

## STANDARD OPERATING PROCEDURES

### Office Hours

We offer flexible core hours of 9:00am - 4:00pm, Monday through Friday, based on a minimum forty (40) hour work week. This allows our team to adjust their schedules according to their personal responsibilities, commitments and lifestyles.

### Dress Code

Monday through Thursday      Business casual  
Friday      Casual

### Pay Procedures

Paydays occur semi-monthly, on the 15th day and last day of each month. We offer direct deposit to all employees and online access to personal payroll records.

## PROFIT SHARING

### 401K Plan

All salaried employees are eligible to participate in the firm's 401K Plan after six (6) months of employment. Financial advisors are also available to speak with all employees regarding their specific retirement accounts.

### Bonuses

Based on the firm's profitability for the calendar year, employees may receive a year end cash bonus.

### Incentive Compensation/ Profit Sharing Program

Associate level and above employees are eligible for selection by firm owners to participate in the Incentive Compensation/Profit Sharing Program. This program is considered a first step towards potential ownership in the firm.



## PAID TIME OFF

### Vacation

Full-time, salaried employees earn vacation time on an accrual basis from January 1 through December 31 each year. A total of forty (40) unused hours may roll over from calendar year to calendar year.

First 36 months of employment	80 hours/ year
37 to 120 months of employment	120 hours/ year
121 months and above	160 hours/ year

### Personal/Sick Days

Full-time, salaried employees are allotted up to forty (40) hours per calendar year for illness, personal appointments or family commitments.

### Compensatory Time

Up to four (4) hours per week may be used as comp time for each hour over forty-four (44) hours worked in the same or following work week.

### Holidays

C DESIGN closes the office in observance of the following seven (7) holidays: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day

## HEALTH BENEFITS

### Medical/Dental/Vision Insurance

Full-time, salaried employees are eligible for medical, dental and vision insurance on the first day of the month following sixty (60) days of employment. Recognizing the importance of healthcare to our employees and their families, C DESIGN pays the majority of the costs for employee and family health insurance.

The following is the current employee contribution per semi-monthly pay period:

Employee	\$40
Employee w/ spouse	\$115
Employee w/ children	\$125
Employee w/ family	\$225

### Life/Short-Term/Long-Term Disability Insurance

Full-time salaried employees are eligible for this 100% company-paid insurance beginning on the first day of the month following 60 days of employment.

Our vision at C DESIGN is to be a national leader in the design profession known for delivering excellent service, creative solutions and superior value to our clients through a partnership that exceeds expectations.



## PROFESSIONAL & PERSONAL DEVELOPMENT

### Performance Reviews

C DESIGN holds an annual performance review with each employee to establish and evaluate professional and personal goals and compensation. An informal mid-year discussion of goal progress and performance is also held to encourage and recognize growth.

### Continuing Education

All full-time employees are allotted \$300 per calendar year for professional courses and continuing education. Once Associate level is reached, this allotment increases to \$400 per year.

### Registration or Accreditation

C DESIGN pays for successful completion of professional licensing exams for Architecture (ARE), Interior Design (NCIDQ), and LEED Accreditation with paid time off for exam days.

### Wellness Reimbursement Program

C DESIGN will reimburse all full-time employees up to \$120 per calendar year for fees associated with fitness club memberships, personal trainers, wellness classes and approved fitness related activities such as triathlons, marathons and other competitions. A minimum of six (6) months of service is required.

## C DESIGN CULTURE

### Philanthropy Focus

At C DESIGN, giving back to the community is not only encouraged but tied to our company policy, performance appraisals and firm goals. Volunteerism and community involvement are integral parts of the C DESIGN culture. We feel it's an important part of what we do and a reflection of who we are.

- The firm supports participation in organizations that benefits employees both professionally and personally.
- Select volunteer activities are permitted during paid work hours.
- Group outings are planned each year for company-wide volunteer events.

### Comaraderie

Every employee is valuable and special to the firm. We encourage a friendly team atmosphere with opportunities to get together outside of work with coworkers and even family members. We gather throughout the year in a number of ways, some more formal, others more impromptu.

The following are a few examples:

- Weekly team meetings
- Monthly employee birthday socials
- Monthly design presentations & best practice lectures
- Team-building excursions
- Seasonal family outings
- Year end holiday party
- C DESIGN anniversary celebrations
- Celebratory activities recognizing firm or individual accomplishments

