**INCLEMENT WEATHER POLICY**

Piedmont Service Group (PSG) values all of our employees and we want them to travel safety to and from work. So we have established some guidelines in this program to help during bad weather conditions. All those who drive a company vehicle are expected to follow these guidelines.

**POLICY**

PSG will make reasonable effort to maintain normal work hours even during inclement weather.

**PROVISIONS**

Prior to normal starting time when it is announced that federal government offices will be closed due to inclement weather, the PSG office will be closed. For example, a state of emergency is declared. All full-time employees will be paid for such time off. Part-time employees will only be paid if normally scheduled to work that day and only for those hours which the employee would normally work. These guidelines apply to the area your office is located. For example, Richmond VA may shut down on account of a snow storm, where as Raleigh NC is unaffected. One office shutting down does not automatically close all the offices. This decision will be made by the General Manager or whom he designates.

When the federal government announces that a liberal leave policy is in effect, the PSG office will be open and all employees will be expected to make reasonable efforts to get to work. Employees unable to arrive for work on any such day will be charged one day of PTO. If no vacation time is available, the nonexempt employee will not be paid for the day. All employees who are unable to report to work should call their supervisor and report their absence prior to the start of their work day, if they are able to reach a phone, or it may be considered an unexcused absence. This provision is made so you can use wisdom and good judgement as to your abilities and road conditions.

Time absent from work under the conditions mentioned above shall not be counted as hours worked when computing weekly overtime.

If inclement weather occurs on a federal holiday not generally observed by PSG, and PSG employees are therefore at work, PSG will make its own decision concerning early closing on that day.

On days when weather conditions worsen as the day progresses, PSG may decide to close early. In such cases, a decision and an announcement will be made at your office and the employees will be notified. Employees will be expected to remain at work until the appointed closing time, unless they feel it would be putting themselves at risk, or unless they receive permission from their supervisor to do otherwise.

**CONCLUSION**

This policy does not cover every situation that may be encountered but provides some basic guidelines. The General Managers and Service Mangers will continue to monitor their areas and make the call when the vehicles need to be parked. In some cases the decision may be to have a partial shutdown or avoid certain areas. The objective of this policy is to protect our employees and also protect the company's assets and reduce unnecessary liability.