



GUIDE TO THE

ROBINS & MORTON

WAY



If you are new to Robins & Morton we welcome you and are glad you chose our company. You should find our Guide to the Robins & Morton Way a useful source in finding out more about our company and answering specific questions.

Two guiding principles of our company are putting the interest of our clients first and treating everyone in the company like family. The guide is designed to help everyone learn more about the company. For instance, our vision, mission, values, and creed along with our focus on ethics, honesty, integrity, and safety are highlighted in the section we call What We Value. In addition, there is a brief history to let you know how we got started.

Other sections deal with the work environment and your career development within Robins & Morton. In addition, of course, the handbook is a reference source for all the things you will need to know to take advantage of the benefits, procedures and resources of the company.

Please use this guide and tell us when you find areas we can improve. We truly believe that if we continue to dedicate ourselves to taking care of our people and taking care of each other as family, the future success of the company is guaranteed.

Bill Morton  
*Chairman & CEO*

# Company Information


## Website

Keep up with our press releases and blogs through our external website.

 [robinsmorton.com/news](https://robinsmorton.com/news)

## Social Media

We invite you to follow Robins & Morton at the following links:

 [facebook.com/RobinsMorton](https://facebook.com/RobinsMorton)


 [instagram.com/robinsmorton](https://instagram.com/robinsmorton)

 [linkedin.com/company/robins-&-morton](https://linkedin.com/company/robins-&-morton)

 [vimeo.com/robinsmorton](https://vimeo.com/robinsmorton)


## QUICK LINKS

### Benefits Information

 [my.robinsmorton.com](https://my.robinsmorton.com)


### Sage HR & Payroll Portal

*Manage employee and payroll information, enroll in benefits*


 [hr.robinsmorton.net](https://hr.robinsmorton.net)

## HELPLINES


### HR Helpline

 205-803-0102


### Spanish Helpline

 205-803-0111


### Payroll Helpline

 205-439-8678

### Speak Up Helpline

 800-795-2702

### Safety Helpline

 205-803-0142

# Table of Contents

## Resources

- 3 Company Information
- 3 Quick Links
- 3 Helplines
- 4 Table of Contents

## Who We Are

- 7 Our People
- 7 Our Projects
- 8 Our History

## What We Value

- 10 Safety
- 11 Building Forward®

## Your Career

- 14 **Employment Eligibility**
  - 14 Expiration of Eligibility (Employment of Foreign Nationals)
  - 14 Social Security
  - 14 Re-employment
- 15 **Your Compensation and Time Reporting**
  - 15 Pay Schedule
  - 15 Direct Deposit
  - 15 Process and Reporting
- 16 **Payroll Deductions**
  - 16 Garnishments
- 16 **Employment Classifications**
  - 17 Robins & Morton Employee Classifications
  - 17 Department of Labor Status

## 18 Time Off

- 18 Holidays
- 19 Paid Time Off (PTO)
- 20 Other Leave Needs
- 21 Compensation While on Leave
- 21 Benefits While on Leave
- 21 Return from Leave

## 22 Career Development

- 22 Rocky McMichen Field Leadership Program
- 22 Barbara Wilson Mentorship Program

## 23 Benefits Overview

- 23 Enrollment

## 24 If Your Employment Should End

- 24 Benefits Upon Separation

## **Your Work Environment**

- 26 Our Code of Conduct**
  - 27 Where to Go for Assistance
- 27 Advancing Diversity and Inclusion**
- 28 Speak Up Helpline**
- 28 Accommodation**
- 29 An Environment of Respect**
  - 29 Reporting
  - 29 Investigations
- 30 Drug and Alcohol Policy**
  - 31 Drug Use/Distribution/  
Impairment /Possession
  - 31 Alcohol Use/  
Possession/Impairment
  - 31 Off-Duty Conduct
  - 31 Prescription Medication
  - 32 Testing Circumstances
  - 33 Investigations/Searches
  - 33 Discipline

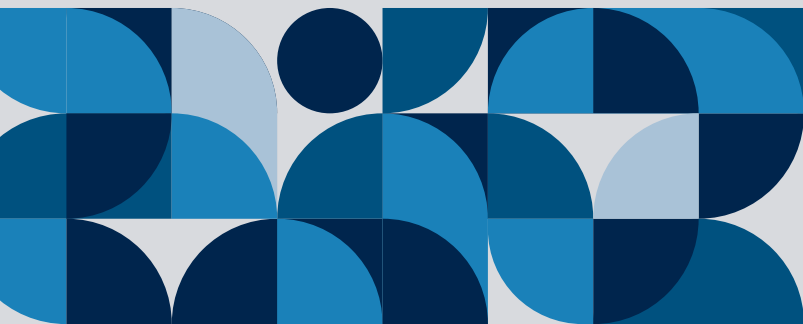
- 33 Background Check Policy**
- 34 Attendance**
  - 35 Working Hours
- 36 Project Procedures**
- 37 Social Media Guidelines**

## **Technology**

- 40 Company Sites**
  - 40 Benefit Information
  - 40 Sage HR and Payroll Portal

This is not a contract. It is our goal to build a lasting working relationship with you so we can achieve success for as long as it is equally beneficial to both parties. Therefore, your employment status is that of an employee at will. You, as well as Robins & Morton, are NOT bound by any employment contract. This guide is not a contract and therefore the employment relationship can be separated on either side at any time, under legal circumstances.

# Who We Are



## Our Vision

To be the construction services provider of choice by delivering superior value.

## Our Mission

Exceed the expectations of our clients and our people.

## Our Values

Integrity  
Client Focused

Safety  
Excellence

## Our Creed

**To our clients:** Fairness and our best efforts to deliver a first class job.

**To our people:** Growth opportunities to reach their personal potential and career goals, rewards for their performance, and a healthy climate for work and family.

**To our industry partners:** Fair and just treatment and a collaborative effort.

**To the public:** The conduct of a good citizen: respect for the rights and property of others.

**To our stockholders:** A fair return on their investment and retained earnings for future growth.

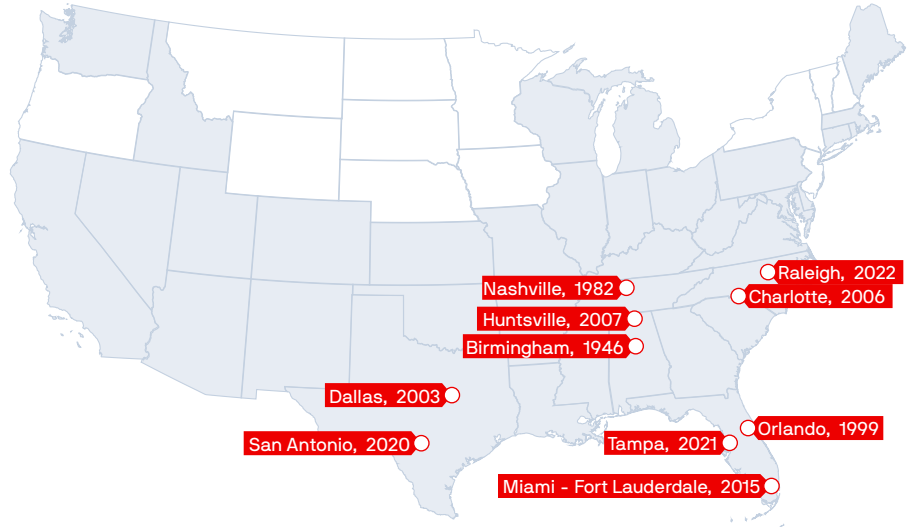
## OUR PEOPLE

Robins & Morton attributes our continued growth and success to the quality of our people. Our culture of caring for each other shapes our approach to everything we do. From onboarding to long-term career development, Robins & Morton remains committed to supporting the success of our team members.



## OUR PROJECTS

We have had the privilege to grow into a diverse national company working on exciting projects all over the U.S. The map below shows our geographic range, as well as our regional office locations.



● States where we have completed projects

● Division office locations:  
Birmingham  
Charlotte  
Dallas  
Huntsville  
Miami – Fort Lauderdale

Nashville  
Orlando  
Raleigh  
San Antonio  
Tampa

## OUR HISTORY

[robinsmorton.com/about/our-history](http://robinsmorton.com/about/our-history)



1946



Robins Engineering is formed and completes its first project



'53

Barry Morton begins working as Robins Engineering laborer

'72

Shelby Hospital renovations mark Robins' entry into the hospital industry

'80

The Robins Corporation embraces the partnering approach and moves away from hard bid, low cost business model

'85

Barry Morton is named president of The Robins Corporation

1992



The Robins Corporation becomes Robins & Morton

'99

Orlando office opens  
Special Projects division launches

1966



Robins Engineering becomes The Robins Corporation

'75

Company focus shifts to healthcare

Barry Morton becomes part owner of The Robins Corporation

'82

Nashville office opens

'90

Robins is ranked #1 general contractor by Modern Healthcare magazine

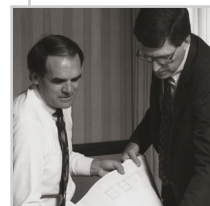
'96

Wayne Gordon named president and CEO

Modern Healthcare

#1 TOP 2010  
#1 GENERAL CONTRACTORS

#1  
2010  
2009  
2002  
1999  
1993  
1990







'02

Bill Morton becomes president & Robin Savage becomes COO

'04

Central division is established

'09

Company diversifies with Commercial and Government Services divisions

'15

Bill Morton becomes chairman/CEO & Robin Savage becomes president/COO

Miami office opens

Building Forward® approach takes shape

'20

San Antonio office opens

'25

Construction Program Management division formed

'01

ERS division is formed

'03

Dallas office opens

'07

Charlotte office opens  
Huntsville office opens

2012

**ROBINS & MORTON**  
BUILDING WITH PURPOSE

Self-perform division is established



'19

First Building Forward® Connect event held

2021

**ROBINS & MORTON**

Building With Purpose®

Robins & Morton celebrates 75 years in business

Tampa office opens

'22

Raleigh office opens  
Second Building Forward® Connect event held

# Pursuit of *Safety Excellence*

**Robins & Morton is committed to providing a safe and healthy work environment for all who are touched by our business.**

By focusing on human behavior and workplace factors that influence those behaviors, our Human Performance Operating Philosophy goes beyond traditional approaches to safety management. It engages everyone in reducing at-risk behaviors, creating a stronger and more sustainable safety culture.

At its core, safety is caring about team members, and Building Forward® is how we create our culture of caring. That is conveyed to each team member on the jobsite through onboarding, daily communication, and collaboration among team members. This includes their responsibility to report any at-risk behaviors and/or conditions. In addition, effective task planning and training, as well as coordination among team members, help ensure that tasks are carried out safely.



A range of safety management tools reinforce our safety culture.

## **Human Performance Operating Philosophy**

This approach incorporates an understanding of human and organizational performance, including human error, with an emphasis on expected behaviors and consequence control methodologies to ensure risk minimization and elimination.

## **12 Seconds to Safety**

This personal risk management tool supplements the task planning process and encourages team members to engage mind before hands by pausing to ask themselves questions related to the task before acting.

## **Safety Appreciation/ Recognition**

Recognizing safe behavior promotes safety awareness and immediate positive reinforcement to individuals demonstrating safe behaviors.

## **Safety Lunches**

This bi-monthly practice provides a regular forum to discuss, recognize, and reinforce project safety expectations. It also promotes a culture of caring among all project team members.

## **Safety Management System Assessment**

This assessment benchmarks a project based on key performance indicators required of the entire project team to effectively manage safety.

## **Senior Leaders Assessment of Field Safety**

This practice actively engages company leadership in day-to-day jobsite operations, ultimately creating the opportunity to interact with the craft professionals on a personal level around our safety message.



We know the importance of creating a positive team culture that allows our people and projects to achieve success.

Our Building Forward® tools and processes are designed to work alongside Policies and Procedures to create opportunities for collaboration, continuous improvement, leadership development, and learning — empowering team members at every level to share innovative ideas and make a difference in outcomes.

## Building Forward® Tenets



### Collaboration

Working with others to achieve shared goals.



### Learning Culture

Using shared experience and knowledge to challenge conventional thinking and develop new ways to measure success and achieve objectives. Embracing learning breeds innovation.




### Continuous Improvement

A never-ending effort to expose and eliminate waste which will set in motion a culture that is tenacious about eliminating inefficiencies.



### Leadership Development

Empowering people to improve with a structured process to set goals, address concerns, and assess progress to ensure that the path for growth is optimized.



The story of Robins & Morton is, at its heart, about people and purpose. We are builders. We build physical structures and we build teams. We build to exceed our clients' expectations, and in doing so, we build relationships. We build with integrity and safety. We build something bigger than ourselves.

We build to have a **positive, lasting impact.**

# Your Career



## ■ EMPLOYMENT ELIGIBILITY

Upon being asked to join the Robins & Morton team, you were asked to complete a new hire packet. This included the Form I-9 for which you presented documentation to establish your true identity and eligibility to be employed in the United States within three business days of the date your employment begins.

### Expiration of Eligibility (Employment of Foreign Nationals)

---

If you are a foreign national and your employment authorization documents expire, your manager or a Robins & Morton administrative employee will need to re-verify your employment eligibility. Your manager will receive a reminder from the Payroll Administrator alerting them that the documents are expiring so they can begin the re-verification process.

### Social Security

---

Employees of Robins & Morton, including resident and non-resident aliens, are required to have a valid Social Security number and to contribute to the Social Security System.

Social Security contributions are deducted from each paycheck at a rate fixed by Congress. An equal sum is contributed to each employee's account by Robins & Morton. Both the rate and the taxable wage base change periodically as specified by federal statutes.

### Re-employment

---

If you have previously ended employment with Robins & Morton's payroll system and then been rehired, your manager shall contact the Payroll Administrator to verify if a new I-9 Form is necessary. If you were previously verified and rehired within three years, it may not be necessary to complete a new I-9 Form.

# YOUR COMPENSATION AND TIME REPORTING


## Pay Schedule

In an effort to put your hard-earned income into your hands as quickly as possible, you will be paid weekly, every Wednesday. Each paystub will include earnings for all work performed through the end of the previous payroll period.

## Direct Deposit

Direct deposit is the easiest and quickest way for you to receive payment. Please complete the Authorization for Automatic Payroll Deposits form on [hr.robinsmorton.net](http://hr.robinsmorton.net).

If you do not use direct deposit, you can choose to receive weekly pay via Pay Card.

 205-439-8678 Payroll Helpline

## Process and Reporting


We want to ensure that all of your hours worked are accounted for and that you are compensated appropriately. In order to accomplish that, we have a set policy and process for hourly time reporting.

- Your daily time will be recorded on the Hourly Employee Daily Log. This will be turned in at the end of each workday, approved, and entered into the company's electronic timekeeping system.
- If certain circumstances exist, your time may be reported on a physical timecard rather than electronically, and submitted to Payroll. Regardless, this information comes from the Daily Log which you personally sign off on every day.
- You are responsible for accurately reporting your time. If you determine that the time reported is inaccurate, please make necessary corrections and immediately report the discrepancy to your manager.
- When business conditions require, you may be needed to work overtime. When this occurs, your manager will make every effort to provide timely advance notice.

**Please understand that falsifying or altering your own or another team member's timesheet is grounds for termination.**

## ■ PAYROLL DEDUCTIONS

Robins & Morton will automatically deduct 4% of your weekly payroll into your 401k, unless you opt out of this practice or change the contribution amount. We will only payroll deduct items that are either authorized by you, for instance when you elect benefits or change your 401k contributions, or items that are required to be deducted by court order, federal and/or state laws.

 [401k.com](https://401k.com)

### Garnishments

If we receive a court order requiring that a garnishment or other income withholding be deducted from your paycheck, we will send you a confidential notification. The funds required will be remitted to the court weekly, unless we are instructed otherwise in the court order. We must continue deducting from your paycheck the amount required until we receive a release from the court.

## ■ EMPLOYMENT CLASSIFICATIONS

Each of your roles has been carefully classified in compliance with the Fair Labor Standards Act regarding overtime payment. Overtime payment is paid at one and one-half times your regular rate of pay.

The Fair Labor Standards Act (FLSA) requires all employees to be classified according to the overtime provisions of the FLSA. For the purpose of paying compensation, all hourly employees are classified as “Non-exempt” from overtime compensation status. All determinations of wage classifications are made through the job evaluation process. The Human Resources Department is responsible for classifying all employees into the appropriate Employment Status and Classification.

As an hourly employee, you fall into either the “Regular Full-time Hourly Employees” or “Regular Part-time Hourly Employees” as classified by Robins & Morton, and also the “Non-exempt” category per the Department of Labor.



## Robins & Morton Employee Classifications

---

**Regular Full-time Hourly Employees** are employees who are identified as Hourly and work a minimum of thirty (30) hours/week in an established job in an established classification. These employees are covered by unemployment and worker's compensation insurance to the extent required by applicable state law and will be granted leave and/or benefit entitlements as required by state or federal law, but are eligible to elect Robins & Morton benefits 90 days after their start date.

**Regular Part-time Hourly Employees** are employees who work less than thirty (30) hours per week. These employees are covered by unemployment and worker's compensation insurance to the extent required by applicable state law and will be granted leave and/or benefit entitlements as required by state or federal law, but are not eligible for any other benefits provided by Robins & Morton.

## Department of Labor Status

---


### Non-exempt Employees

Non-exempt employees are entitled to overtime pay of at least one and one-half times their regular rate for hours worked in excess of 40 in any workweek as defined by the Fair Labor Standard Act and/or state law.

Your position's non-exempt status is reflected on your job description. It is our policy to comply with the requirements of the FLSA, including the salary basis requirements for any exemption. Therefore, we prohibit all company managers from making any improper deductions or requiring employees to work off the clock. We want you to be aware of this policy and that Robins & Morton does not allow any violations of the FLSA.

If you believe there has been an improper deduction or you were not paid for all hours worked, you should immediately report this information to your direct manager or to the Payroll Helpline. Reports of improper deductions or hours worked and not compensated will be properly investigated. If it is determined that an error has occurred, you will be promptly reimbursed for wages owed.

Any questions regarding employee classifications or Department of Labor status should be addressed to the Human Resources Department.

 205-803-0102 HR Helpline

 205-439-8678 Payroll Helpline

# TIME OFF

We believe in the value of taking off work to enjoy time with friends or family, or just to relax and recharge! We also understand there are other reasons you may need time off from work such as sickness, bereavement leave, jury duty, or caring for family members. Your manager will decide on final approval.

## Holidays

We offer paid leave for specified holidays during the year. You will be paid for the following holidays at eight hours of pay:

New Year’s Day

Memorial Day

Independence Day

Labor Day

Veterans Day (Veterans only)

Thanksgiving Day

Christmas Day

After six months of service, hourly employees are eligible for two (2) floating holidays to celebrate birthdays or other days of importance that may not be captured in the company holiday schedule (16 hours added to vacation time, each year)

## Holiday Work Requirements

When jobsite management requires employees to work on holiday to meet deadlines:

- Employees will receive eight (8) hours of holiday pay in addition to pay for hours worked on the holiday.
- These hours worked will also be included when calculating overtime.

## Overtime Policy for Holidays

- Holiday leave hours (the 8 hours of holiday pay) are not included when calculating overtime.
- Only hours physically worked on a holiday will count toward overtime eligibility.

## Paid Time Off (PTO)

---

We are pleased to offer you flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, and other activities of your choice.


- PTO provides all full-time hourly employees with six months or more of service with paid time away from work. Service is calculated cumulatively.
- PTO balance renews on January 1st of each year.
- All PTO will be taken between January 1st and December 31st of the current year. Any PTO not taken by December 31st will be lost and not roll over to the following year. PTO is allocated, not accrued.
- To be eligible for PTO the employee must be actively employed and classified as a Full-Time Hourly employee on the date PTO is taken.
- PTO must be scheduled in advance and have manager approval. To request PTO, request advanced approval from your manager and follow their instructions for logging your time. PTO balances can be viewed in the Sage HR Portal in the Time Off tab after your vacation has been taken.
- Upon termination, all unused PTO is lost, unless otherwise governed by state or local law, or as governed by the project contract.


### PTO shall be calculated as follows:

- **After six months of service**
  - 40 hours of paid leave
- **After two years of service**
  - 80 hours of paid leave
- **After 10 years of service**
  - 120 hours of paid leave

### Military Leave


In addition to the PTO schedule above, members of the Reserve Component (Reserves and National Guard) will be paid while performing Inactive Duty Training (IDT); that is Unit Training Assemblies (UTA) and Annual Training (AT), if/when this falls on a regularly scheduled workday. For information regarding extended, job protected, unpaid military leave, please refer to the AP 070 - Family & Medical Leave Policy on [my.robinsmorton.com](https://my.robinsmorton.com) or physically posted on your project.

 [hr.robinsmorton.net](https://hr.robinsmorton.net)

 [my.robinsmorton.com](https://my.robinsmorton.com)

## Other Leave Needs

If you are out for more than four days due to an illness, please contact your Benefit Administrator by calling the HR Helpline to discuss other options, such as Short Term or Long Term Disability, or the Family and Medical Leave Act (FMLA).

 **205-803-0102 HR Helpline**

### Family and Medical Leave Act

We encourage each of you to take care of yourself and your loved ones.

You are eligible if you have worked for Robins & Morton for at least 12 months (52 weeks), worked for at least 1,250 hours over previous 12 months AND work at a location that has at least 50 employees within 75 miles.

We are pleased to comply with the FMLA, guaranteeing you job protection for (typically) up to 12 workweeks of unpaid leave.

Please let your manager or the Benefits team know if you need to use this benefit for any of the following reasons.

#### Bonding Leave

For birth, adoption or placement of a child  
*12 workweeks in any 12-month period*

#### Family Care Leave

To take care of a spouse, child or parent with a serious health condition  
*12 workweeks in any 12-month period*

#### Serious Health Condition Leave

For a personal serious health condition  
*12 workweeks in any 12-month period*

#### Military Emergency Leave

For military operations due to a spouse's, child's, or parent's active duty or call to active duty  
*12 workweeks in any 12-month period*

Spouses, who are each employed by Robins & Morton and eligible under the FMLA, will receive a total of 12 workweeks off per couple for the Employee Leave indicated above.

#### Military Caregiver Leave

To care for spouse, child, parent, or next of kin who is an Armed Forces member with injury or illness incurred or aggravated in line of duty  
*26 workweeks in any 12-month period*

Spouses, who are each employed by Robins & Morton and eligible under the FMLA, will receive a total of 26 workweeks off per couple for the Military Caregiver Leave indicated above.

### Let's Keep in Touch

While you're on leave, we will want you to check in around every two weeks.

## Other Leave Needs (continued)

### Short Term Disability

Should you elect the Short Term Disability plan, you will be paid 60% of your base salary up to \$750 for days 6-90 of your disability. For more information, please reference [my.robinsmorton.com](https://my.robinsmorton.com), or review your Hourly Employee Benefits Guide, or reach out to our Benefits Administrators at the HR Helpline.

📞 205-803-0102 HR Helpline

🌐 [my.robinsmorton.com](https://my.robinsmorton.com)

### Long Term Disability

Should you elect the Long Term Disability plan, you will be paid up to 60% of your monthly covered earnings with a maximum of \$12,500 per month. This covers disabling sicknesses or injuries that last beyond the 90-day elimination period. For more information, please reference [my.robinsmorton.com](https://my.robinsmorton.com), or review your Hourly Employee Benefits Guide, or reach out to our Benefits Administrators at the HR Helpline.

🌐 [my.robinsmorton.com](https://my.robinsmorton.com)

## Compensation While on Leave

While FMLA is an unpaid benefit, we want to prolong your receipt of regular income as long as possible. Here's how:

- You must utilize available Paid Time Off.
- If applicable to your reason for leave, and you are enrolled, you will use your Short Term Disability while out on FMLA leave.

## Benefits While on Leave

- **Profit sharing vesting or eligibility:** Your time on leave will be treated as uninterrupted service.
- **Health insurance and life insurance:** We will continue paying the company's portion of your premium and you will continue being responsible for your portion.

## Return from Leave

We want to ensure your safety, so when you are preparing to return to work after being on leave for your own medical condition, you will need to provide written certification from your health care provider confirming that you are able to resume your duties.

Please refer to the full FMLA Policy on [my.robinsmorton.com](https://my.robinsmorton.com) for additional information and for forms you will need.

## CAREER DEVELOPMENT

As a company, Robins & Morton recognizes the value of every person who is employed by our company, and we are committed to creating learning and development opportunities for each team member. Two avenues that we have developed to create continued growth are our Rocky McMichen Field Leadership Program and our Barbara Wilson Mentorship Program.

If you are interested in participating, please speak with your direct supervisor.

### Rocky McMichen Field Leadership Program

The Rocky McMichen Field Leadership Program is a 15-month craft workforce training program, designed to offer craft professionals long-term career opportunities with Robins & Morton. The program is open to all Robins & Morton craft professionals who apply and meet the applicant requirements. Throughout the program's duration, participants complete a variety of tasks to be eligible for graduation. The curriculum includes three daylong sessions of classroom training, the completion of at least 45 on-the-job training tasks, 15 structured mentor/trainee experiences, six mentorship checkpoints and a final exam. Through the completion of these tasks, trainees gain managerial skills and learn more about construction project management outside of their specific trade. Upon successful completion of the program, participants are then eligible for a promotion to a salaried team member position.

### Barbara Wilson Mentorship Program

The Barbara Wilson Mentorship Program provides the opportunity for our support staff to grow into a field management position, while continuing to work with Robins & Morton. The Barbara Wilson Mentorship Program is open to all support staff who apply and meet the applicant requirements. Once accepted into the program, trainees are paired with a Robins & Morton mentor in their field of interest. The trainees must complete their individualized action plan, including skill learning, on-the-job shadowing, and additional training classes. The trainees must also complete a minimum of six mentor/trainee checkpoints at various stages of the program. Upon successful completion of the mentorship program, the trainees will be placed into their desired field which can include operations and preconstruction.

Robins & Morton recognizes that many of our employees, at all levels, have the desire, potential, and capacity to grow, and we believe the Rocky McMichen Field Leadership Program and the Barbara Wilson Mentorship Program provide an additional avenue for their learning and development while continuing to be a part of the Robins & Morton team.

# BENEFITS OVERVIEW

Other than your leave opportunities, we know how valuable it is to have various benefit options to help you take care of yourself and your loved ones. Please see the list below of some of our available benefits. To view a comprehensive list of all benefits, please refer to [my.robinsmorton.com](https://my.robinsmorton.com).

- Medical insurance
- Prescription drug insurance
- Dental insurance
- Vision insurance
- 401k
- Disability insurance: short term, long term, accident, indemnity
- Hourly Service Awards for your hard work and dedication. These are given out as follows:




5 years .....	\$500
10 years .....	\$1,000
20 years .....	\$2,000
30 years .....	\$3,000
40 years .....	\$4,000
50 years .....	\$5,000


## Enrollment

You are eligible to enroll in benefits after 90 days of employment. This is your eligibility date. You have 30 days from the eligibility date to enroll in benefits.

**If you choose not to enroll, you will not be covered for that calendar year.** Your next opportunity to enroll will be in the fall of the current year during the Open Enrollment period for the next plan year. If you have a qualifying life event (marriage, divorce, or birth of a child), you are eligible to enroll within 30 days of the event date. Please contact HR if you have a life event during the year.

For further details on each benefit option, please reference your Hourly Benefits Guide by going to [my.robinsmorton.com](https://my.robinsmorton.com), or call the HR Helpline and ask for the Benefits Coordinator.

 [my.robinsmorton.com](https://my.robinsmorton.com)

 205-803-0102 HR Helpline

## ■ IF YOUR EMPLOYMENT SHOULD END

We hope for a long-term, mutually successful employment relationship with you. But, we understand that there are reasons which may require the employment relationship to end. Reasons for separation may be voluntary or involuntary. In our industry, a common involuntary reason for separation is that the project you were hired for has been completed or is winding down. If you are interested in finding further employment with Robins & Morton, please reach out to Stephanie Chandler at [schandler@robinsmorton.com](mailto:schandler@robinsmorton.com).

If you are separated from Robins & Morton, voluntarily or involuntarily, all of your hours worked will be entered, processed and paid out according to the regular payroll process and direct deposited to your account. Exceptions will be made to this process if state law applies specific procedures to your final paycheck.

Your manager will collect all Robins & Morton property you may have prior to your departure. Paid Time Off balances are not paid upon separation unless other state or local laws apply.




### Benefits Upon Separation

Robins & Morton benefits end on the day of separation.

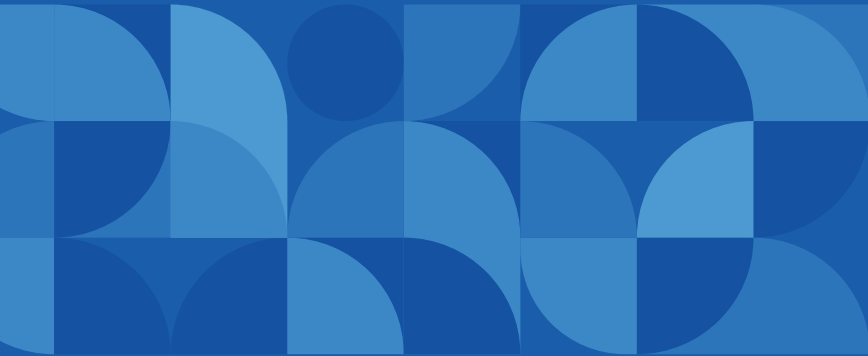
- A COBRA enrollment packet will be sent to your address on file after your final paycheck is processed.
- Access to withdraw from your 401K will be granted after your final paycheck is processed.

For further questions regarding your benefits upon separation, please reach out to our benefits team via the HR Helpline.

 205-803-0102 HR Helpline



# Your Work Environment



# OUR CODE OF CONDUCT

Robins & Morton will conduct its business fairly, impartially, in an ethical and proper manner, and in full compliance with all applicable company policies and procedures; local, state, and federal laws and regulations. In conducting Robin & Morton's business, integrity must underlie all company relationships, including those with our clients, trade contractors, vendors, communities, and among employees. Robins & Morton expects to meet or exceed all industry standards for compliant and ethical behavior.

Ethical business conduct is required of Robins & Morton employees in the performance of their company responsibilities. Employees will not engage in conduct or activities that may raise questions as to the company's honesty, integrity, impartiality, reputation, or otherwise cause embarrassment to the company. Honesty and integrity are the basic principles of Robins & Morton Code of Conduct. Our personal standards and ethics must be above reproach at all times, we must conduct ourselves in a manner to reflect credit upon Robins & Morton and our clients. We must be honest in all our relationships and must avoid even the appearance of illegal, non-compliant, or unethical conduct.

It is the responsibility of each and every Robins & Morton employee to maintain the highest standards of business ethics, including taking positive action to prevent and report any improper acts that may come to your attention.

## Employees will ensure that:

Respect and fairness are the foundation for all of our transactions and interactions.

They protect all company, client, subcontractor, and vendor assets and use them only for appropriate company-approved activities.

They do not engage in any unfair or anti-competitive business practices or any activity that might create a conflict of interest for the company or for themselves individually.

They comply with all company policies and procedures; local, state and federal laws and regulations.

They follow all restrictions on the use and disclosure of information.

This includes all the following requirements for protecting Robins & Morton information and ensuring that non-Robins & Morton proprietary information is used and disclosed only as authorized by the owner of the information or as otherwise permitted by law.

They do not take advantage of their employment with Robins & Morton to seek personal gain through abuse of their position or through the inappropriate use of Robins & Morton non-public information.

They promptly report an illegal, unethical, or other improper conduct to senior management, human resources, the company hotline, or other appropriate authorities.

## Where to Go for Assistance

Every employee has the responsibility to ask questions, seek guidance, and report suspected violations of this Code of Conduct. Retaliation against employees who come forward to raise genuine concerns will not be tolerated.

If you have a question on these rules, please immediately contact:

- **Employee Relations Manager**

Colee Britton  
(205) 803-0169

- **Vice President of People and Development**

Aimee Comer  
(205) 803-0168

## ADVANCING DIVERSITY AND INCLUSION

We believe that engaging people from different backgrounds brings distinct perspectives that enrich our culture, enhance our work and make us stronger as an organization.

We attract and develop a diverse workforce through our participation in industry outreach efforts and support programs that provide education, mentorship, and professional development. We recognize this as a journey forward, and we are committed to continually making Robins & Morton a more diverse and inclusive organization.

Our commitment to diversity, inclusion, and leadership development guides our partnerships with Small, Women, Veteran, and Minority-owned business enterprises. We are committed to affording equal opportunity to all, based upon job relevant performance, experience and accomplishments.



## ■ SPEAK UP HELPLINE

We want you to feel free to communicate any concerns you may have. Please use our Speak Up Helpline, by calling 800-795-2702 to report any circumstances you feel are not in line with our culture of respect. This is available to you 24/7. Here you can report concerns to a third party with the option to make it anonymous, and your HR team will receive the information. Then, the HR team will thoroughly and promptly investigate all items reported. We utilize this reporting process to ensure an open (at all times) channel for communication so that we can quickly solve issues that may arise and return your work environment to one that reflects our culture, where you can enjoy your work and be the most productive.


 **800-795-2702 Speak Up Helpline**

## ■ ACCOMMODATION

We strive to maintain a diverse workforce which can be encouraged through reasonable accommodation. Should you require an accommodation at any time during your application process, or to complete essential functions of your job with Robins & Morton, please let us know. You can make this request by calling the HR Helpline, or with the assistance of your supervisor or jobsite administrative employee. These requests may be oral or in writing, and can be updated any time at [hr.robinsmorton.net](http://hr.robinsmorton.net).

Human Resources will provide applicants or employees with our Reasonable Accommodation Form to gather further details on what is needed. If the need for accommodation is medical in nature, Human Resources will ask an employee to complete our Reasonable Accommodation Form - Medical. After a conditional offer of employment, applicants may also be asked to complete this form.

The request for accommodation process will be handled through open communication and mutual coordination. Your request will be evaluated to see if we can accommodate it without undue hardship or threat to the company. If it can be, we will communicate further with you on what that will look like. We may have to make suggestions other than your specific request, but together, we will try our best to find a productive way for you to begin or continue employment with Robins & Morton. We do require cooperation with the accommodation reached in order to continue a successful employment relationship.

 **205-803-0102 HR Helpline**

## ■ AN ENVIRONMENT OF RESPECT

It takes each of us to achieve our collective goals and constantly improve. Therefore, we expect everyone to contribute to maintaining the Robins & Morton culture.

### **To achieve this, we are committed to:**

---

- Facilitating professional growth on the basis of job performance and achievement.
- Maintaining a work environment free from intimidation, hostility, or abuse.
- Ensuring that our communications are constructive, helpful, and supportive.

Sexual harassment directly hinders the personal and professional growth of our team members. This completely conflicts with our culture.

### **You can expect a work environment where:**

---

- All employment decisions, terms or conditions, both explicit and implicit, are based solely upon job-related performance or conditions.
- Employees of all levels conduct themselves in ways that promote your job performance, and create a comfortable and encouraging work environment.
- Each employee feels both physically and psychologically safe.
- You are free to professionally communicate when an action is unwanted and can expect that action to be addressed.

## Reporting

---

If you ever feel you are not being treated according to our standards, or if you know someone who is not, please immediately report your concerns. We encourage open employee-management communication to stop any activities that hinder our growth as a team. Below are contacts options for reporting:

- Your immediate manager
- Anyone in HR at 205-803-0102
- The Speak Up Helpline at 800-795-2702

## Investigations

---

There will be no negative action taken towards you for communicating any concerns, at any time. We will investigate concerns promptly and thoroughly, maintaining confidentiality to the extent we are able without hindering the investigation. To move forward productively, we expect you to reasonably take advantage of preventative or corrective opportunities provided.

## ■ DRUG AND ALCOHOL POLICY

We've taken preventative measures to help us provide you with a safe and clean workplace. The goal of these practices is to make informed decisions regarding who is a part of our team. Therefore, Robins & Morton has adopted a policy that all employees must report to work completely free from the presence of drugs and/or alcohol, which impair their abilities to work safely.

In order to achieve the goal mentioned above, Robins & Morton reserves the right to require all employees to submit at any time to drug tests to determine the presence of prohibited substances and alcohol.

**A note about marijuana:** Marijuana, including medical marijuana remains illegal under federal law. Therefore, unless otherwise stated by state or local law, you are prohibited from using or possessing either marijuana or marijuana products on work premises or in a work vehicle or while at work or working.

Robins & Morton reserves the right to take adverse action, except as may be limited by law, if you have a confirmed positive test of marijuana in your system, you are impaired by marijuana while working, you bring marijuana onsite, or in a company-provided vehicle.

Robins & Morton will fully comply with any reasonable accommodation obligations as required by applicable law.

To ensure clarity, we have provided you with some definitions below:

**During working time** means time during which you are at work or being paid to work for or represent Robins & Morton or you are in fact representing Robins & Morton's interests. The term includes all break and meal periods.

**Under the influence of alcohol** means:

1. The presence of alcohol in your system which equals or exceeds an alcohol concentration of .02, or
2. Behavior, appearance, speech, or bodily odors that lead a supervisor to reasonably suspect that you are impaired by alcohol during working time.

**Under the influence of drugs** means:

1. The presence of any detectable amount of a drug or its metabolites demonstrated by a confirmed positive drug test result verified by a Medical Review Officer, or
2. Behavior, appearance, speech, or bodily odors that lead a supervisor to reasonably suspect that you are impaired by drugs.

## **Drug Use/Distribution/Impairment /Possession**

---

You are prohibited from working while under the influence of or impaired by drugs or using, possessing, distributing, manufacturing, or having drugs present in your system or possessing drug use paraphernalia while at work, on duty, or in a company owned or leased vehicle.

## **Alcohol Use/Possession/Impairment**

---

You are prohibited from working under the influence of drugs or alcohol, which includes possession of these substances and/or associated paraphernalia while working or in a company vehicle.

## **Off-Duty Conduct**

---

Off-the-job use of illegal drugs or alcohol which results in a confirmed positive test result or impaired work performance, including, but not limited to, absenteeism, tardiness, poor work product, or harm to Robins & Morton's image or relationship with clients and the government is prohibited, except as may be limited under law or other terms of this Policy.

## **Prescription Medication**

---

The proper use of medication prescribed by a qualified healthcare provider or over-the-counter (OTC) medications used in accordance with manufacturer's packaging instructions is not prohibited; however, you are required to notify a Robins & Morton superintendent/manager if these medications may affect safe job performance. You need not report the medications used or the underlying medical condition to your manager. However, Robins & Morton may ask you to discuss this information in order to determine when you are able to safely resume work and/or are in need of a reasonable accommodation.

## Testing Circumstances

---

Should you test positive on an alcohol or drug test the result will be accepted as a violation of the Robins & Morton policy subject to law and the other provisions of the policy.

- **Reasonable Suspicion:** All current employees are required to submit to screening whenever a superintendent or manager learns of circumstances, which he/she believes indicate an employee may be under the influence of alcohol or drugs.

Among other things, reasonable suspicion testing may result from supervisor observation, co-worker reports, performance decline, attendance or behavior changes, or involvement in a workplace or vehicular incident or other actions, which indicate a possible error in judgment or negligence, or other violations of Robins & Morton policies.

- **Random Testing:** Robins & Morton will conduct random unannounced screening of all employees, to include subcontractors. There is no maximum number of random tests that any one individual may be required to submit to each testing period. The employees to be tested are chosen using a computerized random sample list.

Employees who are chosen for random testing must report to the Robins & Morton designated collection site for testing immediately following notification. Robins & Morton may also conduct Unit Random Tests at jobsites where all employees will be subject to the test and must report to the collection site immediately after being notified.

- **Post Incident Testing:** Employees must immediately notify the superintendent/manager of any incident resulting in injury, near miss, or damage to company property. Employees involved in any incident must undergo an alcohol screening within two hours and a controlled substance screening within 32 hours of the occurrence of the incident. Robins & Morton may discipline any employee who fails to report an incident or submit to alcohol or substance screening.
- **Return to Duty Testing:** Should an employee have a confirmed positive test, the situation may be brought in front of the Robins & Morton drug committee for review.



### **What do we test for?**

Employees may be testing for drugs including but not limited to amphetamines, marijuana, cocaine, opiates, methamphetamine, and phencyclidine, as well as alcohol.

### **How testing is conducted**

Robins & Morton may utilize multiple testing procedures to include, but not limited to, urinalysis, saliva, breath, hair, and blood testing, except as limited under law. All initial non-negative specimens will be confirmed by lab-based confirmatory test and reviewed by a Medical Review Officer.

The lab will send results of tests to the Medical Review Officer (MRO). The MRO will review the results and verify confirmed positive test results or make a further determination concerning the results. Prior to making a final decision, the MRO will attempt to give the employee an opportunity to discuss the result. The MRO will then notify the Drug Coordinator at Robins & Morton with final determinations.

### **Retesting**

An employee may request a retest of the original sample at a second accredited, certified, or licensed lab within 72 hours after notification of the final test result. Requests must be submitted in writing to the MRO. The employee will be required to pay the associated costs of retest in advance unless limited by law.

### **Investigations/Searches**

---

If Robins & Morton reasonably suspects that an employee has violated this policy, a supervisor or manager may inspect vehicles, lockers, work areas, desks, purses, briefcases, toolboxes, and other locations or belongings without prior notice. An employee may be asked to provide access to the area to be searched. If the employee is not present, or refuses to provide access, Robins & Morton may conduct the search anyways.

### **Discipline**

---

Should an employee violate this policy, he/she may be disciplined up to and including termination.

## **■ BACKGROUND CHECK POLICY**

Robins & Morton may utilize background checks if required by a client or other specific business need. If a background check is required due to business need, you must cooperate with that request. Employees who refuse to authorize a background check or who do not meet the minimum standards may be excluded from a particular project or terminated. Employees will be given the opportunity to dispute any results gathered on a background check.

## ■ ATTENDANCE

In order to maintain professionalism and productivity, Robins & Morton requires that you practice good attendance habits. You should regard coming to work on time, working your shift as scheduled, and leaving at the scheduled time as essential functions of your job.

### **Among other things, “good attendance habits” mean the following:**

---

Being at your work station ready for work by the start of the shift.

---

Remaining at your work station unless the needs of the job require being elsewhere.

---

Remaining at work during your entire shift, unless excused by a manager

---

Leaving promptly at the end of your shift, unless you have been given advance permission from your supervisor to work additional hours.

---

Calling in and personally notifying your supervisor or another manager if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so.

---

Under some circumstances, being absent or tardy may be excused, but only if you give proper notice before the start of your shift. Please be respectful of your team by giving the required advance notice so that we can make other arrangements to cover your absence if needed.

**Proper notice** means that you call the designated number for such calls prior to the start of your shift and personally notify your manager about your need to be absent or tardy, unless a verifiable emergency makes it impossible for you to do so. It is not sufficient to leave a message with a co-worker or someone else that is not in a supervisory position. If you do not give proper notice, you may be subject to disciplinary action, up to and including termination.

**Should you be absent without notice for three consecutive days, you will be considered to have abandoned your job and therefore terminated as a voluntary resignation.**

Other absences or early arrivals/early outs will result in disciplinary action such as verbal warning, written warnings, or termination.

## Attendance (continued)

---

To ensure your safety and that of your team, you must provide a Medical Return for Duty from your physician after you are out of work due to being sick or having an off the job injury. Please request the Robins & Morton Medical Return for Duty form from your supervisor and have it completed by your physician prior to returning to work.

Excused absences, late arrivals, or early outs are listed below. **If you have Paid Time Off available to you, it must be used for these items.**

- Having a doctor's excuse
- Death in the immediate family (one's parents, step-parents, siblings, spouse, children, step-children, foster children, in-laws, sibling in-laws, grandparents)
- Jury Duty
- National Guard Duty
- Time off scheduled through your portal and approved by your manager.
- Other special conditions may be considered, subject to conditions and approval of the superintendent.

## Working Hours

---

In our industry, work hours will vary depending on the project, season, or schedule requirements and may change due to work requirements. You will be notified of work hours and any changes that occur.

To ensure clarity, please see the following instructions for what working hours mean at Robins & Morton.

---

Lunch period will be defined by your manager.

---

You are not permitted to work during the lunch period or before/after the workday unless approved by your manager.

---

You must remain in your work area unless authorized by your manager.

---

Managers will allow you time to secure tools, materials, equipment, and make other preparations to leave the work area before the end of your shift.

---



## PROJECT PROCEDURES

Among other procedures mentioned in this guide, we would also like to make note that each project will have specific procedures, rules, and guidelines that must be followed in order to achieve the highest and safest level of productivity. These instructions will be set forth and enforced by project management. Failure to cooperate with these items may be cause for disciplinary action up to and including termination.

### **Please see below for a few actions that could be cause for disciplinary action:**

Removing or attempting to remove tools, materials, or equipment from the jobsite without authorization. Possession of another's property without permission is prohibited.

Insubordination or refusal to obey instructions of your immediate supervisor or other management representative.

Using client facilities (e.g., cafeteria, parking areas, vending machines, bathrooms, break areas, etc.)

Soliciting for collections, memberships, petitions, or any other purpose during work time, excluding break periods or meal times. Personal selling of items (such as shirts, raffles, paycheck poker, tools, food, etc.). Distributing literature or printed matter of any description in the work area. Work area does not include areas in which employees take permitted meal breaks when not working.

Failure to report unsafe conditions or an accident or failure to follow safe work practices or safety rules.

Refusing to work regularly scheduled work-hours including casual overtime, scheduled overtime, or alternate shift assignments.

Violating starting/quitting time procedures established for the project.

Leaving assigned work area without the permission of immediate supervisor or next available level of supervision.

Leaving the construction site during a scheduled shift without permission from immediate supervisor or next available level of supervision.

Littering or contributing to unsanitary or messy conditions.

Violation of safety and health policies and procedures.

### **Tools**

Tools can be issued using a specific procedure on your project. When company tools are issued to you, it is your responsibility to keep and maintain those tools until it is time to return them. These tools should be properly used, maintained and secured while in your possession. Among other disciplinary actions, you may be held financially responsible for lack of proper use, maintenance, and security of these tools. Specific tool requirements will be explained and enforced on a job by job basis.

## DRESS CODE AND PPE REQUIREMENTS

To maintain safety and professionalism, all hourly field team members must follow these guidelines regarding dress code and personal protective equipment (PPE):

### **Clothing**

Durable, work-appropriate pants (jeans or work pants) are required — no shorts, sweatpants, or leggings.

---

Shirts must have sleeves at least 4" in length.

---

High-visibility vests or shirts are required near heavy equipment, for vehicular traffic work, and on most projects.

---

### **Footwear**

Sturdy work boots are required (minimum 6" upper height).

---

No sneakers, sandals, or slip-on shoes.

---

### **Head Protection**

Hard hats must be worn at all times in work areas.

---

Type II Approved Helmets are required for Robins & Morton team members.

---

No metal, cowboy-style, or bump cap hard hats allowed.

---

Hard hats may not be worn backwards unless approved by the manufacturer (e.g. for welding hoods).

---

No painting, altering, or storing items inside hard hats.

---

Only manufacturer-approved liners (e.g. winter liners) permitted — no baseball caps under hard hats.

---

### **Additional PPE**

Safety glasses (ANSI Z87.1) must be worn at all times.

---

Face shields, cutting goggles, or shaded goggles are required for specific tasks (burning, cutting, grinding, etc.).

---

Hearing protection is required when using loud tools or working in high-noise areas.

---

Cut-resistant gloves are required unless documented as creating a greater hazard.

---

**Note:** Tasks must be evaluated for additional PPE needs, such as respirators, with appropriate fit testing and training provided.

Refer to OSM 520 for detailed PPE information.

## SOCIAL MEDIA GUIDELINES

Our careers are important and significant parts of lives. Likewise, we establish friendships with colleagues that extend beyond the workplace. As a result, many aspects of professional and personal lives often overlap, and that includes social media. We recognize this and offer these guidelines to help you navigate posting about our company or identifying yourself as a member of the Robins & Morton team.

**When you identify yourself on social media as a Robins & Morton team member, your online actions reflect on our company, our work, and the Robins & Morton team.**

**ASK YOURSELF** “Are my actions in line with Robins & Morton’s values and the Business Conduct Guide?”

**We value honesty and transparency.**

When you’re posting about our company, or sharing Robins & Morton content, be upfront about the fact that you work for us. However — since only authorized individuals should speak on behalf of the company — be clear that you are expressing your individual experiences and opinions. Write in the first person (“I”).

**ASK YOURSELF** “Is it clear I’m speaking for myself and not for the company?”

**Social media is a place to express our individuality, including our beliefs, opinions, and diverse backgrounds. The Robins & Morton Way encourages us to treat everyone equally and with respect.**

**ASK YOURSELF** “Am I reflecting Robins & Morton’s basic principle of treating others with respect?”

**Content on social media is unfiltered.**

Because we’re not interacting face-to-face, social media can tempt us to post things we would otherwise think twice about saying in a group of people. Remember, what is entertaining to one person may be upsetting to another.

**ASK YOURSELF** “Might others find this content offensive?”

**External social media is not appropriate for communications that should take place within the workplace.**

If you have a workplace concern or issue, you should talk to your supervisor, Human Resources, or call the Speak Up Helpline at 800-795-2702. LinkedIn is best for building your professional network. Other channels, such as Facebook and Instagram, are better for connecting with friends and family. Viva Engage is for sharing information and ideas inside Robins & Morton.

**ASK YOURSELF** “Is this the right platform for my post and am I reaching the right people?”

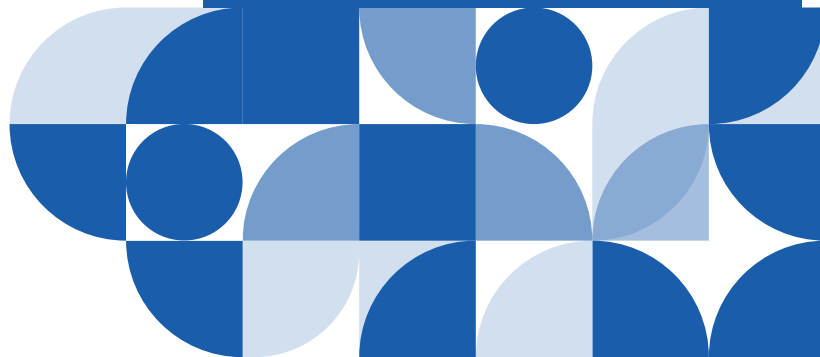
**Always respect the rights and privacy of others.**

You're encouraged to share activities involving your fellow Robins & Morton team members, but check that others are aware of your intentions before you take a photo or shoot video. Be sure they approve of you identifying them in your posts. The same goes for mentioning other companies, including clients and owners. NEVER post images of or identify minors without written permission from a parent or legal guardian. Do not use copyrighted material, even when reposting.

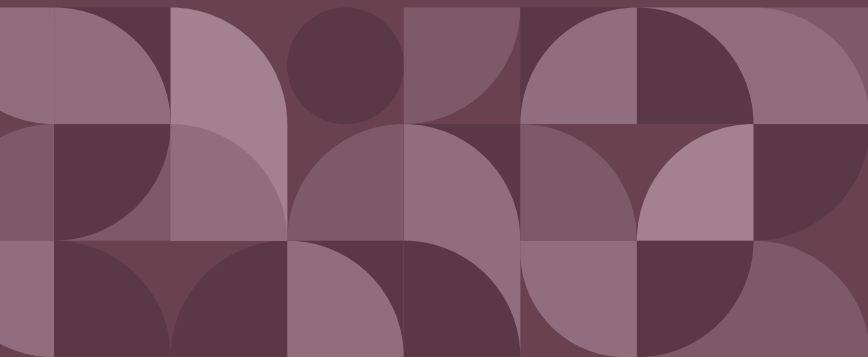
We also ask that you are aware of any ongoing work in the background of your images. Please ensure that there is nothing that could be misconstrued as unsafe.

**ASK YOURSELF** "Do I have permission to use everything in this picture or post on social media?"

As the Personal Conduct section of our Business Conduct Guide states, "We should all take care to conduct ourselves in a way that reflects positively on Robins & Morton whether you're at or away from work." By remembering this — and following the guidelines above — you can protect yourself, the Robins & Morton team and our company.



# Technology



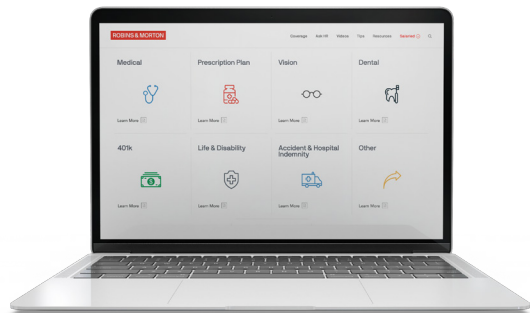


## COMPANY SITES

### Benefit Information

[my.robinsmorton.com](https://my.robinsmorton.com)

This is your “go to” for all things related to HR, Benefits and Wellness. You will find benefits plan details, quick links to providers and job openings. You will also find blogs about benefits, wellness, recruiting, and general HR tips.



### Sage HR and Payroll Portal

[hr.robinsmorton.net](https://hr.robinsmorton.net)

The Sage Portal at [hr.robinsmorton.net](https://hr.robinsmorton.net) allows you to change personal information or make requests without having to contact HR or Payroll.

To the left is a view of the menu bar.

#### Under “Personal” you can

- Update your address
- Change your emergency contacts

#### Under “Time Off” you can

- Request paid time off (PTO)
- View your vacation balance (only time that has already been taken is reflected)

#### Under “Benefits” you can

- View your current benefits
- Elect your benefit options by clicking “Life Events”
- View or update your dependents and beneficiaries

#### Under “Employment” you can

- View your pay stubs by clicking on “Pay History”
- View your compensation

#### Under “My Menu” you can

- Submit electronic forms, including new hire forms, under “HR Forms”
- Sign up for training under “Training for Excellence”

**Remember:** When entering your Social Security Number, include dashes.

*Example:* 000-000-0000

## Sage HR and Payroll Portal (continued)

### To Request Paid Time Off (PTO)

You must request PTO in advance, and approval will be determined by your manager. Service time is calculated cumulatively for this purpose.

To request time off and view your vacation balance, log into the Sage HR Portal and select the "Time Off" tab. From there, you can:

- Click the "Request Time Off" button
- View your vacation hours and balance

### To Enroll in Benefits

1. Click the "Benefits" link on the left side of the screen and then the "Life Events" link.
2. Click the "New Hire-Hourly" link in the middle of the screen.
3. Use the green arrows in the top right corner to navigate through the benefit enrollment screens. When you are finished you must click the radio button next to "I'm finished" and enter your Social Security number and password. You will receive email confirmation that your enrollment is complete.

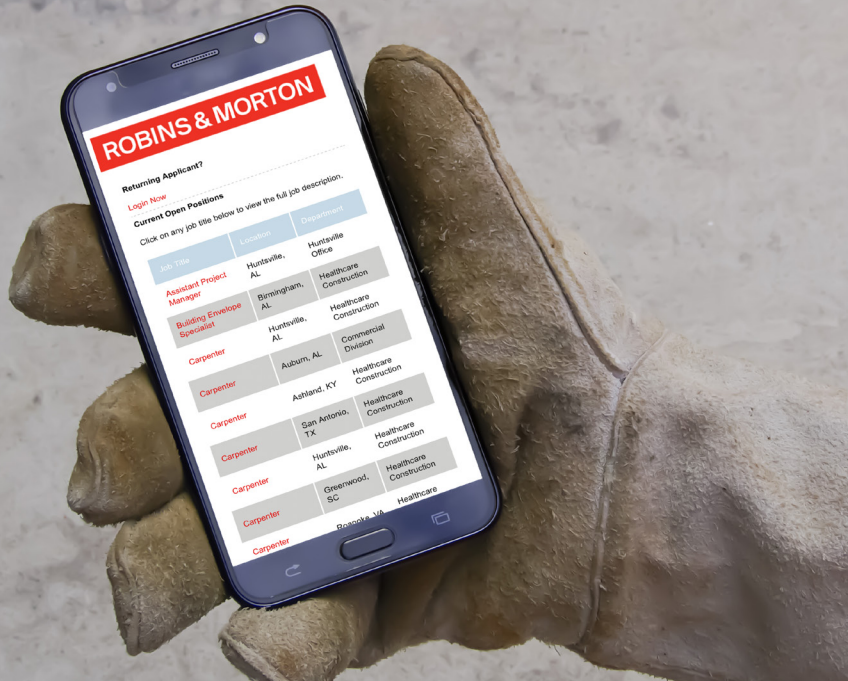
### To View Pay Stubs

1. Click "Employment," then click "Pay History" link on the left side of the screen.
2. Click the "Pay Day" of the pay stub you wish to view.

### To Reset Your Password

1. Click "Username and Password Help" at the bottom of the login page.
2. Enter your Social Security number (with dashes) and your date of birth (with slashes).
3. Click "Save."
4. Enter your security question answer.
5. Click "Save."
6. You will be prompted to enter new login credentials with the following features:
  - at least 10 characters
  - one number
  - one capital letter
  - one symbol

# REFER AND EARN.



1. Check out the current craft team member positions at [robinsmorton.com/careers](https://robinsmorton.com/careers)
2. Have your referral submit their application online, or email their resume to [resumes@robinsmorton.com](mailto:resumes@robinsmorton.com)
3. Email [schandler@robinsmorton.com](mailto:schandler@robinsmorton.com) your referral's name, contact information, and desired position
4. Receive a \$100 incentive for hired team members after 90 days of employment

