Dishonesty;
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the Timber Technologies LLC premises at any time in violation of Timber Technologies LLC policies.
- Carrying or possessing firearms or weapons on Timber Technologies LLC property;
- Excessive tardiness or absenteeism whether excused or unexcused;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of the Executive Director, the employee may be asked to leave immediately or be given a period of notice.

XIV. RETURN OF PROPERTY

Employees are responsible for Timber Technologies LLC equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Telephone cards,
- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the Executive Director or his or her designee, Employees must return all Timber Technologies LLC property that is in their possession or control. Where permitted by applicable law(s), Timber Technologies LLC may withhold from the employee's final paycheck the cost of any property, including intellectual property, which is not returned when required. Timber Technologies LLC also may take any action deemed appropriate to recover or protect its property.

XV. REVIEW OF PERSONNEL ACTION

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with the Executive Director. The decision of the Executive Director is final.

XVI. PERSONNEL RECORDS

Personnel records are the property of Timber Technologies LLC, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his- or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

All employees must complete, within two days of the end of each pay period, their time and attendance record for review and approval by the Executive Director. Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, including separation from employment with Timber Technologies LLC.

XVII. OUTSIDE EMPLOYMENT

Individuals employed by Timber Technologies LLC may hold outside jobs as long as they meet the performance standards of their job with Timber Technologies LLC. Employees

should consider the impact that outside employment may have on their ability to perform their duties at Timber Technologies LLC. All employees will be evaluated by the same performance standards and will be subject to Timber Technologies LLC scheduling demands, regardless of any outside work requirements.

If Timber Technologies LLC determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of Timber Technologies LLC, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Timber Technologies LLC.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with Timber Technologies LLC.

XVIII. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Any information that an employee learns about Timber Technologies LLC, or its members or donors, as a result of working for Timber Technologies LLC that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Timber Technologies LLC or to other persons employed by Timber Technologies LLC who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of Timber Technologies LLC. The disclosure, distribution, electronic transmission or copying of Timber Technologies LLC confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to donors, and pending projects and proposals.

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential Timber Technologies LLC information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

XIX. COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of Timber Technologies LLC computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and Timber Technologies LLC telephone, voice mail and electronic mail systems.

Timber Technologies LLC has provided these systems to support its mission. Although limited personal use of Timber Technologies LLC systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, Timber Technologies LLC ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in Timber Technologies LLC computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of Timber Technologies LLC. Timber Technologies LLC may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in Timber Technologies LLC systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to Timber Technologies LLC. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

Timber Technologies LLC systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, Timber Technologies LLC systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to Timber Technologies LLC host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.

- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or the Executive Director.
- Additions to or modifications of the standard software configuration provided on Timber Technologies LLCPCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the Executive Director.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Executive Director.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.
- Users should not attempt to boot PCs from floppy diskettes. This practice also risks the introduction of a computer virus.
- Timber Technologies LLC computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on Timber Technologies LLCPCs.
- Unlicensed software should not be loaded or executed on Timber Technologies LLCPCs.
- Company software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.

- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Turn off your personal computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from floppy diskettes before copying documents on such diskettes for delivery outside Timber Technologies LLC.
- Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact the Executive Director.

XX. * INTERNET ACCEPTABLE USE POLICY *

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. Timber Technologies LLC has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of Timber Technologies LLC, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

Timber Technologies LLC may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, Timber Technologies LLC may restrict access to certain sites that it deems are not necessary for business purposes.

Timber Technologies LLC connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs,

epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.

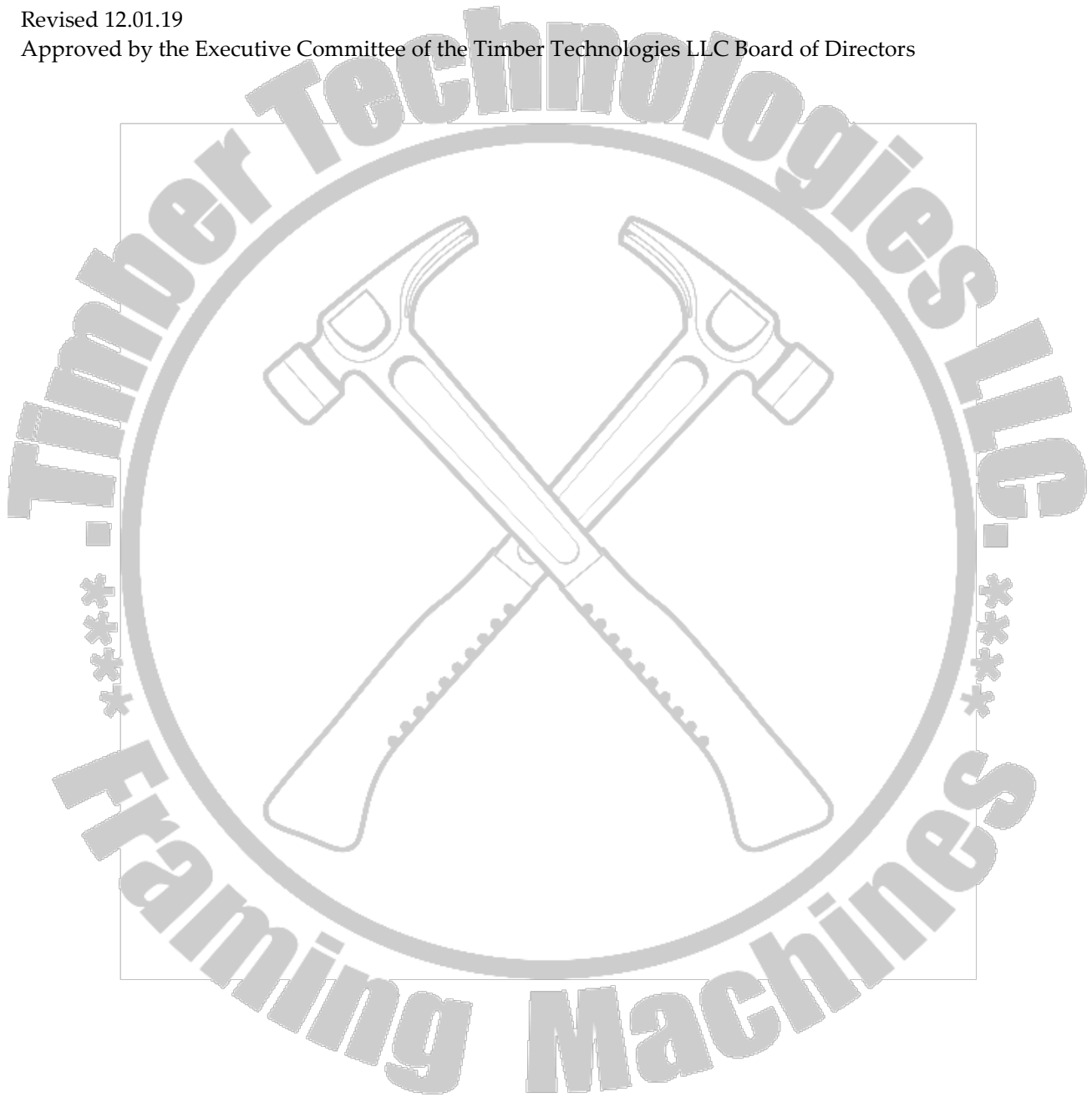
- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Executive Director.
- Without prior approval of the Executive Director, software should not be downloaded from the Internet as the download could introduce a computer virus onto Timber Technologies LLC computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of Timber Technologies LLC.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Employees should not download personal e-mail or Instant Messaging software to Timber Technologies LLC computers.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.
- The Internet should not be used to endorse political candidates or campaigns

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor, or the Executive Director.

Revised 12.01.19

Approved by the Executive Committee of the Timber Technologies LLC Board of Directors





= Timber Tech Framing LLC =
Framing Machines
Commercial - 503 708 4310 - Residential



The Job Duties of a Framer

Framers precisely measure, cut and assemble the framing lumber needed to build residential, commercial or industrial buildings. You could work on new construction, remodels or additions to existing structures. Frame walls, floors, stairs and roofs by using raw materials or pre-constructed items. Framers must be able to lift and carry heavy objects, such as framing lumber, sheets of plywood and other building materials. You must also understand math functions and calculations involving fractions.

Your job will entail working in diverse settings to produce steady and functional infrastructure and products

A Framer is an individual with great hand dexterity and an eye for detail. The ideal Framer will also have good knowledge of wood properties and other carpentry materials. Working with little supervision while following all **Health and Safety** standards is mandatory.

Much of this work is performed outdoors in all kinds of weather. You may have to travel between several job sites, which may be separated by long distances.

The goal is to contribute to the construction and maintenance of strong and long-lasting buildings and products

Skills Required

Math skills

Make mathematical calculations to determine the height, width, and length of materials needed to create structurally sound building components

Physical stamina

Be able to lift 50 pounds at a time and work in extreme environments while squatting, crawling, and climbing.

Critical thinking

Analyze construction plans, spot potential structure problems, and find ways to make repairs on existing structures, all of which require good critical thinking skills

Attention to detail

Detail-oriented professionals who can follow instructions, spot potential defects in building materials, and take exact measurements.

Communication skills

Verbal communication skills to maintain job site **Safety** and relay information while working with others

Other Requirements

- Proven experience as carpenter
 - Hands-on experience in working with carpentry materials
 - Excellent understanding of carpentry techniques and methods of installation and construction
 - Proficient in using electrical and manual equipment and measurement tools (powered saws, hammers, rulers etc.)
 - Ability to read technical documents and drawings
 - Willingness to follow **Safety** guidelines at all times
 - Good knowledge of English
 - Good understanding of basic math
 - Good physical condition and endurance
- Work regularly with the following tools:
- Hand tools (hammers, chisels, chalk lines Etc.)
 - Power tools (Saws, nail guns, drills Etc.)
 - Measuring devices (tape measures, carpenter's square)



= Timber Tech Framing LLC =
WOOD STRUCTURES
Commercial - 503 708 4310 - Residential



2020
Safety Contract

1: Hard hats and safety glasses are mandatory! Timber Technologies will provide one pair of safety glasses every 6 months. If you misplace that pair it is up to the employee to replace them. The employee must furnish their own hard hat. Timber Technologies will provide hard hats for purchase if needed. Three infractions in a six month period will result in termination.

2: All tools are to be used properly and with safety equipment in place. If there is a problem with the safety features on any tool you are using, bring the tool to your supervisor immediately. If you have any questions about the safety features on the tool you are operating, ask your supervisor. Employees caught using a saw with a pinned guard or any tool in an unsafe manner will be terminated.

3: Safety rails are to be installed on any working surface above 10 feet and 6 feet around holes, like stairwell openings for example. This includes door and window openings. If the window sill is less than 42 inches above the floor you must nail a 2x4, 42 inches above the floor across the window opening. If the sill is 20 inches or less a mid-rail is required. Two rails are required for door openings as well. If you see any potential fall hazards, report them to your supervisor.

4: Any employee working on a roof or a deck without hand rails must be harnessed. Please see the attachment for proper fall protection and fall arrest systems. Failure to follow these guidelines illustrated in the attachment will result in instant termination.

5: Any hole in the floor an employee could fall through, 6 feet and above the lower floor, requires guard rails. An example would be a stair well or elevator shaft opening. Small holes that employees could step through must be repaired or covered immediately regardless of there height above the lower level.

6: Drugs and alcohol are strictly prohibited. Any person that suspects another person on the jobsite of using or being intoxicated must immediately tell your supervisor or jobsite superintendent regardless of their employer. In the event of an accident or injury to oneself or another person or damage to other trades property , you will be asked to take a drug test. Timbertech supervisors have been trained in impairment recognition , and may require you to take a drug test if you show signs of impairment while onsite for work.. **Failure to comply with drug testing will result in disciplinary actions including possible termination.**

7: In Oregon, about 500 workers per year are seriously injured in falls from ladders. Most falls are from 10 feet or less. Please see the attachment for proper ladder use.

In addition to the guidelines above, I certify that:

- A: I have been through the site specific safety program and training.**
- B: I will not endanger myself or others by removing any guard rails without proper fall protection.**
- C: I will ensure that my harness and those of others around me are being used properly.**
- D: I will not cross danger tape posted.**
- E: I will not expose myself to any potential falls greater than 10 feet.**
- F: I will attend all safety meetings.**
- G: I will be responsible for myself and help others in maintaining a safe job site. I will report all safety violations to my Foreman.**
- H: I will not operate any equipment on site without the proper certifications and training.**
- I: I will inspect all my cords, tools, and ladders for safety on a daily basis.**

Copies will be available upon your request. In addition to this there will be a safety manual with all the information you need in the jobsite work trailer as well as on our website WWW.Timbertechologiesllc.com If you have any questions about the safety guidelines contact your jobsite supervisor, or Ian Walsh at 503 708 4310.



= Timber Tech Framing LLC =
WOOD STRUCTURES
Commercial - 503 708 4310 - Residential



2020

Contrato de Seguridad

1: Los cascos y gafas de seguridad son obligatorios!
Timber Technologies proporcionaran un par de gafas de seguridad cada 6 meses. Si pierde esa pareja le corresponde al empleado para reemplazarlos. El empleado debe presentar su propio casco. Timber Technologies proporcionaran cascos para la compra se es necesario. Tres infracciones en un periodo de seis meses resultara en la terminacion.

2: Todas las herramientas se deben utilizar correctamente y con equipo de seguridad en el lugar. Se hay un problema con las características de seguridad en cualquier herramienta que esta utilizando, llevar la herramienta a su supervisor inmediato. Si usted tiene alguna pregunta acerca de las características de seguridad en la herramienta que esta operative, pregunte a su supervisor. Empleados atrapados con una sierra con un guardia de clavado o cualquier herramienta de una manera insegura se dara por terminado.

3: Barandillas de seguridad, deben ser instalados en cualquier superficie de trabajo superior a 10 pies y 6 pies alrededor de los agujeros, como aberturas de escaleras, po ejemplo. Esto incluye aberturas de puertas y ventanas. Si el alfeizar de la ventana es de menos de 42 pulgadas sobre el piso debe clavar un 2x4, 42centimetros por encima del suelo a traves de la abertura de la ventana. Si el umbral es de 20 pulgadas o menos se requiere una barandilla central. Se requieren dos carriles para aberturas de puertas tambien. Si ustes ve cualquier peligro potencial de caidas, informele a supervisor.

4: Cualquier empleado que trabaja en un techo o una cubierta sin pasamanos debe ser aprovechada. Por favor, consulte el archive adjunto para la proteccion contra caidas y caer los sistemas de detencion. El incumplimiento de estas pautas ilustradas en el archive adjunto resultara en la terminacion inmediata.

5: Cualquier agujero en el suelo un empeado podria caer a traves, de 6 pies y por encima de la planta baja, repuiere barandillas. Un ejemplo ser un paso arbol asi escalera o ascensor. Los agujeros pequenos que los empleados pudieran desplazarse por deben repararse o cubiertos de inmediato, independienmente de alli la altura sobre el nivel inferior.

6: Las drogas y el alcohol están estrictamente prohibidos. Cualquier persona que sospeche que otra persona en el lugar de trabajo usa o está intoxicada debe informar inmediatamente a su supervisor o al superintendente del lugar de trabajo, independientemente de su empleador. En el caso de un accidente o lesión a uno mismo u otra persona o daños a otros bienes comerciales, se le pedirá que se haga una prueba de drogas. Los supervisores de Timbertech han sido capacitados en el reconocimiento de impedimentos y pueden requerir que se haga una prueba de drogas si muestra signos de impedimento mientras está en el lugar de trabajo. El incumplimiento de las pruebas de drogas resultará en acciones disciplinarias, incluida la posible terminación

7: En Oregon, cerca de 500 trabajadores por anos estan gravemente heridos en caidas de escaleras. La moyoria de las caidas son de 10 pies o menos. Por favor, consulte el archive adjunto para el uso correcto de escalera.

Ademas de las pautas anteriores, certifico que:

A: He pasado por el programa de seguridad especifico del sitio y la informacion.

B: No voy a poner en peligro a mi mismo oa los demas, eliminando las barreras de seguridad sin la proteccion adecuada otono.

C: Me asegurare de que mi arnes y las de los demas a mi alrededor se estan utilizando correctamente.

D: No voy a cruzar la cinta del peligro publicada.

E: No voy a exponerme a cualquier potencial cae mas de 10 pies.

F: Voy a asistir a todas las reunions de seguridad.

G: Yo sere responsable de mi mismo y ayudar a otros en el mantenimiento de un lugar de trabajo seguro. Voy a informar de todos los violaciones de seguridad a mi capataz.

H: No voy a operar cualquier equipo en el lugar sin las certificaciones y capacitacion adecuados.

I: Voy a inspeccionar todas mis cuerdas, herramientas y escaleras de seguridad sobre una base diaria.

■ Por favor firme esta pagina y sus iniciales en cada una de las paginas de apego que muestran que he leído y comprendido la informacion y devolverla a su supervisor. Las copias estaran disponibles a su solictud. Ademas de esto, Habra un manual de seguridad con toda la informacion que necesita en el trailer de trabajo lugar de trabajo. Si usted tiene alguna pregunta acerca de las normas de seguridad en contacto su supervisor de obra, o Ian Walsh al 503 708 4310



= Timber Tech Framing LLC =
Framing Machines
Commercial - 503 708 4310 - Residential



Los deberes de un carpintero

Los carpinteros miden, cortan y ensamblan con precisión la madera de encuadre necesaria para construir edificios residenciales, comerciales o industriales. Puede trabajar en nuevas construcciones, remodelaciones o adiciones a estructuras existentes. Construir paredes, suelos, escaleras y techos mediante el uso de materias primas o artículos preconstruidos.

Los carpinteros deben ser capaces de levantar y transportar objetos pesados, como madera, láminas de madera contrachapada y otros materiales de construcción. También debe comprender las funciones matemáticas y los cálculos que implican fracciones.

Su trabajo implicará trabajar en diversos entornos para producir infraestructura y productos estables y funcionales

Los carpinteros son un individuo con gran destreza en la mano y un ojo para el detalle. El carpintero ideal también tendrá un buen conocimiento de las propiedades de madera y otros materiales de carpintería. Trabajar con poca supervisión mientras se siguen todas las normas de salud y **seguridad** es obligatorio.

Gran parte de este trabajo se realiza al aire libre en todo tipo de clima. Es posible que tenga que viajar entre varios sitios de trabajo, que pueden estar separados por largas distancias.

El objetivo es contribuir a la construcción y mantenimiento de edificios y productos fuertes y duraderos

Habilidades requeridas

Habilidades matemáticas

Ser cálculos matemáticos para determinar la altura, anchura y longitud de los materiales necesarios para crear componentes de construcción estructuralmente sólidos

Resistencia física

Ser capaz de levantar 50 libras a la vez y trabajar en ambientes extremos mientras se pone en cuclillas, gatear, y subir.

Pensamiento crítico

Unalyze planes de construcción, detectar posibles problemas de estructura, y encontrar maneras de hacer reparaciones en las estructuras existentes, todos los cuales requieren buenas habilidades de pensamiento crítico

Atención al detalle

D profesionales orientados a la cola que pueden seguir instrucciones, detectar posibles defectos en los materiales de construcción, y tomar medidas exactas.

Habilidades de comunicación

Habilidades de comunicación de Verbal para mantener el sitio de trabajo **Safety** y transmitir información mientras se trabaja con otros

Otros requisitos

- Experiencia probada como carpintero
- Experiencia práctica en el trabajo con materiales de carpintería
- Excelente comprensión de las técnicas de carpintería y los métodos de instalación y construcción
- Competente en el uso de equipos eléctricos y manuales y herramientas de medición (sierras alimentadas, martillos, reglas, etc.)
- Capacidad para leer documentos técnicos y dibujos
- Disposición a seguir las pautas de **Safety** en todo momento
- Buen conocimiento del inglés
- Buena comprensión de las matemáticas básicas
- Buena condición física y resistencia

-Work regularmente con las siguientes herramientas:

1. Herramientas manuales (martillos, cinceles, líneas de tiza Etc.)

2. Herramientas eléctricas (Sierras, pistolas declavos, taladros Etc.)
3. Dispositivos de medición (medidas de cinta, plaza de carpintero)

