

JARRETT  
BAY  
BOATWORKS  
INC.

NOTICE:  
PLEASE READ CAREFULLY

*THIS MATERIAL DEFINES YOUR RIGHTS AND LIMITS OUR RESPONSIBILITIES.*

This handbook is intended to serve as a practical guide to the Company's personnel policies and practices. However, since it is only a summary compiled for the convenience of our employees and supervisors, it is not intended to cover all topics or circumstances. We reserve the right to respond to specific situations in whatever manner we believe best suits the needs of the Company and the employee involved. Where there are differences between the provisions of the manual and more specific statements contained in the company's files (such as insurance policies), those statements shall control.

Nothing in this handbook is intended to create an express or implied contract of employment. The Company does not recognize any contract of employment unless it is reduced to writing and signed by an officer of the Company. We adhere to the principle of employment at will, which allows either party to terminate the employment relationship at any time. However, fairness and common sense dictate that the unique circumstances of each case will be considered when the Company makes any decision regarding termination of employment.

While we do not intend to change the policies and practices contained in this handbook without good reason, the Company reserves the right to modify any condition of employment in whatever manner we believe to be appropriate based on changes in legal requirements, business conditions, market factors, or other relevant circumstances.

## SEXUAL HARASSMENT POLICY

"Sexual harassment" is related to equal opportunity in employment. Jarrett Bay Boatworks, Inc. maintains a firm policy of total disapproval of any such conduct by any employee of the Company. Included within the types of conduct prohibited by the company as sexual harassment are the following:

*Requesting or demanding sexual favors as a condition of employment;*

*The making of sexually related disparaging remarks;*

*The use of vulgar or obscene language that would offend ordinary sensibilities and which are of a sexual nature;*

*Unwarranted or uninvited touching, fondling, or bodily contact;*

*Any other contact which creates or tends to create a hostile environment based on an individual's or group's sex.*

If any employee is subjected to such conduct, she/he are urged to notify the personnel director/human resources director immediately in the same manner as addressing any other EEO problems. Any manager who becomes aware of sexual harassment by any employee against a fellow employee is required to take immediate appropriate corrective action. If any employee is unable or uncomfortable about discussing this issue with the director of personnel, the following individuals are available and properly trained to discuss the issue of sexual harassment in a confidential manner:

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The company will not tolerate sexual harassment of any nature and will investigate all reported incidents of harassment promptly and confidentially. Persons who are guilty of sexual harassment will be subject to appropriate disciplinary action, up to and including discharge.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Jarrett Bay Boatworks Inc. has long had a policy of providing Equal Opportunities for all persons in employment. It is the policy of the Company that all qualified applicants for employment will be recruited, hired and assigned on the basis of merit without regard to race, creed, color, sex, age, national origin, disability or Vietnam Era Veteran status. The employment policies and practices of the Company have been, and will continue, to ensure that all qualified employees are treated equally with no discrimination in compensation, opportunities for advancement (including promotions and transfers), training and discipline based on color, religious beliefs, sex, age, national origin, disability or Vietnam Era Veteran status.

# EMPLOYMENT APPLICATION

It is the policy of Jarrett Bay Boatworks, Inc. to consider all applications without regard to race, religion, color, sex, age, marital status, national origin, disability, Vietnam Era or other veteran status.

PLEASE COMPLETE ALL ITEMS AND PRINT IN INK.

Are you employed at the present time?  Yes  No if yes, may we contact your present employer?  Yes  No

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Date Available: \_\_\_\_\_ Days/Hours Preferred: \_\_\_\_\_

Salary Requirements: \_\_\_\_\_

Referred By:  Advertisement  Friend  Walk In  Relative  
 Employment Agency  Other Explain

## Personal Data

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Name \_\_\_\_\_  
(Last) (First) (MI) (Social Security Number)

Address \_\_\_\_\_  
(Street) (Apt #) (Home Telephone Number)

\_\_\_\_\_  
(City) (State) (Zip) (Business Telephone Number)

Are you over the age of 18?  Yes  No If no please state your date of birth: \_\_\_\_\_

Are you eligible for employment in the United States?  Yes  No

Has any time restriction been placed on your eligibility for employment in the U.S.?

Yes  No If yes, what restrictions: \_\_\_\_\_

\*NOTE: If hired, you are required by law to submit proof of identity and eligibility to work in the U.S.

Have you ever been employed by Jarrett Bay Boatworks, Inc.?  Yes  No

If yes, give date(s)/position(s): \_\_\_\_\_

Do you have any friends/relatives employed at Jarrett Bay Boatworks, Inc.?

Yes  No If yes, give name(s)/relationship(s): \_\_\_\_\_

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. Are you capable of performing the essential functions of the job for which you are applying with reasonable accommodation?  Yes  No if no, please describe:

\_\_\_\_\_  
Have you ever been convicted of a felony?  Yes  No If yes, please explain, in detail: \_\_\_\_\_

IN CASE OF AN EMERGENCY NOTIFY \_\_\_\_\_ PHONE \_\_\_\_\_

DOCTOR \_\_\_\_\_ PHONE \_\_\_\_\_

## MILITARY SERVICE DATA

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Have you ever served in the U.S. Armed Forces?  Yes  No If yes, please give dates of services: From: \_\_\_\_\_ To: \_\_\_\_\_

List special skills/abilities acquired: \_\_\_\_\_

## EDUCATION DATA

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NAME &  
ADDRESS OF  
SCHOOL  
ATTENDED

DID YOU  
GRADUATE?

TYPE OF  
DEGREE/  
DIPLOMA  
RECEIVED OR  
EXPECTED

MAJOR/  
MINOR  
FIELDS OF  
STUDY

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High School

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College/University

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Graduate School

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Other

List any honors of scholarships received: \_\_\_\_\_

List professional, trade, business or civic activities and offices held (you may exclude memberships which would reveal sex, race, religion, national origin, age, disability or other protected status): \_\_\_\_\_

## REFERENCES

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List (with address & phone number) the names of three persons familiar with your character, ability or education for more than one year. Please do not include friends or relatives.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **EMPLOYMENT RECORD**

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Please list date of all employment starting with your most recent position. Attach a separate sheet if necessary.

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Company Name & Address

Position/Title/Duties

Supervisor's Name/Title/Telephone #

Dates of Employment

From:

To:

Starting Salary:

Ending Salary:

Reason for Leaving:

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Company Name & Address

Position/Title/Duties

Supervisor's Name/Title/Telephone #

Dates of Employment

From:

To:

Starting Salary:

Ending Salary:

Reason for Leaving:

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Company Name & Address

Position/Title/Duties

Supervisor's Name/Title/Telephone #

Dates of Employment

From:

To:

Starting Salary:

Ending Salary:

Reason for Leaving:

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Company Name & Address

Position/Title/Duties

Supervisor's Name/Title/Telephone #

Dates of Employment

From:

To:

Starting Salary:

Ending Salary:

Reason for Leaving:

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## **EMPLOYMENT PHYSICAL/TESTING NOTICE**

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Jarrett Bay Boatworks, Inc. is committed to maintaining a drug-free workplace. Therefore, all candidates for employment (applicants to whom a contingent offer of employment has been made) are required to complete a medical examination, including testing for drug and alcohol use, by a physician of Jarrett Bay Boatworks choice. An offer of employment is contingent upon a candidate's submission to and successful completion of the medical exam and test.

## **APPLICANT'S ACKNOWLEDGMENT**

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I agree to undergo the pre-employment physical and drug/alcohol test. I understand that the results of such a test will be disclosed only to Jarrett Bay Boatworks Human Resources personnel and other's with a need to know, or as required by law. I understand that if I refuse to consent to testing, fail to provide a urine sample when requested, provide a false or tampered urine sample, or fail to successfully complete the physical or drug/alcohol test, I will not be hired in accordance with Jarrett Bay Boatworks policy.

Permission is granted to Jarrett Bay Boatworks to conduct an investigation and to solicit information as to my education and employment history, character and general reputation, and criminal conviction record. I release Jarrett Bay Boatworks and all persons or organizations from any liability arising from such statements, their solicitation or use.

I understand that this employment application and any other company documents are not contracts of employment and that any individual who is hired may voluntarily leave or be terminated at any time, with or without cause. If terminated, I authorize Jarrett Bay Boatworks to deduct, to the extent permitted by law, any amount which I may owe to Jarrett Bay Boatworks from any amount which Jarrett Bay Boatworks may owe me. I understand that no representative of Jarrett Bay Boatworks has any authority to offer or to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I certify that all statements made by me on this application are true and correct to the best of my knowledge and belief. I understand that any false, inaccurate, or omitted statements of a material fact could be a cause for rejection of my application or termination of my employment at any time.

I have read, understand, and by my signature consent to these statements.

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Signature of Applicant

Date



## **VOLUNTARY SURVEY**

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At times, government agencies require periodic reports on the sex, ethnicity, disability, veteran and other protected status of employees and/or applicants. This data is for statistical analysis with respect to the success of Jarrett Bay Boatworks Affirmative Action Program. SUBMISSION OF THIS INFORMATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Sex:             Male                       Female

Ethnic Origin:             White             Hispanic             American Indian/Alaskan Native  
    Black             Asian/Pacific Islander             Other

Check any of the following that are applicable:

Vietnam Era Veteran             Disabled Veteran             Disabled Individual

Date of Birth: \_\_\_\_\_

INTERVIEWED BY \_\_\_\_\_

HIRED \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

POSITION \_\_\_\_\_

SALARY \_\_\_\_\_

STARTING DATE \_\_\_\_\_

REMARKS: