

LABOR LAW COMPLIANCE

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-LEG-PRO-005	00 (Initial Issue)	2026-10-24	President	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. **[FL LICENSE NO.]**.

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To ensure full compliance with all applicable federal, state, and local labor regulations governing wage practices, working hours, equal opportunity, worker classification, and employment conditions for all STRAVIK Construction Group personnel and subcontractors. This procedure establishes the documentation, monitoring, and reporting requirements for labor-law adherence on corporate and project levels.

2. SCOPE

Applies to:

- All STRAVIK employees, subcontractors, and labor suppliers.
- Corporate offices, fabrication yards, and active construction sites.
- All records relating to wages, benefits, timekeeping, classification, and right-to-work verification.

3. REFERENCES

- U.S. Department of Labor (DOL) Regulations
- Fair Labor Standards Act (FLSA)
- Occupational Safety and Health Act (OSHA)
- Equal Employment Opportunity (EEO) and Affirmative Action requirements
- Florida Labor Code & Prevailing Wage Laws
- STRAVIK Code of Ethics (STV-GOV-POL-002)
- STRAVIK Human Resources Policy (STV-HRM-PRO-001)

4. RESPONSIBILITIES

Role Responsibilities

Approves labor compliance program and responds to President government audits.

Maintains all employee records and verifies classification and HR Manager pay rates.

Processes wages and deductions in accordance with FLSA and Payroll Administrator state laws.

Project Manager Ensures site labor rosters match approved payroll lists.

Safety & Compliance Confirms labor practices align with safety and employment Officer laws.

5. REQUIRED RECORDS

Record Type	Description	Retention Period
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Daily and weekly time records for all Wage & Hour Logs 5 Years employees and subcontractors.

Gross pay, deductions, benefits, tax Payroll Reports 5 Years filings, and certified payroll forms.

Duration of Employment agreements, classification Employee Contracts Employment + 3 (Exempt / Non-Exempt). Years

Right-to-Work 3 Years postDocumentation (I-9 / Proof of eligibility to work in U.S. termination Visa)

EEO / Affirmative Action Quarterly and annual EEO-1 or state 3 Years Reports equivalent.

Record Type	Description	Retention Period
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Subcontractor Labor Wage and classification certifications by 5 Years Compliance Forms each subcontractor.

Incident / Grievance Formal complaints or disputes related 5 Years Records to labor law issues.

6. LABOR COMPLIANCE MONITORING PROCESS

1. Collect and file all labor records upon hire or subcontract award.
2. Conduct monthly internal audits of timekeeping and payroll records.
3. Verify subcontractor certified payroll reports against site labor logs.
4. Submit compliance summaries to HR and President quarterly.
5. Address non-compliance through written Corrective Action Plans (CAP).

7. REPORTING AND AUDIT

- All records shall be available for review by state and federal authorities upon request.
- STRAVIK HR will maintain an Electronic Labor Compliance Register (STVCL-F05-XLS) for active and closed projects.
- The register will include status fields for Compliant / Pending / Non-Compliant, auto-flagging records older than five years.

8. RECORD RETENTION AND SECURITY

Labor records shall be stored digitally within the HR QMS SharePoint system and physically in secure file archives. Access restricted to HR, Payroll, and Executive Management only.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.