



Employee Handbook

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WELCOME !

We would like to welcome you as an employee of Electrical Associates, LLC. To answer some of the questions you may have concerning the Company and its policies, we have written this handbook. Please read it thoroughly and retain it for future reference. The policies stated in this Handbook are subject to change at the sole discretion of the Company. From time to time you may receive updated information concerning changes in policy. Please put them in the handbook. Should you have any questions regarding any policies, please ask your supervisor for assistance.

At Electrical Associates, LLC our success is best explained by our ability to provide the highest quality and to add value to our clients operations. This is possible only through capable and dependable employees.

In return, we have an obligation to you and the entire Company to operate profitably. We can then continue to grow and provide better benefits, fair wages, and the best possible working conditions. We believe it is important that your work provides personal satisfaction and a sense of security, as well as a paycheck.

We also believe in helping organizations and people in our community in need of assistance. We do that as a Company and encourage our employees to do that as individuals.

We wish you the best of luck and success in your position and hope that your employment relationship with Electrical Associates, LLC will be a rewarding experience.

Employee Benefits and Compensation

Employment Status

Unless otherwise directed or defined by applicable law, the employment relationship between you and Electrical Associates, LLC is of an **at-will** nature which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. This **at-will** employment relationship may not be changed by any written document or by conduct unless such changes are specifically acknowledged in writing by the president of the Company. Full-time Employees are eligible for benefits. Part-time, Temporary and Seasonal Employees are not eligible for benefits.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, it is our policy to recruit, hire, train, and promote individuals, as well as administer any and all personnel actions, without regard to race, color, religion, creed, age, sex, pregnancy, medical condition, national origin or ancestry, marital status, status as a disabled or Vietnam era veteran, status as a qualified individual with a disability, or any other protected category established by federal, state, or local law. Electrical Associates, LLC will not tolerate any unlawful discrimination and any such conduct is prohibited.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

Payday and Pay Period

You will receive your paycheck on the last normal work day of each week for wages earned the previous week. You may pick up your paycheck at the appropriate time and place as directed by your supervisor. No other person may pick up your paycheck for you without written permission.

Direct Deposit

Direct deposit of your paycheck is available. A Direct Deposit Form must be completed with your bank(s) routing information and submitted to the main office, with a voided check (no starter checks).

Timesheets

It is the policy of Electrical Associates, LLC to comply with applicable laws that require records to be maintained of the hours worked by our employees. To ensure that accurate records are kept of the hours you actually work, you will be required to record the appropriate job name, job number, hours worked, and your absences on the Company's official timecard. This card should be completed daily, signed and forwarded to your supervisor on a weekly basis.

Pay periods are from Sunday to Saturday. Timecards must be turned in no later than noon on the following Monday.

Overtime

Occasionally, you may be requested or required to work overtime. Overtime will be paid to hourly employees in accordance with Federal Wage and Hour Regulations; time and a half for all hours worked over 40 in a work week.

In most instances, overtime will be temporary and requested only when necessary to meet client or management requirements. Overtime work must be approved by your supervisor.

Income Withholding Orders and Garnishments

Income withholding of an employee's wages is a serious matter. When an agency starts income withholding proceedings or garnishments against an employee, the Company is compelled by state law to follow regulations governing deductions from wages.

When notice of income withholding or garnishment is received, the main office will notify you of the start date of withholding.

Absenteeism and Tardiness

Electrical Associates, LLC expects all employees to assume diligent responsibility for their attendance and promptness.

If you are unable to work for any reason, you must personally speak with your Project Manager/Supervisor by 7:00am on each day of your absence unless you are granted an authorized medical leave, in which different notification measures will apply.

If you are absent for three or more consecutive workdays, a statement from a physician may be required before you will be permitted to return to work. In such instances, the Company reserves the right to require a return to work authorization release by a physician designated by the Company at its discretion. In addition, the Company may require you either to submit a statement from your physician or to be examined by a Company designated physician in other instances at its discretion, such as where abuse is suspected (Example: where an employee's record indicates a pattern of short absences and/or frequent absences before and after holidays and weekends).

Employees found leaving early or during periods of the workday without prior authorization from their Project Manager/Supervisor may be subject to disciplinary action, up to and including termination.

If you are absent for three consecutive days without approval and/or without notification to the Project Manager/Supervisor, you will be considered as having abandoned your position and voluntarily separated yourself from the Company resulting in termination.

Work Hours

The regular work for all full time employees is forty hours, divided into a work week, Sunday through Saturday. The normal shift work hours for full time employees varies from 6:00 am to 6:00 pm (First Shift) or 6:00 pm to 6 a.m. (Second Shift). Depending on your job description and customer requirements your Project Manager/Supervisor will advise you of your normal shift.

Your meal period is a half hour un-paid. The time of your meal period will be designated by your job foreman. Office personnel receive a one hour unpaid meal period.

The nature of the Company's business is such that an employee may be called upon at home to go on an emergency service call. Employees are paid for a minimum of two hours for an emergency call-out.

Paid Time Off

The accumulation period is the same for everyone January 1st to December 31st. The accumulation period does not follow your anniversary date.

Time accrues monthly throughout the calendar year. Employees with 0-5 years tenure - one week; Employees with over 5 years - 2 weeks.

Paid Time Off (PTO) starts accumulating from date of hire; but is not able to be used until January 1st of the next year. On December 31st of your first year you will stop accruing for that year and be able to use what you have accrued for your first year in the following year. You must use paid time off earned in the previous year by December 31st of each year. Unused paid time off will be paid out at year end. No paid time off will be carried over to the next year. The pay out of accumulated Paid Time Off only occurs at year end. If you take your paid time off day(s) you will receive your pay as regular wages. To be eligible to receive paid time off benefits you must be a current employee at the end of that year.

Requests for paid time off time need to be made as far in advance as possible to the most senior supervisor (currently Dusty Brown schedules paid time off). There are request forms available in the Office. We will attempt to accommodate all requests but this may not always be possible. Requests for paid time off will be processed on a first come, first served basis and will be dependent on Company workload and available manpower. Employee must sign and date all time off requests. Paid time off time will be taken in minimum eight hour increments.

Sick Days & Personal Business Days

You will also have three unpaid sick days a year and two unpaid personal days a year.

Holidays

Fulltime employees will receive holiday pay for six days per year:

New Years Day
Memorial Day
4th of July
Labor Day
Thanksgiving
Christmas

Employees are eligible for holiday pay after one month of fulltime employment. Employees must work all of there regularly scheduled shift the day before and the day after a holiday to receive holiday pay. If Paid Time Off is to be used in conjunction with a holiday it must be scheduled a minimum of two (2) weeks in advance and in compliance with all other Paid Time Off requirements. Administration of the paid time off and holiday policy is at the discretion of Company Management.

Benefits

The Company carries a group major medical health policy with the option to enroll on eligibility date. A benefit summary sheet will be made available to each employee at the start of each benefit year. Fulltime employees are eligible for the following on the first day of the month following 60 days of employment.

Health Insurance
Health Savings Account
Supplemental Work–Site Products

Health Insurance is offered on an individual bases. The Company pays a portion of the employee plan. Spouses and children may be added to the policy

as well, it is the employee's responsibility to pay for the insurance out of pocket. Insurance for family and anything over the Company paid portion is employee's responsibility and will be deducted from employees check weekly.

Health Savings Account is a visa medical debit card that can be used to cover medical expenses: Doctor's Office, Dentist, prescriptions, etc. You can contribute from your paycheck weekly into this account. The max amount can change every year, so check with HR or your supervisor. Company contributes into this account for you as well. It is your responsibility to provide payroll person your account number when you get it in the mail, if you do not the Company contribution will not be deposited into the account. Employee has the option to contribute to this account from his/her earnings - the Company contribution will be made whether the employee contributes or not, provided we have the account number. This is a pretax account!

Supplemental Insurance is an additional insurance; this insurance offers many different plans and will be explained to you by an Active representative before your benefits start. Some of this is pretax and some is not, that depends on the plans that the employees choose.

Employees can choose to take any or all of Supplemental Insurance or just the Basic Insurance, but if you take the Basic Insurance the Health Saving Account is part of it. Employee can also just take the Supplemental Insurance. All paper work has to be in the office 60 days after employment, so that it can be ran through the system and amount given to you, so that the employee is aware of the cost that they may have.

401K

Electrical Associates, LLC Retirement Savings Plan has been adopted to provide you with the opportunity to save for retirement on a tax-advantaged basis. The plan is a type of qualified retirement plan commonly referred to as a 401K/Roth plan. You will be provided a summary plan description when you become eligible for the plan. Employees become eligible on the first day of the quarter following 90 days of employment.

Access to Personnel Files

Electrical Associates, LLC maintains a personnel file on each employee. The personnel file includes such items as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Electrical Associates, LLC and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Company who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the main office. With reasonable advance notice, employees may review their own personnel files in the Company's offices and in the presence of an individual appointed by the Company to maintain the files. You may add your version of any disputed item to the file, at any time during employment.

Company Rules and Regulations

Employee Conduct

Rules of conduct are necessary for an efficient and safe operation. Rules are established to protect everyone on Company property and/or job site and will be enforced fairly and impartially.

Rules are for your benefit, and you are expected to conduct yourself within these guidelines. If you have any questions about any of these rules, you should discuss them with your supervisor to ensure your complete understanding. These conduct violations are not to be considered all inclusive and may be changed.

The following conduct violations by an employee can result in disciplinary action up to and including termination.

1. Repeated absenteeism / tardiness or absences for three or more consecutive workdays without proper notification
2. Unsatisfactory job performance
3. Incapacitation – alcohol, drugs, or other substance(s)
4. Insubordination
5. Providing or maintaining improper or false records
6. Disorderly conduct
7. Possession, use, or sale of dangerous weapons or illegal substances on Company property or while on Company business
8. Disregard / misuse of Company, Client, or another employee's property, equipment, or supplies
9. Leaving the work area or project site without proper authorization
10. Gambling during working time
11. Sleeping during working time
12. Solicitation or distribution of literature on Company property or job site during working time
13. Unauthorized possession of Company, Client, or another employee's property
14. Disregard of safety rules and/or acts that endanger yourself and others.
15. Failing to maintain the confidentiality of Company, Customer, or Client information
16. Unauthorized possession of and/or use of photographic equipment
17. Violations of starting or quitting time procedures
18. Conduct that adversely affects the Company
19. Cashing another employee's check
20. Failing chemical or alcohol screening test
21. Fighting or using obscene, abusive, or threatening language or gestures.
22. Sexual Harassment
23. Excessive use of personal cell phones and texting that disrupts your work day.
24. Theft of Company tools, materials, property including scrap metals will not be tolerated.
25. Refusing to take a drug screen test.

Whether you are on or off duty, your conduct reflects on the Company. You are consequently encouraged to observe the highest standards of professionalism at all times.

No Harassment Policy

Workplace Harassment

Electrical Associates, LLC expressly prohibits any form of unlawful employee harassment of any nature, whether verbal, visual, physical, or based on race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran. Improper interference with the ability of the Company's employees to perform their expected job duties is not tolerated.

Sexual Harassment Policy

The Company is committed to a work environment in which all employees are treated with respect and dignity. It is our policy that all employees have the opportunity to work in a professional atmosphere that promotes equal employment opportunities and prohibits sexual harassment.

No retaliation of any kind will occur because an employee has in good faith reported an incident of suspected sexual harassment or participated in such investigation.

Any Sexual harassment is a federal violation and it is against our policy for any employee, male or female, to sexually harass another employee by:

- A. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of employment.
- B. Making submission to or rejections of such conduct the basis for employment decisions affecting the employees.
- C. Creating an intimidating, hostile, or offensive working environment by such conduct. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fail to respect the rights of others, that lowers morale and that, therefore, interferes with our work.

Sexual harassment may take different forms and may involve individuals of the same or different gender. One specific form is the demand for sexual favors. Other forms of harassment may include:

Verbal: Sexual innuendos, suggestive comments, jokes of a sexual nature, sexual proposition, threats

Non-verbal: Sexually suggestive objects or pictures, graphic Commentaries, suggestive or insulting sounds, leering, Whistling, obscene gestures.

Physical: Unwanted physical contact, including touching, pinching, Brushing by the body, coerced sexual intercourse, and assault.

Complaint Procedures

Any employee who believes he or she has been the subject of harassment should report the alleged act immediately or as soon as possible to his or her immediate supervisor or the main office.

All complaints will be handled in a timely manner and as confidentially as is possible.

If the investigation reveals that the complaint is valid, prompt corrective action designed to stop the harassment and to prevent its recurrence will be taken.

Personal Phone Calls and Cell Phones

Please restrict the use of cell phones for personal calls, text messaging or any other personal business to breaks and lunch times.

Cell Phone Policy

- Cellular phones will not be used while operating a vehicle
- Allow voicemail to handle your calls. Return the calls and messages when you are not driving.
- If you need to place a call or send a text message, pull off the road to park in a legal and safe location.
- Inform regular callers of your driving schedule and when you will be available to talk.

- Keep your hands on the wheel and your eyes and mind on the road while driving.

Company Bulletin Boards

Electrical Associates maintains an official bulletin board located in the main hallway of the office for the purpose of providing employees with its official notices, including wage and hour laws, changes in policies, and other employment-related notices. At times the Company may also post information of general interest to the employees on the bulletin board. Please keep informed about this material by periodically reviewing the Company bulletin board. Only authorized personnel are allowed to add and remove notices from the Company bulletin board.

Solicitation

To avoid disruption of business operations or disturbance of employees, visitors, and others, the Company has implemented a Nonsolicitation Policy.

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, including electronic means, sell merchandise, solicit financial contributions or solicit for any other cause during work time.

Employees who are not on working time (i.e. lunch, breaks) may not solicit employees who are on work time for any cause or distribute literature or merchandise of any kind, including electronic means, to them. Furthermore, employees may not distribute literature, printed material, sell merchandise, or solicit for any other cause to any customers or in any work areas at any time.

Company property or using Company resources (including without limitation bulletin boards, computers, mail, email and telecommunication systems, photocopiers, and telephone lists and databases). Solicitation performed through verbal, written, or electronic means is covered by the Nonsolicitation Policy.

Employees are also prohibited from soliciting other employees for any cause during their assigned working time. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged with assigned work.

Non-employees are prohibited from distributing material or soliciting employees on Company premises at any time.

INTERNET USE POLICY

Computer/Mobile Devices

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The internet can be a valuable source of information and research. In addition, email can provide excellent means of communicating with other employees, our customers and clients, outside vendors, and other businesses. Use of the Internet, however, must be tempered with common sense and good judgment.

If you abuse your right to use the Internet, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

Your use of the Internet is governed by this policy and the email policy.

To ensure security and to avoid the spread of viruses, anyone accessing the Company resources including and through an external computer/mobile device must do so through a network Internet firewall and cleared by management before connecting.

Disclaimer of Liability for Use of Internet

The Company is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet

may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk.

Duty Not to Waste Mobile Device/Computer Resources

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space and require large measures of band-width, files of this or any other sort may not be downloaded unless they are business-related.

No Expectation of Privacy

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the Company and may only be used for business purposes.

Monitoring Company Issued Mobile Device Usage

The Company has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, on the mobile devices, Internet, and reviewing email sent and received by users.

The Company may use software to identify inappropriate or social Internet sites. Such sites may be blocked from access by Company networks. In the event you nonetheless encounter inappropriate material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to Company blocking software.

Prohibited Activities

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidation, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violative of the Company's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in Company computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisor. The Company's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

Employees may not use the Company's Internet connect to download games or other entertainment software, including wallpaper and screen saver, or to play games over the Internet.

Illegal Copying

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright laws and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish it download or copy. You may not agree to license or download any material for which a registration fee is charged without first obtaining the express written permission of the office.

Virus Detection

Files obtained from sources outside the Company, including disks/flash drives/etc. may contain dangerous computer viruses that may damage the Company's computer network. If you suspect that a virus has been introduced into the Company's network, notify you Supervisor immediately.

Computer Security and Copying of Software

Software programs purchased and provided by the Company are to be used only for creating, researching, and processing Company-related materials. By using the Company's hardware, software, and networking systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Company or developed by Company employees or contract personnel on behalf of the Company is and shall be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party.

Company users may not duplicate any licensed software or related documentation for use either on Company premises or elsewhere unless the Company is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or the Company to both civil and criminal penalties under the United States Copyright Act.

Company Provided Mobile Device Policy

The purpose of this policy is to provide guidance to departments and employees regarding eligibility for Company-provided mobile equipment (including cell phones) and plans, and the appropriate use of the Company issued phone.

An employee must have a legitimate business for the mobile device and the issuance of same to the employee must be approved by an Officer of the Company.

When a mobile device is used for personal reasons and the activity results in additional cost to the Company, the individual is responsible for the cost of that usage.

If the mobile device has a flat rate airtime/data plan or fees associated with personal data charges the user is responsible for reimbursing the Company. Employees who drive a vehicle during the course of their employment may not use any cell phone/mobile device or other communication device while driving.

The Company owns and remains entitled to all mobile devices, including all passwords controlling access to them. Employees may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the Company in operable condition.

Any violation of this policy will subject an employee to disciplinary action up to and including termination of employment.

Personal Appearance

Discretion in style of appearance and behavior is essential to the Company. Employees are required to dress in proper attire and behave in a professional and business-like manner. Proper hygiene and grooming habits are expected of an employee

If you come to work inappropriately dressed, you may be asked to go home and return to work dressed appropriately. Recurring problems will result in discipline up to and including termination of employment.

For Office Personnel:

The office is a casual environment but a sense of respectability will be maintained. Your clothing should reflect a professional and conservative appearance.

For ALL Field Personnel:

SHOES Hard sole leather work boots, or OSHA approved safety shoes are required at all times. Tennis shoes are not allowed on Construction Job Sites

PANTS Uniform quality work pants or denim jeans are required. Pants with rips, holes, or split seams are not acceptable

SHIRTS Company logo'd clothing or good quality 100% cotton T-shirts, polo style shirts or button down shirts are required. Tank tops, ripped, or shirts with offensive language or pictures are not allowed.

Company Supplied Tools

The Company expects employees to supply all of their own hand tools, tool belt, battery operated drills, and batteries for their drills. The Company will supply any other tool and/or equipment needed for each specific truck or job site. Company owned tools and equipment, assigned to a truck or job site, is the responsibility of the lead journeyman. All tools and equipment, when not in use, should be properly stored and locked to prevent theft. If Company owned tools or equipment are damaged, lost, or stolen due to employee negligence, he/she may be responsible for the replacement cost. The Company is not responsible for Employee owned tools.

Company Vehicle Use Policy

The purpose of this policy is to ensure the safety of those individuals that drive Company vehicles. Vehicle accidents are costly to Electrical Associates, LLC, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manor and to drive defensively to prevent injuries and property damage. As such, the Company endorses all applicable state motor vehicle regulations relating to driver responsibility. The Company expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take behind the wheel is the single most important factor in driving safety.

Company vehicles are to be driven by authorized employees only, except in emergencies, or in case of repair testing by a mechanic. Family members are **not** allowed to drive Company vehicles unless authorized by the Company.

Company vehicles are to be driven for Company business **only**. No unauthorized persons are allowed to ride in Company vehicles. The Company

reserves the right to restrict vehicle use for employees commute to and from work.

Any employee who has a driver's license revoked or suspended shall immediately notify their immediate supervisor and **discontinue operation of the Company vehicle**. Failure to do so may result in disciplinary action, up to and including dismissal.

All accidents involving Company vehicles, regardless of severity, must be reported to your direct supervisor immediately. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including dismissal.

You must report any theft or damage to your direct supervisor and the police immediately. Police reports will be required.

Company vehicles will not be parked at bars, taverns or residential customers driveways.

Moving violations and parking ticket fines are the responsibility of the employee and must be reported to your supervisor immediately.

The use of a Company vehicle while under the influence of illegal substances or alcohol is forbidden and violators will be subject to Company substance abuse policy.

All drivers and passengers operating or riding in Company vehicles must wear seat belts, even if air bags are available.

Electrical Associates policy is to have on file, a declarations page of Auto coverage for ALL individuals. Electrical Associates does not want individuals driving their own vehicles to pick up materials for a job and exposing the company to individual risks associated with driving personal vehicles for company purposes.

Drivers must have a valid drivers' license for the types of vehicles to be operated and keep the license with them at all times while driving and comply with all applicable state and local traffic laws. All CDL drivers must comply with

all applicable DOT regulations, including successful completion of medical, drug, and alcohol evaluations. A photocopy of employee's current drivers' license must be maintained in the employee's personnel file.

Drivers are responsible for the security of Company vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left. In the event of vandalism, stolen vehicles, or stolen Company property, the Company reserves the right to require the vehicle be parked on Company property designated by the Company.

If the vehicle is equipped with a lock box, all Company tools must be stored in that box.

Employees must schedule maintenance and repair, including lubrication and oil changes every 4000 miles.

Company fuel credit cards will be used for fuel only. Employees are responsible for using the appropriate fuel for the type of vehicle they are operating.

Company vehicles must be kept organized and washed weekly.

Only business related – Company authorized bumper stickers, window decals, magnetic signs, and advertisement of any type, may be affixed to or displayed on Company vehicles.

Off-Duty Use of Company Property or Premises

Employees may not use Company property for personal use, or Company property for use while off the job site or premises, without prior written approval from an Officer of the Company. Employees are responsible for returning Company property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence.

It is the policy of the Company to control off duty and non-working hour use of Company property either for business or personal reasons. Employees are

prohibited from using Company property during off duty or non-working hours without the written consent of an Officer of the Company.

Safe Driving Criteria

Motor Vehicle Records will be ordered periodically to assess driving records. An unfavorable record could result in the loss of Company vehicle driving privileges and /or employment. A standard method of evaluation for all prospective and current drivers' MVR's will be used.

One or more type "A" violations in the past three years (as defined below)
Three or more accidents (regardless of fault)
Three or more type "B" violations in the past three years
Any combination of accidents and type "B" violations that equal four or more in the last three years

Type "A" Violations

Driving while intoxicated
Driving while under the influence of drugs
Negligent homicide arising out of the use of a motor vehicle (gross negligence)
Operating during a period of suspension or revocations
Using a motor vehicle for the commission of a felony
Aggravated Assault with a motor vehicle
Operating a motor vehicle without the owner's authority (grand theft)
Permitting an unauthorized or unlicensed person to drive
Reckless driving
Speed Contest
Hit and Run (bodily injury or property damage)

Type "B" Violations

All moving violations not listed as type "A" violations

MOONLIGHTING

Electrical Associates is not interested in controlling your non-work time; however, the Company reserves the right to prohibit any outside activity that may interfere or conflict with your employment and the Company. Prior to

accepting any outside employment, employees must notify their Supervisor of all information relating to the employment including the name of the employer, the days and hours of work, the nature of the work and any other information requested. The Company will not provide Workers' Compensation coverage or any other benefit for injuries occurring from or arising out of outside employment. Violation of this policy may result in disciplinary action up to and including possible discharge.

SAFETY

Substance Abuse Policy

Introduction

As part of our commitment to safeguard the health of our employees, to provide a safe place for our employees to work, to promote a drug-free community, the Company establishes this policy on the use or abuse of alcohol and illegal drugs by our employees. Substance abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the general public, and creates a variety of benefit costs, increased thefts, decreased morale, decreased productivity, and a decline in the quality of products and services provided by the Company. The Company has established this policy to detect users and remove abusers of alcohol and illegal drugs from the workplace. It is also policy of the Company to prevent use and/or abuse of these substances in the workplace and to assist employees in overcoming any dependence on drugs and/or alcohol in accordance with the following guidelines.

Purpose

The purpose of this policy is to communicate the Company's position on alcohol and drugs in the workplace and to provide guidance for implementing related programs within the Company.

Company policies and procedures regarding substance abuse or the employee assistance program, are not intended to create or alter any existing, or express

contracts, written or verbal, between the Company and its employees, independent contractors, or job applicants. The Company reserves the right to alter any of its policies, procedures, or programs, at will and without notice to its employees, independent contractors, or job applicants. The Company creates no promises with any of its policies, procedures, and programs and remains free to change wages and all other working conditions without having to consult employees or anyone else and without anyone's agreement. The Company reserves the right with or without good cause or to refuse to hire any job applicant as is consistent with existing law.

Scope

All Company employees, including management, production, administrative, drivers, and temporary employees, are covered by this policy. As a condition of employment, employees are required to abide by the terms of this policy. This substance abuse policy primarily governs actions in the areas of alcohol and drugs. Other Company policies may apply in these areas to the extent that they do not conflict with this policy. Certain employees may be subject to additional requirements under State and/or Federal regulations.

Substance Abuse Policy Dissemination

- A. All Employees are to be informed of the Company's substance abuse policy. Employees shall be given a copy of the Company's substance abuse policy and shall be required to sign an Acknowledgement of Receipt and Understanding.
- B. All applicants shall be informed in writing of the Company's policy of pre-employment testing and shall be required to sign an Applicant Drug Testing Consent Agreement following a conditional offer to hire and prior to referral for a physical or drug and/or alcohol test.

Definitions

A. Illegal Drugs

"Illegal drugs" are drugs or controlled substances (as defined pursuant to 21 U.S.C. 802, including all substances listed on Schedule I-V, 21 C.F.R. Pt. 1308, as they may be revised from time to time) which are (1) not legally obtainable or (2) legally obtainable but not obtained or used in a

lawful manner. Examples include, but are not limited to, cocaine and marijuana, as well as prescription drugs which are not lawfully obtained or properly utilized. The term “illegal drugs” also include mind-altering and/or addictive substances which are not sold as drugs or medicines but are used for the mind or behavior altering effect.

B. Legal Drugs

“Legal drugs” are those prescribed or over-the-counter drugs that are legally obtained by the employee and used for the purpose for which they were prescribed and sold.

C. Safety Sensitive Position

A “safety sensitive position” or safety sensitive function is any position that requires the performance of physical or supervisory tasks directly affecting operations which, if performed improperly, could result in injury or death to employees or others or could result in significant property damage. A position may also be classified as sensitive if it requires responsibilities with a high degree of trust and confidence.

D. Company Property

The term “Company Property” includes work sites; parking lots; vehicles; offices owned, rented, utilized, or serviced by the Company or any customer of the Company; employee-owned or employee-rented vehicles on the property of the Company or of any customer of the Company while on Company business; and locations where the employee represents the Company in any capacity.

E. On Duty

The term “on duty” includes all working hours, as well as meal periods and break periods, regardless of whether on premises, and all hours when the employee represents the Company in any capacity.

F. Non - DOT Employees

All employees of the Company, permanent, and part-time, including management, production, and administrative, excluding those defined as “DOT Employees”.

G. DOT Employees

Employees of the Company who have a commercial drivers’ license and/or drive commercial motor vehicles with a gross vehicle weight rating or gross combination weight rating of 26,001 or more pounds, as defined by 49 C.F.R. 382.107

Drug/Alcohol Use Prohibitions

- A. The use, sale, purchase, possession, manufacture, distribution, or dispensing of illegal drugs on Company property or during working time is against Company policy and is cause for discipline, up to and including immediate termination.
- B. It is also against Company policy for any employee to report to work with the presence of illegal drugs in the employee's body. Employees who violate this policy are subject to disciplinary action, up to and including immediate termination.
- C. Legal drugs may also affect the safety of the employee, fellow employees or the members of the public. Therefore, any employee who is taking any legal drug that might impair safety, performance, or any motor functions must advise his or her supervisor before reporting to work under such medication. A failure to do so will result in disciplinary action. Improper use of "legal drugs" is prohibited and will result in disciplinary action, up to and including termination.
- D. Refusal to submit to, efforts to tamper with, or failure to pass a drug test will result in disciplinary action, up to and including termination.
- E. The consumption, possession or being under the influence of alcohol while on duty is prohibited and will result in disciplinary action, up to and including termination. There may be occasions, however, removed from the usual work setting, at which it is permissible to consume alcohol in moderation (e.g., Company picnics, receptions, civic activities, Company sporting events).
- F. Notwithstanding the exception mentioned above, it is against Company policy to report to work or to work under the influence of alcohol.
- G. An alcohol test result of .02 or higher will be considered positive
- H. Refusal to submit to, efforts to tamper with, or failure to pass an alcohol test will result in disciplinary action, up to and including termination
- I. If a supervisor(s) believes that reasonable suspicion exists, the supervisor(s) should report his or her findings and observations to the manager of personnel or designee immediately.

Testing

A. Pre-Employment Test

1. All applicants considered final candidates and who have received a conditional offer for a position will be tested for the presence of illegal drugs and alcohol as a part of the application process.
2. Applicants will be advised of the Company's pre-employment testing requirements following an offer of hire and prior to referral for a drug and alcohol test. Applicants will be asked to sign the Applicant Drug/Alcohol Testing Consent Agreement
3. Any applicant, who refuses to submit to, tampers with, or fails to pass the pre-employment drug and alcohol test shall be ineligible for hire for a period of one year.

B. Reasonable Suspicion Testing

1. DOT employees and Non-DOT employees will be asked to submit to a drug and/or alcohol test based on a reasonable suspicion that their ability to perform work wisely or effectively may be impaired. Factors that individually or in combination could result in reasonable suspicion include, but are not limited to, the following:
 - a. Direct observation of an individual engaged in drug or alcohol related activity
 - b. A pattern of abnormal conduct
 - c. Unusual, irrational, or erratic behavior
 - d. Sudden changes in work performance
 - e. Repeated failure to follow instructions or operating procedure
 - f. Violation of Company safety policies or failure to follow safe work practices
 - g. Unexplained or excessive negligence or carelessness
 - h. Discovery or presence of drugs in an employee's possession or near an employee's workplace
 - i. Odor or residual odor peculiar to some drugs
 - j. Arrest or conviction for drug related crime
 - k. Information provided either by reliable and credible sources or independently corroborated
 - l. Evidence that an employee has tampered with prior drug and/or alcohol test
2. If feasible, the conduct of an employee which raises reasonable suspicion shall be witnessed by two (2) supervisors or Company

officials. If not feasible, only one (1) supervisor or Company Official need witness the employee's conduct.

3. If a supervisor(s) believes reasonable suspicion exists, the supervisor(s) should report his or her findings and observations to the manager of personnel or designee immediately.

C. Reasonable Suspicion Testing

1. DOT, as required by 49CFR 2710202 and Non-DOT employees who are involved in an accident will be tested for the presence of drugs and/or alcohol as soon as possible following a vehicle accident or other occurrence that involves either of the following:
 - a. Bodily injury requiring medical treatment;
 - b. Property damage requiring significant repair work or reasonable cause to believe drugs and/or alcohol were a factor in the accident
2. An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the Company to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit an employee from leaving an accident to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

D. Random Testing

1. All employees will be required to submit to drug and/or alcohol testing on a random basis.
 - a. Selection of employees for random testing shall be conducted through the use of a random number generator or other neutral selection process

E. Follow-up Testing

1. Any employees who have participated in a substance abuse counseling or rehabilitation program, either voluntarily or as a result of violation of this Substance Abuse Policy, will be subject to unannounced follow-up tests for a period of 12 months after returning to work or completion of any rehabilitation program, which ever is later.

F. Additional Testing

Additional testing may also be conducted as required by applicable state and/or federal laws, rules, or regulations or as deemed necessary by the Company.

G. Testing Procedure

1. The Company will determine the drug and/or alcohol testing to be performed
2. If the employee refuses to consent to testing, fails to appear for testing, tampers with test, or fails to cooperate with the testing procedures, the action will be considered a positive result, he or she may be disciplined up to and including termination.
3. Test samples will be analyzed by a qualified laboratory or technician selected by the Company.
 - a. All urine samples will be tested according to the following sequence: (1) All urines samples will be subjected to initial screening process to detect the presence of controlled substances; (2) Those samples having a negative screen (no illegal or illicitly used substances present) will be considered to have tested negative, and no further testing will be done on that sample; and (3) Those samples that test positive on the first screen will be tested more extensively by means of Gas Chromatography/Mass Spectrometry (GC/MS) to eliminate any false positive tests and confirm the presence of illegal drugs.
 - b. All breath samples will be tested according to the following sequence; (1) All breath samples will be subjected to all initial screening tests to detect the presence of alcohol; (2) For those tests with a result of 0.02 or greater, a second test will be conducted that also provides quantitative data of alcohol concentration to ensure an accurate result; and (3) Any DOT employee shall not perform or continue to perform safety-sensitive functions, including driving a commercial motor vehicle. Likewise, the employee will not perform or continue to perform safety-sensitive functions until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test.
4. Employees who consent to testing will be informed of the result by the manager of personnel. This information will be handled with the degree of care and confidentiality necessary to safeguard the employee's interest and to ensure the results are attributed to the correct person. As set forth within, a positive test will result in disciplinary action, up to and including termination and/or referral of the employee to an Employee Assistance Program (EAP).

5. Any employee who adulterates a specimen or who otherwise attempts to invalidate a test will be subject to discipline, up to and including termination.

Disciplinary Action

- A. In the case of a first-time violation of the Company's Substance Abuse Policy, including a positive drug or alcohol test result or other evidence of use, sale, possession, distribution, dispensation, or purchase of drugs, or alcohol while on duty, the employee will be disciplined, up to and including termination, and/or the following may apply:
 1. The employee will be subject to discipline and referred to an EAP
 2. The employee must contact an EAP within 24 hours and participate in professional drug and/or alcohol evaluation, counseling, and/or rehabilitation as prescribed by the EAP. The employee must cooperate with the EAP staff in carrying out its responsibility to coordinate the evaluation, counseling, treatment, and follow-up process.
 3. Employees who:(1) do not cooperate with the EAP; or (2) refuse to participate in or do not satisfactorily complete a drug or alcohol abuse assistance or rehabilitation program; or (3) subsequently violate this policy, will be terminated.
 4. The employee may require inpatient or outpatient treatment and/or an educational program. The employees will be placed on leave without pay during the absence, or may use accrued existing leave benefits (medical, paid time off) if needed.
 5. Any employee referred to an EAP for drug and/or alcohol use must sign a Last Chance Acknowledgement prior to returning to work and agree to submit to unannounced drug and/or alcohol testing for a period of up to 12 months.
 6. After signing the Last Chance Acknowledgement and before returning to work, the employee must submit to a drug and/or alcohol test, and the results of the test must be negative.
 7. A first-time violator of this policy will be subject to immediate discipline, up to and including termination, if the conduct of the violator is deemed by management to warrant such action without referral to an EAP.

- B. The Company may suspend employees without pay under this policy pending the results of a drug and/or alcohol test or investigation.
- C. Except for first-time violators of this policy as set forth above, or as required in an employee's regular employment responsibilities, any employee engaging in the use, sale, purchase, possession, or distribution of drugs or alcohol on duty, or who otherwise violates this policy, is subject to disciplinary action, up to and including termination, without referral to an EAP.

Employee Assistance Program (EAP)

- A. The Company regards its employees as its most important asset. Accordingly, the Company assists in finding an EAP which provides help to employees who suffer from alcohol or drug abuse and/or other personal or emotional problems. No employee will be subject to discipline for voluntarily seeking EAP assistance. An employee may not, however, avoid discipline for violating the Substance Abuse Policy by seeking the assistance after the employee is referred for testing pursuant to this policy.
 - 1. Any work-related performance, attendance, or behavioral problems may result in discipline, up to and including termination, even if an employee is voluntarily participating in the EAP.
 - 2. Employees referred to EAP as the result of a violation of the Company's Substance Abuse Policy may continue their employment with the approval of the Company, provided that:
 - 3. They Contact the EAP and strictly adhere to all the terms and conditions of treatment and counseling prescribed by the EAP;
 - 4. Immediately cease any and all use of alcohol and/or drugs; and
 - 5. Consent in writing to periodic unannounced testing for a period of up to one year after returning to work or completion of any rehabilitation program, whichever is later.
- B. In Keeping with the Company's need for safety and security, management will determine whether the Company should grant a leave of absence or reassign an employee following a positive test or during the period of evaluation, treatment, or counseling.
- C. Participation in any evaluation, treatment, or counseling program will be at the employee's expense unless the employee is entitled to such

benefits under the terms of the Company's group health plan or by other available benefits.

Investigation

- A. To ensure that illegal drugs and alcohol do not enter or affect the workplace, the Company reserves the right upon reasonable suspicion or belief to search all vehicles, containers, lockers, or other items on Company property in furtherance of this policy. Individuals may also be requested to display personal property for visual inspection upon request by the Company based in a reasonable belief or suspicion.
- B. Failure to consent to a search or to display personal property for visual inspection will be grounds for termination or denial of access to Company premises.
- C. The Company will turn over all confiscated drugs to the proper law enforcement authorities. Further, the Company will cooperate with and may enlist the services of the proper law enforcement authorities in the course of the investigation.

Arrest or Conviction for Alcohol/Drug-Related Crime

- A. In an employee is arrested for or convicted of a drug-related crime the Company may investigate the circumstances and Company Officials may utilize the drug testing procedure.
- B. As a condition of employment, an employee shall notify a member of management of any criminal drug statute conviction or for any plea of guilty, nolo contendere, or suspended imposition of sentence that has been entered on a criminal drug statute charge. The employee must give notice in writing to the Company within five (5) days of such conviction, plea, or imposition.

Confidentiality

Results of an applicant's or employee's test for the use of illegal drugs or alcohol shall be transmitted from the certified technician or representative of the lab to the Company's manager of personnel. In order to effectively address the drug or alcohol problems of employees, it may be necessary for the manager of personnel to consult with other Company personnel in the process.

The test results and identity of the employee shall be treated with the appropriate degree of confidentiality and shall be disseminated only on a need-to-know basis. Employees are encouraged to approach their supervisor or the manager of personnel at any time with any questions they have about the Company's Substance Abuse Policy as stated herein.

Workplace Safety

It is the desire of the Company to conduct all operations of our business in a safe manner for the protection of our employees and the public. No job is so important that it should be conducted in an unsafe manner. The number one consideration of all operations should be the safety of the employees involved.

All employees are required to attend regularly scheduled safety meetings as designated by their supervisor.

All employees are required to follow all OSHA, State, and Local rules and regulations that apply to them or their work.

Procedure for Job Related Injuries

If an injury occurs on the job and is life threatening or requires immediate assistance, call 911 and notify your supervisor and/or the main office immediately.

If the injury needs immediate treatment but is not serious, you will be instructed to report to the nearest US Healthworks for treatment. The main office or your supervisor will give you the address of the nearest clinic. Using the Company directed US Healthworks reduces expensive emergency room treatments for most job related injuries. Authorization will be required before you receive treatment. If you are going directly from the job site, your supervisor will call ahead and authorize treatment.

For injuries not requiring immediate treatment, you should still report to your supervisor or the main office for authorization to be evaluated, treated and authorized to return to work. This should be done as soon as possible after the injury.

To provide for payment of your medical expenses and for partial salary continuation in the event of a work related accident or illness, you are covered by worker's compensation insurance. The amount of benefits payable and the duration of your payment depend on the nature of you injury or illness.

All injuries, regardless of seriousness, MUST be reported to your supervisor and a written report submitted. A written report is required by our workman's compensation insurance and OSHA. It is required that these reports be filed immediately.

When receiving treatment for a job related injury, please inform the care provider that it will be covered under our workman's compensation insurance policy. There should not be any payment requested from you by the care provider at the time of treatment. All bills and statements should be sent to Electrical Associates, LLC. If payment must be paid at the time of service, or for any prescription, bring your paid receipts to the office. These receipts will be submitted by the office to the insurance carrier and they will reimburse you directly.

You, nor the care provider acting on your behalf, should submit claims for work related injuries to our group health insurance carrier. This is a separate insurance coverage and they will not pay for work related injuries.

Questions regarding Worker's compensation Insurance and compensation for time off from work due to work related injury should be directed to your supervisor or the main office.

Third Party Disclosures

From time to time, our Company may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not discuss the matter with the caller but refer the call to your in-house Project Manager or an Officer of the Company, then you should immediately advise your supervisor that the contact was made.

If you have any questions about this policy or are not certain what to do when such a contact is made, please contact the Office.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I hereby acknowledge receipt of Electrical Associates, LLC Employee Handbook. I know that it is very important that I read this book and become familiar with its contents as soon as possible. If I have any questions concerning what is meant by any of the handbook content, I will talk to my supervisor, office manager, or owners to have any questions answered.

In consideration of my employment, I agree to conform to the rules and regulations of the Company and further agree that my employment and compensation can be terminated at any time, with or without cause or notice, at the option of either the Company or myself. I understand that no representative of the Company, other than the Owners, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing. Furthermore, I understand and agree that any such agreement entered into by the Owners will not be enforceable unless it is in writing.

I understand that this handbook is an overview of certain personnel policies related to my employment, and that any Company policies and procedures may be changed from time to time and I will be made aware of these changes.

I understand and agree that this Electrical Associates, LLC Handbook supersedes all prior policies issued by the Company and will be effective 1/01/2017.

Printed Employee Name _____

Signature _____ Date _____

Printed Management Witness Name _____

Signature _____ Date _____

ACKNOWLEDGEMENT OF RECEIPT OF SUBSTANCE ABUSE POLICY

I acknowledge the receipt of Electrical Associates, LLC Substance Abuse Policy. I know that it is very important that I read the policy and become familiar with its contents as soon as possible. If I have any questions concerning what is meant by any of the policy content, I will talk to my supervisor, office manager, or owners to have any questions answered.

Printed Employee Name

Signature _____

Date _____

Printed Management Witness Name

Signature _____

Date _____