



Welcome to the MCON Group of Growing Companies:

EMPLOYEE HANDBOOK:

Our Employee Handbook is packed with valuable insights and resources to empower you on your journey with us. Think of it as a roadmap to success.

Kimber Powell | Director, Human Resources

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You can find the employee book and more at <https://mconmgmt.com/employee-portal/>  
password: mcon123





## BENEFITS:

Our comprehensive benefits include medical, dental, and vision plans to support your well-being. To ensure there is no gap in your coverage, your benefits with us will begin on the first day of the month following your first month of employment.

Upon your hire, you will receive an email from GBS / Employee Navigator inviting you to sign up for benefits. Please check junk email if you do not receive these emails. You **MUST** complete enrollment before the end of your eligibility period, which is the month in which you were hired. If you choose not to enroll at this time, benefits will remain available to you as an MCON employee should you decide to opt in later following a life event or at open enrollment.

*Please note that new babies/children will need to be added in the system within 30 days of birth/adoption, etc.*

Please reach out to Kimber in HR if you have any questions regarding benefits and the enrollment process or do not receive an email from Employee Navigator regarding your enrollment.

*Full Time Employees (30 hours or more) are eligible to enroll.*

## SAFETY MANUAL:

Safety is our utmost priority, and we want to emphasize just how critical it is to our everyday operations. Each of you plays a pivotal role in ensuring a safe and secure workplace for all. Here's why safety matters:

- 1) Your Well-being
- 2) Productivity and Efficiency
- 3) Teamwork
- 4) Company Reputation
- 5) Legal Compliance
- 6) Continuous Improvement

Safety Manager: Edwin Martinez 617-485-9951

Safety and Quality: Tink Newman Pronto: @Kenneth "Tink" Newman





## PAID HOLIDAYS:

Paid Holidays are more than just a day off work; they represent our commitment to your well-being and work-life balance.

Full time employees who have been continuously employed for over 6 months will receive the following paid holidays:

New Year's Day | Memorial Day | Independence Day | Labor Day | Thanksgiving Day | Christmas Day



## FLEX TIME OFF:

MCON hires exceptional, professional individuals to perform a wide variety of important functions that contribute to the success of our company. It is the company's intent to provide its employees with the freedom they require to balance the responsibilities of both their work and home lives, thereby maximizing their value to our company and creating a healthy work life balance.



## MY SAFE WORKPLACE:

This form is available 24/7 to all employees to give your comments, concerns, or feedback. We also welcome any ideas you have on how to work smarter and increase productivity! You can also give a shout out to anyone you feel is doing a great job and deserves to be recognized!



## PRONTO:

This is our go-to way of communicating with each other. You will be invited via text to join our group of companies with a link to download the app. Please have notifications set to “on” so you can receive important information from colleagues and the administration team. This is also how company announcements will be sent out. It is required that you check Pronto either via your personal device or online regularly to receive important and timely information.





## REASONABLE ACCOMMODATION:

As you begin your journey with us, we want to ensure you have the support you need to perform your job successfully.

If you require reasonable accommodation due to a disability or medical condition, please contact HR as soon as possible so we can begin the interactive process of assessing and providing appropriate support.

Our goal is to create an inclusive and supportive work environment for all employees. If you have any questions or need assistance, feel free to contact HR.

Looking forward to working with you!