

**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.

A stylized, handwritten signature in black ink that reads "B. Morton". The letters are fluid and connected, with a large, sweeping flourish at the end.

Bill Morton  
*Chairman & CEO*

# WELCOME

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.**

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**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.

# Company Information

## Website

You can also 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)

## The Framework

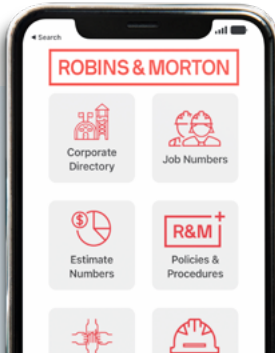


Our weekly company news digest is emailed to all team members with a Robins & Morton email address. Look for this in your mailbox every Monday. The Framework is also available on HUB, our company intranet. In addition, we will also send emails for other important company news and announcements.

## Newscorner

Our company's newsletter is published in both print and digital versions three times a year.

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



## Download the RM Mobile App


Access quick links, Policies and Procedures, corporate directory and more from your mobile device.

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


# Company Policies and Procedures

Formal policies describing how we conduct business can be found in the following places.

## 1 In the top-level Egnyte folder

 [\\_Policies and Procedures](#)

## On HUB (our company intranet)

 [robinsmorton.sharepoint.com/  
operations/policyandprocedures](https://robinsmorton.sharepoint.com/operations/policyandprocedures)



Company Policies and Procedures are named and noted with an icon throughout this book. Please reference them for more information where applicable.

*We have taken great care in crafting our policies as detailed in this Guide and strive to adhere to them in their entirety. However, because we cannot account for every circumstance within these policies, Robins & Morton managers reserve the right to exercise discretion beyond the scope of our policies while still ensuring compliance with applicable federal and state laws, as well as treating our people with the respect and fairness highlighted in our Code of Conduct.*

## QUICK LINKS

### HUB (Intranet)

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


### Benefits Information

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


### Litmos (Training Videos)

 [litmos.robinsandmorton.com](https://litmos.robinsandmorton.com)


### Company Store

 [rmcs.conceptusa.com](https://rmcs.conceptusa.com)


### Concur (Expenses)

 [us2.concursolutions.com](https://us2.concursolutions.com)

### HH2 (Timekeeping)

 [robinsmorton.hh2.com](https://robinsmorton.hh2.com)

### SuccessFactors

 [performancemanager4.  
successfactors.com/sf/home](https://performancemanager4.successfactors.com/sf/home)


### Sage HR & Payroll Portal

*Manage employee and payroll information, enroll in benefits*


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

## HELPLINES


### Accounting Helpline


 205-439-8655

### HR Helpline


 205-803-0102

### IT Helpdesk


 205-803-0108

 [help@robinsmorton.com](mailto:help@robinsmorton.com)


### Marketing Helpline

 205-439-8642


### Payroll Helpline

 205-439-8678


### Safety Helpline

 205-803-0142

### Spanish Helpline

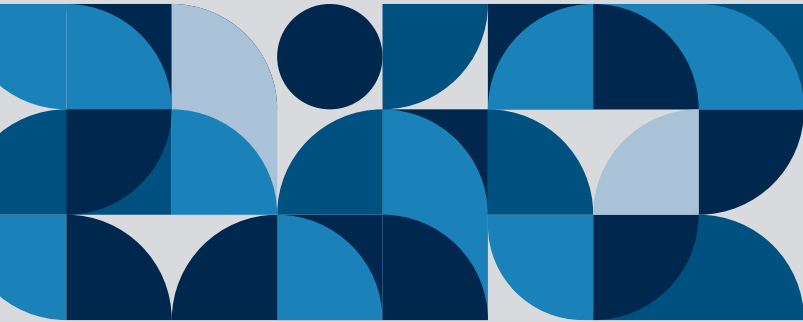
 205-803-0111

### Speak Up Helpline

 800-795-2702

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

# 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

Safety

Client Focused

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.



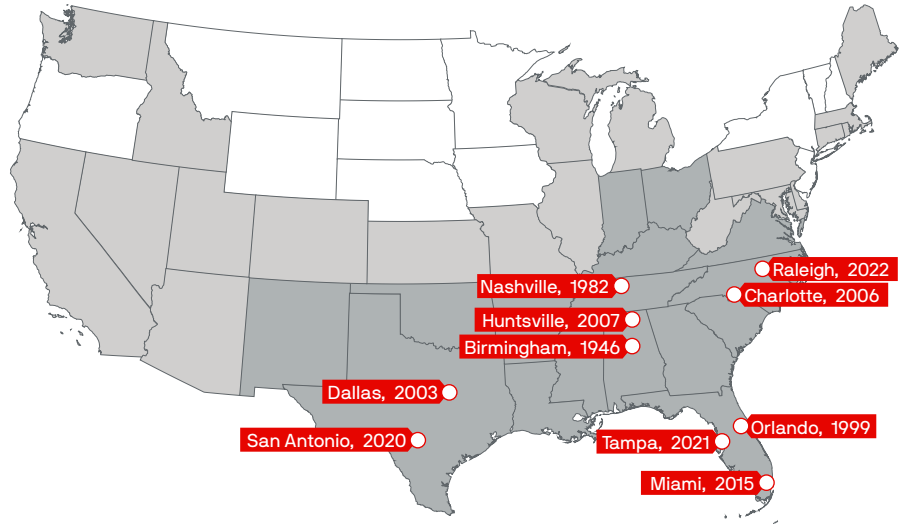
## OUR PEOPLE

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
- States where we have reoccurring projects

### ○ Division office locations:

- |            |             |
|------------|-------------|
| Birmingham | Nashville   |
| Charlotte  | Orlando     |
| Dallas     | Raleigh     |
| Huntsville | San Antonio |
| Miami      | Tampa       |

# OUR HISTORY

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



# 1992

**ROBINS & MORTON**

PEOPLE · PLANNING · PERFORMANCE

The Robins Corporation becomes Robins & Morton

## '85

Barry Morton is named president of The Robins Corporation

## '80

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

## '72

Shelby Hospital renovations mark Robins' entry into the hospital industry

## '53

Barry Morton begins working as Robins Engineering laborer

# 1946

**ROBINS ENGINEERING**



Robins Engineering is formed and completes its first project

## '96

Wayne Gordon named president and CEO

## '90

Robins is ranked #1 general contractor by Modern Healthcare magazine

## '82

Nashville office opens

## '75

Company focus shifts to healthcare

Barry Morton becomes part owner of The Robins Corporation

# 1966

**ROBINS**

Robins Engineering becomes The Robins Corporation

**Modern Healthcare**

**#1 TOP 2010**

**#1 GENERAL CONTRACTORS**

**2010**

**2009**

**2002**

**1999**

**1993**

**1990**





'99

Orlando office opens  
Special Projects division launches

'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

'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®

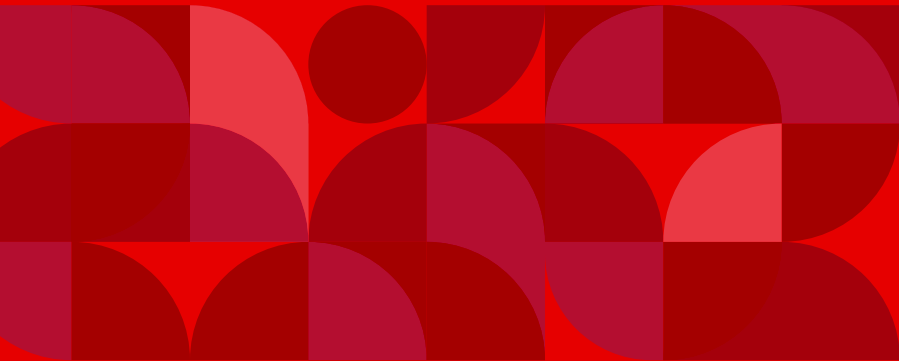
Robins & Morton celebrates 75 years in business

Tampa office opens

'22

Raleigh office opens  
Second Building Forward® Connect event held

# What We Value



# 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.



Join the Safety Review meeting on the second Monday of each month at 1:30 p.m. CST. Contact Kalyn Huguley to be added.



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.

1:30 PM CST  
30 min

**Building Forward  
Spotlight Call**  
Virtual on Teams

Join the Spotlight call at 1:30 p.m. CST on the fourth Monday of each month. Email [buildingforward@robinsmorton.com](mailto:buildingforward@robinsmorton.com) to be added.

## 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.

# Giving With Purpose

Robins & Morton believes in the power of bringing people together. We are committed to strengthening communities wherever we do business.

Visit our website to access the latest Community Impact Report, and find our Corporate Giving Request Form on HUB.

[robinsmorton.com/about/community-impact-report/](https://robinsmorton.com/about/community-impact-report/)

[robinsmorton.sharepoint.com/givingwithpurpose](https://robinsmorton.sharepoint.com/givingwithpurpose)



Our annual Community Impact Report details the care our team members bring to the communities where they live and work.

We encourage team members to connect and tap into shared passions that provide a helping hand and create meaningful opportunities to strengthen individuals and communities.

## 🔍 Identify a Need

Find ways to be involved with your local community to give back. Everything from helping build houses to volunteering at a local food bank. Every little bit helps to make a difference.

## 👥 Recruit a Team

Gather others to participate in making a difference in the community.

## 📸 Share Your Story

We want to amplify how team members are giving back! Post your story and photos to Viva Engage using #GivingwithPurpose to inspire and encourage others.

# Sustainability

[robinsmorton.sharepoint.com/Sustainability](https://robinsmorton.sharepoint.com/Sustainability)

Robins & Morton continues its commitment to triple-bottom-line sustainability, balancing our environmental, social and economic responsibilities and bringing that commitment to every project.

We are committed to protecting and enhancing the natural environment. Since establishment, our company creed has bound us to respect the rights and property of others including our environment. We strive to do our part to maintain conditions which contribute to the protection of human health and our environment.

In 2008, we founded our Sustainability Council and program, focused on balancing environmental, social, and economic requirements of present and future generations. This triple-bottom-line approach to sustainability has helped our company flourish in three key focus areas: Green Building Services, Efficient Operations, and Team Member Engagement.

## Get Involved

Pursue a green accreditation

Champion implementation of sustainability policies

Join in on green challenges

Attend Sustainability Council meetings

Share sustainable practices on Viva Engage (formerly Yammer) using #sustainability

### Green Building Services

- Effectively serving our clients' sustainable building needs, including pursuing green building certifications, while adding value to their investment.
- Continuously improving our green building program to incorporate new strategies to support evolving client preferences.

### Team Member Engagement

- Supporting team members pursuing green accreditations.
- Providing sustainability education and encouraging development of sustainability leaders and champions.

### Efficient Operations

- Identifying opportunities to improve practices, minimize resource use, and decrease unnecessary spending.
- Assisting teams with execution of our Sustainable Operations, Jobsite Waste Management, and Sustainable Jobsites policies to improve environmental efforts and engrain sustainability into our culture.





**CONSTRUCTION PRODUCTS**

[ERSstore.com](https://www.ersstore.com)

ERS is made up of Robins & Morton team members with the goal of contributing to company profitability. ERS was created to serve Robins & Morton and provides rental equipment, specialty supplies and preconstruction services to all company jobsites.

As part of the company, ERS proceeds go towards your 401K.

ERS currently has two locations to serve you in Alabama and Florida. We also drop ship and manage equipment and supply needs in every other region of the U.S. From preconstruction to closeout, ERS has the safety, equipment and technical supplies to keep your projects on time and budget. ERS was designed to meet Robins & Morton project needs and the needs of its trade contractors with over 10,000 stocked items.



## Safety Products and Training

ERS supplies branded and safety-approved hardhats, safety vests, cut resistant gloves, fall protection, infection control equipment and supplies.

The Robins & Morton Safety Directors also coordinate and execute various training classes at both ERS locations for hands on experience.

## Equipment Rental

We provide branded Robins & Morton 20' and 40' Conex containers ready for startup orders and mobilization. Early project coordination of long-term rental needs are to be communicated to ERS for such items as: reach forklifts, backhoes, skid steers, mini excavators, light towers, tamps and survey equipment. We have a well-maintained fleet that we are constantly adding to as needed. Our fleet is serviced through ERS technicians or outside maintenance contracts.



# Your Career



# 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.

## 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).

📞 205-439-8678 Payroll Helpline

## Process & Reporting

📄 AA 120 Paydays

To increase the accuracy of your pay, please use HH2, our electronic timekeeping system. All time for the week should be logged before you leave on Friday. For a refresher on how to use the system, please view the training videos on the Accounting HUB page. Please also see the full Paydays Policy.

🌐 [robinsmorton.hh2.com](http://robinsmorton.hh2.com)

🌐 [robinsmorton.sharepoint.com/accounting](http://robinsmorton.sharepoint.com/accounting)



## REIMBURSEMENTS

### How to be Reimbursed

We offer reimbursement for various job-related expenses upon approval by your manager.

**All reimbursements will be processed via expense reports. Robins & Morton partners with SAP Concur to submit paperless expense reports generated from a phone, tablet or website.**

For further information on what is appropriate to be expensed, refer to the Policies and Procedures under Administration/Accounting. Please contact RM Expense Reports at [expensereports@robinsmorton.com](mailto:expensereports@robinsmorton.com) about being onboarded for Concur.

## SAP Concur

For step-by-step directions on using Concur, please find the Concur QuickStart Guide on the Accounting page on HUB.

[us2.concursolutions.com](https://us2.concursolutions.com)

[robinsmorton.sharepoint.com/accounting](https://robinsmorton.sharepoint.com/accounting)

### Superintendent Truck Allowance

#### AA 055 Expense Reimbursement Truck Allowance

Eligible employees, per the Superintendent Truck Allowance Policy, will be automatically reimbursed monthly for use of a personal truck while on business.

You will also be reimbursed (up to a specified maximum) for gasoline and oil consumed monthly.

If you have to travel on business in excess of 50 miles from your home office, or when driving your personal truck for trips home, you will also receive mileage reimbursement at one-half of the IRS published rate.

Truck allowances are treated as taxable income by the IRS.

Please complete an Expense Reimbursement report on Concur for mileage.

### Automobile Allowance

#### AA 056 Automobile Allowance

Eligible employees, per the Automobile Allowance Policy, who use their personal vehicle for business purposes will automatically receive a monthly allowance to help offset this cost.

You may also receive mileage reimbursement at one-half of the IRS published rate when traveling on business in excess of 50 miles from your home office or for Trips Home (see page 21).

These allowances are treated as taxable income by the IRS.

Please complete an Expense Reimbursement report on Concur for mileage.

## Travel Compensation Policy

### AA 063 Travel Compensation

Eligible employees, per the Travel Compensation Policy, who are willing to travel and work on projects more than 50 miles from their regular place of business and willing to relocate as needed for further assignments will receive weekly travel compensation equal to 20% of base salary.

Travel compensation is considered taxable income by the IRS.

## Trips Home

### AA 062 Trip Home Policy

#### Superintendents and Project Managers

If you own a permanent residence more than 50 miles away from your current project assignment, you will be reimbursed for two (2) trips home per month.

If you do not own a permanent residence, you will be reimbursed for one (1) trip home or to a destination of choice equivalent to a trip home, once every four months not to exceed an amount specified in the Trip Home Policy.

#### Other Salaried Field Positions

You will be reimbursed up to an amount specified in the Trip Home Policy, yearly, for trips home, or to a destination of choice, contingent upon the approval by the manager in charge.

If you receive vehicle/truck allowances, you will be reimbursed at one-half of the IRS published rate.

Please complete an expense report on Concur. Please also ask your manager or view Accounting Policies on HUB for further information.



## BONUSES

In an effort to reward company profitability and individual contributions, you may be eligible for a discretionary performance incentive bonus.

The basis for calculations starts with the amount of an individual's time charged to a particular project with each salaried position weighted differently based on responsibility. All calculations for team members are influenced by project results with adjustments based on an individual's performance/contribution to the outcomes of the project.

We review things like:

- Safety
- Overall project performance
- Job-specific performance
- Attitude
- Customer satisfaction
- Manager's judgement
- Utilization of ERS


### Schedule for Paying Out Bonuses

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- **Projects with a duration of 18 months or less**  
Paid once the project has been final billed and project is "closed out"
- **Projects with a duration of longer than 18 months**  
Interim bonuses will be paid at the manager's discretion
- **Discretionary bonuses for administrative and support roles**  
Generally paid on an annual basis, at year end

## 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://www.401k.com)

### Garnishments

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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.

## YOUR SALARY REVIEW

### AP 120 Salary Review Policy

We want to provide an opportunity for your manager (along with perspectives of other appropriate managers) to review your compensation to ensure that it accurately reflects the level of performance you're achieving. This also provides time to consider if any possible or appropriate promotion opportunities are available to you.

This will typically happen annually, on or about the first week of April. Additional reviews may be conducted semiannually, on or about the first week of October.

Please see our full Salary Review Policy for further details.

## TRANSFER FORMS

When you transfer from one project to another, please be sure that you complete an Employee Transfer Form prior to your transfer. This is a vital action that ensures we have your information correct in our system for various purposes. This form can be found by going to the HUB on the Accounting Page.

[robinsmorton.sharepoint.com/accounting](https://robinsmorton.sharepoint.com/accounting)

## OVERTIME CLASSIFICATIONS

### AP 130 Employee 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.

Each of your jobs is classified as a regular full-time salaried position, guaranteed at least 40 hours of work per week. You are eligible for the full range of employee benefits as long as you continue working full time.

- Some of your jobs are classified as exempt, meaning that you are not subject to federal and state overtime payment for hours worked over 40 in a workweek. Your job duties satisfy the requirements of an applicable, federally-defined exemption test.
- Some of your jobs are classified as non-exempt, meaning that you are subject to federal and state overtime payment for hours worked over 40 in a workweek. Please get your manager's approval prior to working overtime hours.

If your role is non-exempt, you must report all hours worked weekly in HH2, our electronic timekeeping system. If you are unsure about your job classification, please call the HR Helpline and we will be happy to help. We will re-evaluate positions as duties evolve, and we will closely examine the duties of new positions to ensure that we are always in compliance with federal and state requirements.

Please see the full Employee Classifications Policy.

## TIME OFF

### AP 030 Salary Employee Paid Vacation Leave and Holidays

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. While we do maintain the eligibility schedule for vacation, we want all leave needs to be handled in a conversational process with your manager regarding your need as well as those of the job. Your manager will decide on final approval. Please see below and also reference our full Paid Vacation Leave and Holidays Policy for full details.

## Holidays

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We offer paid leave for specified holidays during the year. Please see below for further details:

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**
- **Two floating holidays** to celebrate birthdays or other days of importance that may not be captured in the company holiday schedule

## Paid Vacation Leave


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Vacation is allocated on an annual basis, instead of being accrued over time. Any vacation not taken by December 31 will be lost and will not roll over to the following year. You will need to request this in advance and approval will be decided by your manager. For this purpose, service is calculated cumulatively. To request vacation, please go to [hr.robinsmorton.net](http://hr.robinsmorton.net) and complete a time off request. **Please note that the eligibility schedule that follows is regarding vacation leave only.**

**0 to 9 years of service**  
3 weeks paid vacation leave

**10+ years of service**  
4 weeks paid vacation leave

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



## Military Leave

Veterans and active members of the military gain invaluable leadership skills during their service, and these skills are foundational to success in the construction industry. We value that experience and want to help you translate it to a career that provides growth and stability, and helps you continue making a difference.

As you make the transition from military to civilian, we recognize your desire to remain a part of something bigger than yourself because it's in us, too. Our teams work collaboratively as a unit, strive to make a lasting difference, and are true to their calling and their values.

Our ability to serve you comes from the resources we provide, guided by in-house veterans. With a veteran hiring rate above the national average, Robins & Morton provides a welcoming environment to servicepeople and has company programs intended for your career advancement. From unique career paths and positions that recognize years of military service to a Veterans Mentorship Program that pairs seasoned team members with new hires, we're honored to be the company where many servicepeople choose to begin a new journey and become a True Builder®.

### **Veteran benefits and recognition programs include:**

Career paths that recognize years of military service

Veterans Mentorship Program

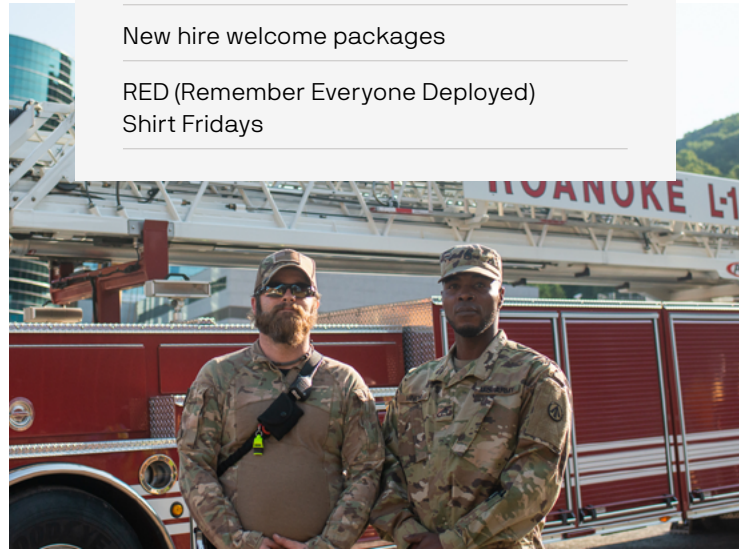
Paid time off on Veterans Day

Paid time off for military training

Paid travel to your base location, if needed

New hire welcome packages


RED (Remember Everyone Deployed)  
Shirt Fridays



## Other Leave Needs

We do not have any guidelines for sick leave, bereavement leave, or jury duty leave. We understand that illness is out of your control and we want you to take the time necessary to get better. **For all leave that is not vacation, notify your manager ahead of your absence and make arrangements to cover your job responsibilities if at all possible.** Approval will be up to the discretion of your manager.

**If you are out for more than four days due to an illness, please call the HR Helpline to discuss other options, such as Short Term or Long Term Disability, Maternity or Paternity Leave, or FMLA.**

 205-803-0102 HR Helpline

### Short Term Disability

Robins & Morton has fully paid for your enrollment, if you are eligible, for Short Term Disability Insurance. This will pay 100% of your base salary for days 6-90 of your disability.

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

### Long Term Disability

Robins & Morton also offers to pay 100% for this coverage which begins if your disability lasts beyond the 90 days covered by Short Term Disability, and covers up to 60% of your monthly covered earnings.

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


### Parental Leave

#### AP 160 Parental Leave

Whether you need time off due to the birth of a child or the placement of a child in connection with adoption, we are here to support you.

We provide paid time off for up to 8 weeks of postpartum leave for the birthing parent and up to 2 consecutive weeks of paid parental leave for the spouse or partner. An additional 10 days of Parental Leave may be used intermittently, 30 days after any consecutive leave has been taken, for the birthing parent, or spouse or partner of the birthing parent. This will run concurrently with Family and Medical Leave Act and Short Term Disability, as applicable.

To be eligible, you must be a full-time salaried employee with 6 or more months of service. **Please complete a Parental & Postpartum Leave Form on the Sage HR & Payroll Portal.**

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

### Let's Keep in Touch

While you're out on leave, we will check in with you periodically to see how we can further support your transition into parenthood and ensure you can easily enact any changes to benefits.

## Other Leave Needs (continued)

### Family & 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.

#### Military Caregiver Leave

To care for spouse, child or 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*

For Military Caregiver Leave, if you and your spouse both work for the company you will receive a total of 26 workweeks off between the two of you.

#### 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*

For the above types of leave, if you and your spouse both work for the company you will receive a total of 12 workweeks off between the two of you.

## 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 vacation leave.
- 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

### AP 070 - Family & Medical Leave Policy

If your leave was due to your own medical condition, to confirm your safety upon return to work you will need to provide written certification from your health care provider that you are able to resume your duties.

Please refer to the full FMLA Policy for additional information and for forms you will need.

## LEARNING AND DEVELOPMENT

Over 20 years ago, Robins & Morton founded the Training for Excellence program to ensure professional development remained a top priority. Designed to provide professional and personal growth to every level of the company, the learning opportunities allow us to have the best trained individuals in the construction industry.

Some of what we do includes:

- Distribute a catalog of over 100 training classes
- Hold learning development classes at over 15 different locations
- Cover subjects such as safety, sustainability, technology, communication, leadership, technical skill development and more

You are not required to attend trainings, but we hope to provide valuable opportunities that encourage you to come and learn. We ask that you please confirm with your manager prior to planning a training out of the office or jobsite.

**SAP Litmos** 

To register for learning opportunities visit

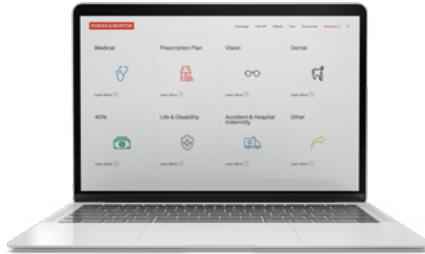
 [litmos.robinsandmorton.com](https://litmos.robinsandmorton.com)

 205-803-0146 Learning & Career Development Specialist

# 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](http://my.robinsmorton.com).

- Medical insurance
- Prescription drug insurance
- Dental insurance
- Vision insurance
- 401k
- Disability insurance: short term, long term, accident, indemnity
- Life insurance: basic life & AD&D insurance, optional life & AD&D options
- Employee Assistance Program
- Employee Referral Bonus
- GRAIL Early Cancer Detection
- Virta Diabetes Health



- Telemedicine
- \$150 Company Store Credit
- Pet Insurance
- GI Thrive Gut Health
- Care.com Membership
- Hinge Health Virtual Physical Therapy

Salary Service Awards for your hard work and dedication. These are given out as follows:



|                |          |
|----------------|----------|
| 10 years ..... | \$10,000 |
| 20 years ..... | \$20,000 |
| 30 years ..... | \$30,000 |
| 40 years ..... | \$40,000 |
| 50 years ..... | \$50,000 |

## Enrollment

You have 30 days from your eligibility (hire) 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 Salary Benefits Guide by going to [my.robinsmorton.com](http://my.robinsmorton.com), or call the HR Helpline and ask for the Benefits Coordinator.

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

205-803-0102 HR Helpline

# PERFORMANCE MANAGEMENT AND CAREER DEVELOPMENT

We believe in the development of all employees by encouraging consistent one-on-one employee and manager conversations. To help guide and streamline these discussions of performance and expectations, we utilize SAP SuccessFactors as a tool. SuccessFactors allows you to access the system through a single sign-on and download the mobile app for ease of use from the office to the field. From your profile, you can measure individual employee contributions utilizing a performance review, which include:

- Self-assessment and manager assessment ratings
- Core principles
- Job specific competencies (how you work)
- Personal objectives (what you are working on)


To access your SuccessFactors profile, visit the Human Resources page on HUB.

For questions regarding SuccessFactors, or to discuss your career development needs, please contact the Learning & Career Development Specialist.

[robinsmorton.sharepoint.com/HumanResources](https://robinsmorton.sharepoint.com/HumanResources)

205-803-0146 Learning & Career Development Specialist



 **AP 140 - Salary Employee Separation**

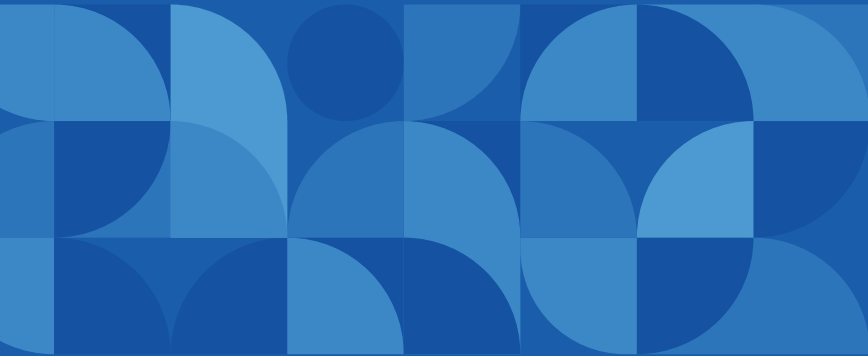
 **AP 210 Employee Record Retention Policy**

## ***If Your Employment Should End***

We hope for a long-term, mutually successful employment relationship with you, but we understand there are reasons which may require the employment relationship to end. For information on this process, please see our full Salary Employee Separation Policy.

We will maintain your personnel records in segregated files for the length of time required by federal and state law. We will review and ensure that records are properly destroyed after the retention date has passed. Please see the full Employee Record Retention Policy for details.

# Your Work Environment



## DRESS FOR SUCCESS

We rely on our relationships with clients to maintain current and obtain future projects. Therefore, as the face of Robins & Morton, we need your help to maintain an efficient, orderly and professionally operated organization. One step towards maintaining this environment includes how we present ourselves.

### Appropriate

- ✓ Khakis or corduroys
- ✓ Dress pants
- ✓ Jeans (clean and free of rips, tears and fraying; not excessively tight or revealing)
- ✓ Polo collar knit or golf shirts
- ✓ Oxford shirts
- ✓ Company logo wear
- ✓ Blazers or sport coats
- ✓ Jackets or sweaters

### Inappropriate

- ✗ Sweatpants or leggings
- ✗ Shorts, low-rise or hip-hugger pants
- ✗ Shirts with writing (other than Robins & Morton logo)
- ✗ T-shirts or sweatshirts
- ✗ Sleeveless blouses or shirts
- ✗ Exercise wear
- ✗ Hats of any kind non-safety related
- ✗ Flip flops or similar

## OUR CODE OF CONDUCT

### Ethics, Honesty, Integrity

#### AP 190 Code of Conduct

Our Creed points out exactly what we feel our responsibilities are to each and every person that our business affects. We require ethical business conduct from all levels of the Robins & Morton team. Honesty and integrity are the basic principles of our Code of Conduct. We must all hold ourselves to the highest standards, and maintain an open and transparent environment, and together we will positively affect all who are touched by our company.







## 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.


 **AP 010a EEO Policy Acknowledgment Form**

 **AP 010b Affirmative Action Program for Individuals with Disabilities**

 **AP 010c Affirmative Action Plan for Protected Veterans**


 **AP 170 ADA Policy**

 **205-803-0102 HR Helpline**

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

## 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**



# AN ENVIRONMENT OF RESPECT

## AP 015 - Anti-Harassment and Abusive Conduct Policy

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.

 [Business Conduct Guide](#)

## KEEPING IT CLEAN

### AP 065 Background Check Policy

### AP 180 Drug 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. We expect you to keep us informed if your status on either your background check or drug screening should change during your employment.

We have completed background checks on all salaried employees prior to their employment. Under business or client-related circumstances, salaried team members may also be required to submit to a pre-employment drug screen.

In order to ensure your ongoing safety, you may also be randomly drug tested any number of times

in any given 12-month period. We will also conduct random unannounced screenings at jobsites, annually, to include trade contractor employees.

If you are involved in an incident resulting in injury, near-miss or damage to company property, you will undergo an alcohol screening within two hours and a controlled substance screening within 32 hours of the incident.

If you are undergoing counseling, a rehabilitation program, or suspended for abuse of substances, you will be subjected to unannounced testing following your return to duty. This will be at the frequency listed in the Probation Agreement or as scheduled by the Substance Abuse Professional.

For further details, please see the Background Check or Drug and Alcohol Policy.

## 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 include 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?”

We encourage everyone to conduct themselves in a way that reflects Robins & Morton’s values of integrity, safety, client focused, and excellence. The guidelines listed above will help you protect yourself, your Robins & Morton team members, and our business partners.

# Travel



With Robins & Morton you have the opportunity to travel to numerous locations across the U.S. Whether you're traveling to be a part of a team on a new project, or you're making a trip to provide support to an existing project site, we want you to enjoy the journey. The items in this section describe the reimbursements and allowances available to you.

# RELOCATION

## AA 070 Relocation Policy

We are excited to have you travel with us and gain new experiences while building relationships along the way. We understand that relocating you and your family in a safe and efficient manner is incredibly important. As a member of the Robins & Morton team, we want to provide quality support and guidance through every step of your relocation process. Therefore, we provide you with a Relocation Specialist to help make the adventure a smooth one.

### Relocation Specialist

**When to contact:** As soon as you receive your project/office assignment.

**What do they help with:** Finding the most efficient plan for your actual physical move. This may be use of a reimbursable service such as a U-Haul, a local moving company for intrastate locations or reaching out to a national van line for more substantial or interstate relocations.

In addition, they will help with finding neighborhoods, utility providers, school zones, restaurants, activities, home location in reference to the jobsite, and more.

**How to contact:** Email [schandler@robinsmorton.com](mailto:schandler@robinsmorton.com)

**What happens when you contact:** The Specialist will ask you questions or have you complete a Relocation Questionnaire to gather information.

### Relocation Reimbursement


Upon approval from your manager, we will reimburse you for all reasonable expenses incurred as a result of your move.

If you choose to rent a truck or trailer to relocate, expenses will be reimbursed at cost, to include: truck or trailer rental; purchase of trailer hitch, fuel, temporary labor for loading and unloading, boxes, tape and other packing materials.

You may also be reimbursed for certain household goods, travel expenses, temporary lodging, mileage and lease penalty. For further details on each category, please ask your manager.

You should submit for your reimbursements through Concur. For instructions, please find the Concur QuickStart Guide on HUB.

Please see the full Relocation Policy for details.

 [Concur QuickStart Guide](#)

## Temporary Assignment

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### **AA 065 Out-of-Town Expense Reimbursement/ Temporary Assignment**

If you are traveling for the company or assigned to a project for less than two months and farther than 50 miles from your regular place of business you will receive expense reimbursements as listed. Please submit an expense report on Concur.

- Cost of reasonably priced lodging
- Travel mileage per mileage policy
- Relocation expenses not reimbursable
- Business travel in personal vehicles, at the allowable published IRS rate

Please submit expenses monthly to your manager on the Employee Expense Report.

Please see the full Temporary Assignment Policy for details.

## BUSINESS TRAVEL

### Hotel Rates and Reservations

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#### **AA 090 Hotel Rates and Reservations**

Please ask for corporate rates when making reservations or at check-in. Please be mindful of the prices of lodging. If you are unsure of whether it's appropriate, please ask your manager. See the HUB Travel page for a list of hotels we have corporate rates with. Please reference our full Hotel Rates and Reservations Policy as well as the Travel page on HUB for further details.

 [robinsmorton.sharepoint.com/travel](https://robinsmorton.sharepoint.com/travel)

### Travel and Transportation

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#### **AA 075 Expense Reimbursement Travel and Transportation**


If you use your personal vehicle for travel on company business, we will reimburse you at the allowable published IRS rate.

You will also be reimbursed for all commercial transportation used on company business.

Meals during overnight business trips will be reimbursed at the allowable published IRS rate.

Please submit for reimbursement using Concur.

Please see the full Travel and Transportation Policy for further details.

 [us2.concursolutions.com](https://us2.concursolutions.com)

## Automobile Rental

### AA 085 Automobile Rental

Robins & Morton has negotiated rental car rates with National/Enterprise and Hertz. To get these rates, book through Concur or sign-up for an account with National and/or Hertz. A midsize or equivalent car should be booked. Please sign the corporate name (The Robins & Morton Group) first, followed by your name when renting a vehicle. Please refer to the full Automobile Rental Policy for insurance coverage and other information.

## How to Book in Concur

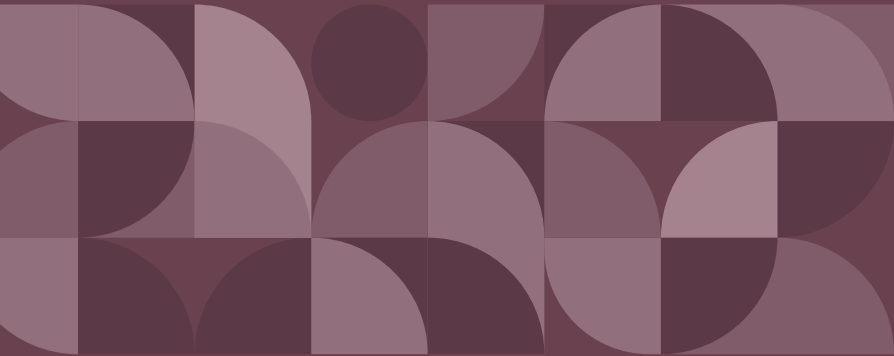
1. Once your travel profile is added to Concur, confirm that your name and birthday are as they appear on your ID. Click Profile, then Personal Information.
2. To book a flight, you will need a cost code from your manager. Hotels and rental cars require a personal credit card.
3. Robins & Morton discounted rates for hotels and rental cars are in Concur and will say “Preferred” or “Most Preferred.” You may find lower rates elsewhere.
4. You can add travel reward programs (Delta SkyMiles, Hilton, Emerald Club, etc.) to your Concur profile to earn rewards towards your account(s). Go to Profile, Personal Information, Frequent-Traveler Programs. Robins & Morton will also earn rewards that are used for employee incentives!

**Note:** Concur’s search engine will show the distance from the hotel to your destination. Regional offices are under “Company Location” or enter the jobsite or destination address. The Tripsource logo indicates the booking is through [booking.com](https://www.booking.com) or similar website and may not be eligible for rewards or cancellations.





# Technology



## TECHNOLOGY USE AND SUPPORT


### AO 050 Computer, Internet and Other Info System Usage

We strive to provide you with the up-to-date technology you need to effectively do your job. If you have any questions regarding appropriate usage of company equipment, please ask your manager.

**Please note that Robins & Morton does have the right to search your company-provided equipment. Activities conducted using company equipment are not private. Please see the full Computer, Internet and Other Information System Usage Policy for further details.**


### Computer Login and Password

You will receive this information via your personal email prior to your start date or you can call the IT Helpdesk.

 205-803-0108 IT Helpdesk

### Email/Office 365

Email/Office 365 is a cloud based support of our Microsoft Office Products that complements our PC installed products. These products offer more portable and flexible options in and out of the office throughout our PCs, laptops, phones and tablets.


 [Outlook.office365.com](https://Outlook.office365.com)

### Citrix

Citrix provides a desktop portal that securely connects users in the field to the Birmingham servers. To log in to Citrix, go to [connect.robinsmorton.net](https://connect.robinsmorton.net) and use your computer login as your username and password.

When you go to the site, it will upgrade the Citrix receiver. Just say no to Single Sign On. It may take a minute to do the initial setup; don't disconnect.

After you are connected, launch "My Desktops."

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


### Document Locations

Your manager can request access to folders for you through a HelpDesk ticket.

**Z: Egnyte** – The Robins & Morton solution for Cloud Storage. Egnyte allows team members to access their data from anywhere.

**F: Drive** – Estimating and Preconstruction

**T: Drive** – Accounting

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

## VIRTUAL DESIGN & CONSTRUCTION (VDC)

Our culture of continuous improvement and education is perhaps best illustrated by how we use tools that improve the efficiency of our project delivery, reduce errors, increase the accuracy of our estimates and enhance visualizations. But most importantly, we use technology that makes sense and adds value to our projects. From preconstruction to closeout, we utilize technology to support communication, project management, quality and safety, allowing for seamless transitions between each phase.



Below are some specific examples of how we're using technology to continuously improve and remain competitive in the construction industry.

- 3D Virtual Mockups
- 3D Clash Detection and Conflict
- Resolution
- 4D Scheduling
- Laser Scanning
- Project Imaging
- Project Management Software
- Drone

If you are interested in becoming FAA certified to fly a drone on your project, you can reach out to a VDC team member. We provide resources to help you study and pass the certified exam. To learn more about certification, please reach out to Scott Strength at 334-651-1525 or [ssstrength@robinsmorton.com](mailto:ssstrength@robinsmorton.com).



## JOBSITE ENGAGEMENT TEAM (JET)

To continuously improve our internal technology services, Robins & Morton's IT department created a Jobsite Engagement Team to set up and break down all jobsite technology equipment and provide continuous onsite field support.

This process begins with an estimate of technology equipment and services during the preconstruction phase, allowing us to provide you with a proactive, efficient and accurate strategy for selecting your technology equipment.

[jet@robinsmorton.com](mailto:jet@robinsmorton.com)

# JET

## MOBILE PHONES

### AA 025 Mobile Phone Usage

In some cases, you may need a mobile phone for business use. Please feel free to communicate with your manager in charge if you feel that you may need one and they will decide whether providing a mobile phone, or use of a personal mobile phone, with expense reimbursement is approved.

Please continue communications with your manager regarding appropriate mobile phone usage, if one is provided, as well as the expense reimbursement process. Please also see the full Mobile Phone Usage Policy.

## DESK PHONES

### AA 020 Telephone - Long Distance Charges

For our desk phone system we utilize Ring Central. If you work in a home or division office, and you need to make a call to someone externally, please dial area code + the number, example 205-803-0180.

If you need to make a call to someone internally, dial their 4-digit extension.

Please see the full Telephone Policy.

## EMAIL SIGNATURE

When you send an email from your Robins & Morton Outlook account, the system will automatically generate an email signature based on the information in your HR profile. This helps ensure consistency with our brand standards. Please make sure your profile information, including contact numbers, is up to date. To avoid a double signature, please turn off any signatures in your company Outlook account.

Please note that when you draft an email, the signature **will not be visible**, but will be generated when you send a message or a reply/forward.

Reply signatures will be automatically generated with appropriate contact numbers. The links to digital platforms will not be included in the reply email.

**ROBINS & MORTON**

First & Last Name  
Job Title

D 000-000-0000 C 000-000-00000  
000 Office Address Blvd. City, ST 00000

**Building With Purpose**

f in

Email signature

First & Last Name  
Job Title

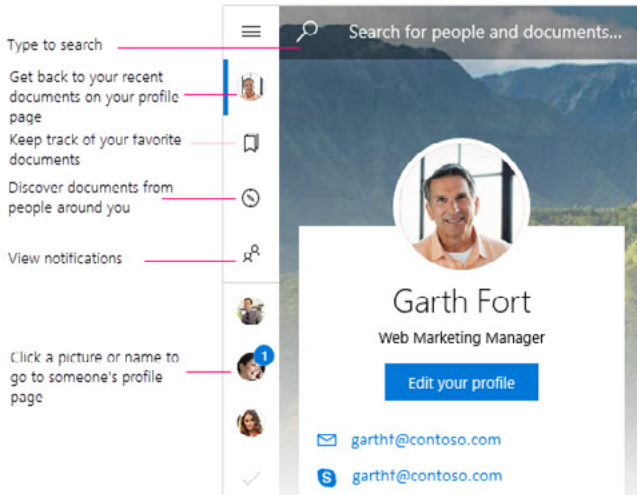
D 000-000-0000 C 000-000-00000  
**ROBINS & MORTON**

Reply email signature

## YOUR HEADSHOT

This photo will display on your email account and in the employee directory. Once you log on to your Office365 account, you will open the Delve application. Click on “Me” on the left-hand side. Click on the camera icon and upload a professional photo.

[delve.office.com](https://delve.office.com)



## COMPANY SITES

### HUB

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

HUB is your essential intranet portal connecting you to every department within the company. HUB's homepage provides you with the latest in corporate news and upcoming events.

### Company Store

[rmcs.conceptusa.com](https://rmcs.conceptusa.com)

You can find branded apparel and merchandise at the online company store. To create an account, select the “My Account” button on the top right corner of the screen and enter all required information. Ask your supervisor for information on how to expense items.

### 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 vendors 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 HR and Payroll 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. Instructions on how to set up your account can be found on HUB.

To the left is a view of the menu bar.

### Under “Personal” you can

- Update your address
- Change your emergency contacts
- Update your beneficiaries
- Make vacation requests by clicking “Time Off”

### Under “Benefits” you can

- Elect your benefit options by clicking “Life Events”
- View your current benefits

### Under “Employment” you can

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

### Under “My Menu” you can

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

### To Request Vacation

1. Click the “Time Off” link on the left side of the screen.
2. On this screen, you will be able to view your available vacation time as well as time taken. To request vacation, click the “NEW” tab.
3. Enter information about requested vacation time.

**Please do not use this for Holiday Leave, only Vacation Leave and floating holidays. Please view the Holiday schedule on HUB.**

### 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.

## Sage HR and Payroll Portal (continued)

### To View Pay Stubs

1. Click “Employment” then click “Pay History” link on the left side of the screen.
2. Click view next to the week of the pay stub you wish to view.

### To Enroll in Benefits

1. Click the “Life Events” link on the left side of the screen.
2. Click the “New Hire-Salary” 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.

## COMPUTER APPLICATIONS

In order to live up to the collaborative team environment that we encourage, you have access to many of the apps on Office365. These apps allow you to collaborate on different ideas, share best practices and foster an environment for our employees to develop a productive work ethic. You can access all of these applications by going to HUB and clicking on the waffle icon in the top left.

### Teams

A chat-based workspace that integrates people, content and tools into a single platform.

### Viva Engage (formerly Yammer)

An Enterprise Social Network that supports company-wide conversations, collaboration and networking.

### SharePoint

An enterprise content management platform that allows team members to manage content with centralized workflows.

### Delve

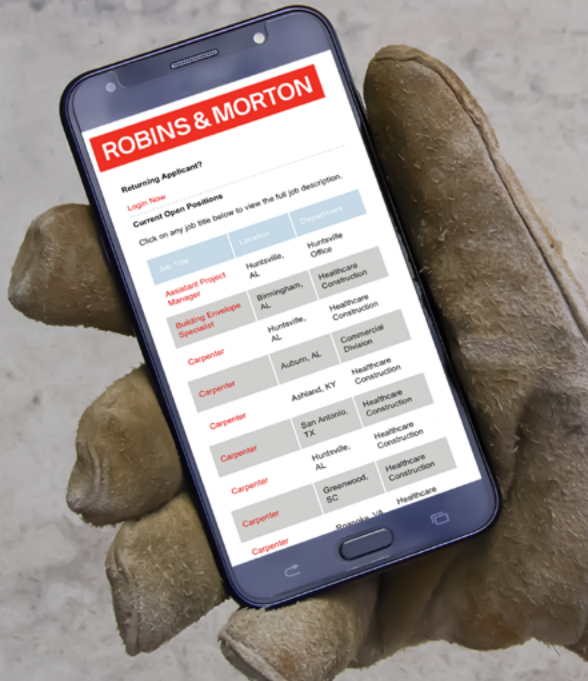
A data visualization and discovery tool that surfaces personalized content, and has a powerful search functionality.

### Outlook

Office365’s solution to manage email and appointment calendar.

# REFER AND EARN.

If you know anyone who would be a great addition to the Robins & Morton family, submit their information to [lswack@robinsmorton.com](mailto:lswack@robinsmorton.com). If your referral is hired, you will be eligible for the coordinating referral fee.



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## \$8,000

- Senior Superintendent
- Senior Project Manager
- Senior Precon Manager
- Division Safety Director

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## \$6,000

- Superintendent
- Project Manager
- Senior Precon Estimator
- Precon Manager
- Division Safety Manager

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## \$5,000

- Field Superintendent
- Senior Safety Manager
- Craft Superintendent
- Precon Estimator
- MEP Manager
- Scheduler

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## \$3,000

- Field Safety Manager
- Assistant Superintendent
- Assistant Precon Estimator
- Assistant Project Manager

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## \$2,000

- Project Engineer
- Precon Engineer
- Safety Engineer
- Construction Engineer

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## \$1,000

- All salaried positions not listed in another tier