



839 Lenox Ave

Portage, MI 49024

Phone: 269-323-1111

CORPORATE HANDBOOK

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HI-TECH

ELECTRIC COMPANY

Our Company

At Hi-Tech Electric Company, we take pride in exceeding our customer's expectations in a prompt, professional, and cost-effective manner. We have continually grown in a slow controlled manner to maintain our quality of work and integrity of supervision.

Since 1987, our company has strived to give each job and every customer the personal attention they deserve. Through electrical services available on your site or ours and strong partnerships with other local businesses, we can meet your deadlines and work within your budget to complete your project. We are continually looking for new and better products to improve overall value.

Our Customers

Hi-Tech Electric Company is very proud to share with you a list of some of our satisfied customers. We support large corporations and many locally owned businesses with the same level of service and respect. A sample of our customer base includes:

- Abbott Laboratories/Ross Products Division
- Pfizer
- John Tapper, Inc.
- Kalsec
- Kalamazoo College
- Elite Companies
- Plaza Corp
- American Axle

Our People

Hi-Tech Electric Company values our employees' experience and knowledge and strives to create a positive work environment. Through continuous learning and advancement opportunities for our employees, we continually train quality workers dedicated to providing our customers with the best service possible.

Our Estimators and Project Managers have an average of 20+ years of experience in the electrical field. Our Field staff consists of State licensed Journey- man and state registered apprentices and we provide ongoing safety and skills training for continuous improvement.

Our promise to our customers is to provide a safe, skilled, drug and alcohol free, documented work force. We provide full benefits with all employees fully insured.

Hi-Tech Electric
839 Lenox Ave. Suite A
Portage, MI 49024
Phone 269.323.1111
Fax 269.323.7956
www.hi-techelectric.net



Industrial Services

We can provide a complete solution for nearly all industrial electrical needs. Our partnership with HTSE (Hi-Tech Systems Engineering) enables complete solutions for virtually all controls and processes. We have been doing automation and control work since 1987 and have completed projects with all major controls products and processes.

Besides process controls we have completed numerous projects for the process of water and waste. Purified water, RO water, Cleaning in Process with caustic chemicals, etc. just to name a few.

We have also provided numerous solutions for better management and control of the HVAC systems, Lighting Systems, Access Control Systems, CCTV Systems, Fire Alarm Systems, Data Systems, Phone Systems, Fume Hood Controls, to name a few.

Commercial Services

Our commercial accounts get all our expertise from the industrial group plus the extra attention to service needed for this sector of the industry.

We have qualified, competitively priced, employees that bring first-class workmanship combined with timely installations required by the commercial customer.

Commercial accounts can expect our managers to take ownership and pride in your facility and help the owners or managers run and maintain the facility in the most cost-effective way possible.

We offer 24/7 service and pride ourselves on our quick response time to whatever your problem may be. Large or small, the attention remains the same for all our valued customers.

Our Promise

A family-owned company since 1985, it is our sincere promise to deliver the best products and services for all our customers. We have grown to a very sizeable and respected company by remembering those who helped get us where we are today.

Sincerely,

Chad Hunt
President

Hi-Tech Electric
839 Lenox Ave. Suite A
Portage, MI 49024
Phone 269.323.1111
Fax 269.323.7956
www.hi-techelectric.net

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Hi-Tech ("Hi-Tech") provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or any other protected characteristic. Hi-Tech complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Hi-Tech expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, marital status or other protected characteristics. Improper interference with the ability of Hi-Tech employees to perform their expected job duties is absolutely not tolerated.

ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

Hi-Tech is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Hi-Tech expects that all relationships among people in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of Hi-Tech to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status or any other protected characteristic. Hi-Tech prohibits any such discrimination or harassment.

Hi-Tech encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Hi-Tech to promptly and thoroughly investigate such reports. Hi-Tech prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

DEFINITIONS OF HARASSMENT

Harassment based on any protected characteristic is strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the

employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individual of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the work place of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Hi-Tech (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

COMPLAINT PROCESS

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, or if not comfortable reporting to their supervisor to the Branch Manager.

When possible, Hi-Tech encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Hi-Tech recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Hi-Tech encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore,

although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to an extent consistent with adequate investigation and appropriate corrective action.

RETALIATION

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Hi-Tech to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Hi-Tech will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Hi-Tech.

EMPLOYEE RIGHTS UNDER THE RIGHT TO KNOW LAW

- Access To Msds (Via Fax)
- Knowledge Of Hazardous Chemicals In The Work Place

- Emergency Procedures In Case Of Over Exposure To Hazardous Chemicals
- Understanding The Relevant Data Contained On The Msds
- Access To The Company's Chemical List Kept At The Main Office Or Jobsite

APENDIX A – POLICY UPDATE

In compliance with Michigan's Elliott-Larsen Civil Rights Act, Hi-Tech Electric prohibits discrimination based on race, color, national origin, religion, sex, age, marital status, weight, height, or disability.

Complaints will be investigated following Michigan's state-level anti-discrimination laws.

CODE OF CONDUCT (STATEMENT OF POLICY)

The management and employees of Hi-Tech Electric Company shall conduct themselves in a business like and professional manner. Employees are expected to work within a teamwork concept.

High quality work that is done in a neat and workmanlike manner is the company goal. It is also a company goal to maintain an excellent employee / management relationship. To do this, both parties must do their best to be fair and open-minded. Please remember that the door to upper management is always open to any employee with a work related or personal problem that may impact your performance in the workplace.

The following shall constitute rules and regulations to supplement working agreements with the IBEW and the various local unions:

1. Hi-Tech Electric Company is signatory with N.E.C.A. and several IBEW working agreements. All employees are expected to comply with the applicable agreement.
2. The use of tobacco products will be allowed only at coffee and lunch breaks if designated areas are available. The use of tobacco products will not be allowed on job sites or in company vehicles.
3. No illegal drugs are to be used, transported or distributed while employed by Hi-Tech Electric Company.
4. Gambling on job sites is not allowed.
5. Consumption of alcohol is not allowed during work hours.
6. All employees are expected to maintain a neat and workmanlike appearance.
7. Employees are to be in their work areas and ready for work at the designated starting time.
8. Employees are to notify the office, foreman, or tool partner as soon as possible in case of lost time (i.e. appointments, sick time, or vacation).

Physical Address: Toll Free 1-800-968-1155

Hi-Tech Electric Co. Office (269) 323-1111

839 Lenox Ave., Suite A

Portage MI, 49024

9. Employees do not have the authority to give away company tools, equipment or materials.
10. Employees shall be paid for actual time worked. Early quitting, late starts and long lunch breaks with full day's pay will not be allowed.
- 11 Journeyman electricians will always carry their applicable license with them while on the job site.

12. Apprentice electricians will carry their Electrical Apprentice Registration card with them at all times while on the job site.

13. When driving company vehicles, employees are to follow all governing laws, wear seat belts and be courteous to others. Any traffic violations received while driving company vehicles are the responsibility of the employee. Any damage to a company vehicle is to be reported immediately.

14. It is the intent of this company to maintain equipment, tools, and vehicles. It is the employee's responsibility to notify management of all problems.

15. Employees are not to use vulgar or profane language with or around customers or fellow employees.

16. The customer is always right. There will be no disagreements between the employee and the customer. All disagreements will be directed to management.

17. All substandard work is to be reported to management.

18. Hi-Tech Electric Company is an equal opportunity employer and conducts its employment practices within the applicable State and Federal equal opportunity regulations.

19. Any Hi-Tech Electric employee, management, staff, or vendor to Hi-Tech Electric Company will not tolerate any form of discrimination, harassment or retaliation.

20. Continued absenteeism is counter-productive towards the goal of customer satisfaction and will not be tolerated.

IT IS THE INTENT OF THIS DOCUMENT TO STATE THE RULES, REGULATIONS, AND POLICIES, WHICH EMPLOYEES ARE TO ABIDE BY. ANY VIOLATIONS IN REFERENCE TO THIS ARTICLE OR UNION ARTICLES WILL RESULT IN THE FOLLOWING DISCIPLINARY ACTION.

FIRST VIOLATION- Verbal warning (Notification to be inserted in personnel file)

SECOND VIOLATION- Written warning (Have the employee sign warning and place a copy in his/her personnel file)

THIRD VIOLATION- Termination or suspension without pay at manager's discretion

THE FOLLOWING ARE EXAMPLES OF WORK VIOLATIONS THAT WILL RESULT IN IMMEDIATE TERMINATION OF EMPLOYMENT:

1. Participating in a fight during working hours.
2. Insubordination (Direct violation of an order).
3. Immoral conduct or indecency.
4. Engaging in sabotage or espionage.

5. Theft or removal from premises, without proper authorization, any customer property, company property, or property of another employee.
6. Unauthorized possession or use of firearms, explosives or any other concealed weapon during assigned working hours.
7. Possessing, using, selling, or distributing alcoholic beverages or illegal drugs on company premises, job sites, or in company vehicles.

THIS LIST SHALL NOT BE CONSTRUED TO DENY THE RIGHT OF THE COMPANY TO DISCIPLINE ANY EMPLOYEE FOR AN ACT OR CAUSE NOT MENTIONED.

Company Office and Field/Shop Dress Code Policy

1. PURPOSE

To maintain a safe, healthy, clean, and functional work environment, Hi-Tech Electric Company requires that employees wear clean and appropriate clothing for the job. Our dress code policy provides guidelines and some restrictions on acceptable attire in the workplace.

2. SCOPE

This policy applies to all employees who work from our offices or in public and who may encounter customers, colleagues, visitors, or members of the public in the course of their duties. This includes off-site, off-site activities and activities outside of normal working hours when representing Hi-Tech Electric Company.

3. POLICY

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and have an impact on the company's image. Hi-Tech Electric Company wants employees who represent the organization or who work on the company's premises to have a professional look and to wear appropriate clothing for the workplace.

During business hours or when representing Hi-Tech Electric Company, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position. This is particularly true if your job involves dealing with customers or visitors in person.

Where necessary, reasonable accommodation may be provided for a person with a disability.

The following personal appearance guidelines should be followed for OFFICE staff:

3.1 Office Acceptable Clothing – Business Casual

- Dress shirts, sweaters, blouses, button-down shirts, polo shirts, sports coats
- Khakis, trousers, jeans, skirts, slacks, dresses
- Any shirts, pants, or dresses that are not excessively tight or revealing
- Clean shoes, including sneakers, boat shoes, sandals, or boots
- Respectable clean hats

3.2 Office Unacceptable Clothing at all times

- Shorts
- Any excessively revealing clothing
- Torn and/or holey jeans
- Tank Tops
- Shirts showing midriff

Office Unacceptable Clothing at all times - continued

- T-shirts with graphics
- Athletic leggings, sweatpants, or joggers
- Hooded Sweatshirts
- Flip flops

3.3 Office Casual Friday acceptable clothing included in addition to 3.1

- Athletic Shoes
- Hi-Tech branded shirts
- Crew neck sweatshirts

The following personal appearance guidelines should be followed for FIELD and SHOP staff:

3.4 Field and Shop Guidelines

- Clothing worn on the job shall not be objectionable to the customer, fellow employees, or employers and should be appropriate for the work being performed and the conditions encountered.
- Clothing that is torn, ragged, dirty, or contains lewd, obscene, or suggestive content is prohibited.
- Jewelry & Accessories such as chains, necklaces, earrings, watches, or conductive materials are discouraged if they pose a safety threat.
- Head and facial hair must be clean and well-kept. Long hair should be restrained for safety.

Labor and Human Rights Policy

1. Policy Statement

Hi-Tech Electric Company is committed to upholding the highest labor and human rights standards across its operations and supply chain. We ensure that all employees, contractors, suppliers, and business partners adhere to ethical labor practices, aligning with the International Labor Organization (ILO) conventions, the United Nations Guiding Principles on Business and Human Rights, and the Dhaka Principles for Migration with Dignity. This section provides a high-level overview of the policy. For complete details, including specific procedures, requirements, and guidelines, please refer to the Safety Manual. In the event of any discrepancies, the Safety Manual shall take precedence.

2. Scope

This policy applies to all employees, subcontractors, suppliers, and business partners engaged in business activities with Hi-Tech Electric, irrespective of geographical location.

3. Commitments and Operational Objectives

3.1 Child Labor

- Hi-Tech strictly prohibits child labor in all operations and supply chains.
- Compliance with ILO Convention No. 138 and local regulations regarding the minimum age of employment.
- Suppliers and contractors must verify the age of employees and maintain records to prevent underage labor.

3.2 Forced Labor and Human Trafficking

- Zero tolerance for forced, bonded, or indentured labor, including human trafficking.
- Prohibition of recruitment fees, withholding of personal identification documents, and involuntary overtime.
- Implementation of robust due diligence procedures to identify, assess, and mitigate potential forced labor and human trafficking risks in our supply chains.
- Immediate remediation measures for any identified forced labor cases, including engagement with NGOs and victim support programs.

3.3 Freedom of Association and Collective Bargaining

- Respect for employees' rights to form or join trade unions and engage in collective bargaining.
- No discrimination or retaliation against employees exercising these rights.

- Establish mechanisms for constructive dialogue and negotiation with employee representatives or unions.
- Establish mechanisms for constructive dialogue and negotiation with employee representatives or unions.
- Ensure that company policies and practices do not discriminate against employees based on their union membership or participation in trade union activities.
- Provide training and support for employees, supervisors, and managers on the rights and benefits of freedom of association and collective bargaining.

3.4 Occupational Health and Safety

- Providing a safe, healthy, and hazard-free work environment for all employees, contractors, and visitors.
- Compliance with applicable health and safety laws, regulations, and industry standards.
- Conducting risk assessments, implementing controls, and regularly reviewing health and safety performance.
- Providing appropriate training and resources to promote a culture of safety and prevent work-related injuries and illnesses.

3.5 Diversity, Equity, and Inclusion

- Prohibition of discrimination and harassment based on race, gender, age, disability, sexual orientation, or any other protected characteristic.
- Promotion of an inclusive workplace where all employees have equal opportunities for growth.

3.6 Working Conditions and Fair Wages

- Compliance with applicable wage laws, including minimum wage, overtime, and benefits.
- No excessive working hours beyond legal and industry standards.
- Transparent contracts and clear communication of employment terms.

4. Due Diligence and Monitoring

- Implementation of due diligence procedures to assess and mitigate risks of labor and human rights violations.
- Regular audits and assessments of suppliers and business partners.
- Corrective action plans and contract termination for non-compliance.

5. Training and Awareness

- Mandatory training programs for employees and suppliers on labor rights, human trafficking risks, and ethical recruitment practices.
- Awareness campaigns on identifying and reporting violations.

6. Grievance Mechanisms and Reporting

- Establishment of confidential reporting channels for labor rights violations.
- Zero retaliation policy for whistleblowers.
- Investigation and remediation process for reported concerns.

7. Compliance and Enforcement

- Senior management accountability for policy implementation.
- Integration of labor and human rights criteria into supplier selection and contracting.
- Regular policy review and updates to align with evolving best practices.

8. Quantitative Objectives

- Reduce reported workplace incidents by 10% annually.
- Conduct annual labor rights compliance assessments for all major suppliers.
- Increase employee training participation on labor rights topics by 15% each year.

9. Qualitative Objectives

- Foster a culture of continuous improvement in labor and human rights practices.
- Enhance collaboration with industry stakeholders to share best practices and drive systemic change.
- Strengthen supplier engagement programs to promote ethical labor standards throughout the supply chain.
- Encourage open communication and active participation from employees to create a transparent and supportive work environment.
- Align corporate policies with evolving international labor and human rights frameworks to ensure ongoing compliance and ethical business operations.

10. Communication and Transparency

- Public disclosure of labor and human rights performance in corporate sustainability reports.
- Ongoing stakeholder engagement, including customers, suppliers, and regulatory bodies.

11. Safeguards Against Modern Slavery

- Hi-Tech Electric Company has a zero-tolerance approach to modern slavery within our organization.

- Prevention, detection, and reporting of modern slavery is the responsibility of all individuals working for or on behalf of Hi-Tech Electric.
- Employees must not engage in, facilitate, or fail to report any activity that might suggest a breach of this policy.
- Hi-Tech Electric prohibits destroying, concealing, or confiscating employees' identity or immigration documents.
- E-Verify is utilized prior to hiring all employees to confirm legal working status.
- Compliance plan includes a reporting process for employees, including access to the Global Human Trafficking Hotline at 1-844-888-FREE and help@befree.org.

12. Enforcement

- Risk-based approach to contracting processes, ensuring suppliers and subcontractors comply with Hi-Tech Electric's Code of Conduct.
- Employment agencies and third parties supplying workers must confirm compliance with our Code of Conduct.
- Hi-Tech Electric reserves the right to conduct audits of suppliers to ensure compliance.
- Non-compliance may result in disciplinary actions, contract termination, or other appropriate measures.

By adhering to this policy, Hi-Tech Electric Company reinforces its commitment to ethical labor practices, ensuring a fair and safe work environment for all stakeholders.

Whistleblower Protection and Reporting Procedure

Introduction - Hi-Tech Electric Company is committed to maintaining the highest standards of ethics, transparency, and compliance with applicable laws and regulations. As part of this commitment, we encourage our employees, contractors, suppliers, and other stakeholders to report any concerns or suspected violations of laws, regulations, or company policies. To ensure the protection of whistleblowers and the integrity of the reporting process, we have established the following Whistleblower Protection and Reporting Procedure.

1. **Scope** - This procedure applies to all individuals associated with Hi-Tech Electric Company, including employees, contractors, suppliers, and other stakeholders. It covers concerns related to illegal activities, ethical misconduct, fraud, financial irregularities, health and safety violations, environmental concerns, or any other misconduct that may adversely affect the company's reputation or operations.
2. **Reporting Channels** - Hi-Tech Electric Company provides multiple channels for reporting concerns or suspected violations:
 - 2.1 **Internal Reporting:**
 - 2.1.1 **Direct Reporting:** Whistleblowers can report their concerns directly to their immediate supervisor, manager, or any other member of the management team.
 - 2.2 **External Reporting:**
 - 2.2.1 Whistleblowers may choose to report their concerns directly to external regulatory bodies or appropriate government agencies if they believe internal channels are not suitable or effective.
3. **Whistleblower Protection** - Hi-Tech Electric Company is committed to fully protecting the confidentiality and anonymity of whistleblowers permitted by law. The following measures are implemented to ensure whistleblower protection:
 - 3.1 **Confidentiality:** All reports and related information will be treated with strict confidentiality, to the extent permitted by law and the need to investigate and address the reported concerns.
 - 3.2 **Non-Retaliation:** Hi-Tech Electric Company strictly prohibits retaliation against whistleblowers. Any form of retaliation, such as harassment, demotion, termination, or discrimination, against a whistleblower is a violation of company policy and may result in disciplinary action.
 - 3.3 **Anonymous Reporting:** Whistleblowers have the option to submit their reports anonymously, either through external regulatory bodies or other designated reporting channels. Hi-Tech Electric Company will not attempt to trace the identity of anonymous whistleblowers unless required by law or deemed necessary for the investigation.

4. Reporting Procedure - When reporting a concern or suspected violation, whistleblowers should follow these steps:
 - 4.1 Document the Concern: Prepare a written summary of the concern, providing as much detail as possible, including dates, times, locations, individuals involved, supporting documents (if available), and any other relevant information.
 - 4.2 Choose Reporting Channel: Select the most appropriate reporting channel, either internal or external, based on the nature of the concern and the whistleblower's comfort level.
 - 4.3 Submit the Report: Submit the concern or suspected violation through the chosen reporting channel. If using the internal reporting channels, provide the report to the immediate supervisor, manager, or any member of the management team. If using the ethics hotline, follow the instructions provided for anonymous or non-anonymous reporting.
 - 4.4 Follow-up: Whistleblowers may be contacted for additional information or clarification during the investigation process. However, if the whistleblower has chosen to remain anonymous, they should not disclose their identity during these communications.
5. Investigation and Resolution - All reports received will be promptly and thoroughly investigated by the appropriate departments within Hi-Tech Electric Company. Investigations will be conducted with sensitivity, fairness, and impartiality. Once the investigation is completed, appropriate actions will be taken to address the concern and, if necessary, to prevent future violations.
6. Reporting Follow-up - Hi-Tech Electric Company will make reasonable efforts to provide feedback to whistleblowers who have identified themselves or chosen to be contacted during the investigation process. However, due to the nature of anonymous reporting, it may not always be possible to provide specific feedback.
7. Retention of Records - All reports, investigations, and related documents will be retained in accordance with applicable laws and company policies. Records will be securely stored and protected to maintain confidentiality.
8. Non-Disclosure Agreement - Hi-Tech Electric Company acknowledges that whistleblowers may be bound by confidentiality agreements or non-disclosure obligations. To the extent permitted by law, the company will not take any action to enforce such agreements against whistleblowers who report concerns or suspected violations in good faith.
9. Communication and Awareness - Hi-Tech Electric Company will communicate and provide regular training on this Whistleblower Protection and Reporting Procedure to all employees, contractors, suppliers, and other stakeholders. The company will strive to

foster a culture of transparency and encourage the reporting of concerns without fear of retaliation.

APPENDIX A – POLICY UPDATE

Employees who report violations under the Michigan Whistleblower Protection Act will not be subject to retaliation.

Reports can be made confidentially, and employees may seek protection under Michigan labor law.

Collective Bargaining Agreements

Hi-Tech Electric is a signatory contractor under a Collective Bargaining Agreement (CBA) with the International Brotherhood of Electrical Workers (IBEW) and the National Electrical Contractors Association (NECA). Employees covered by the CBA are subject to the terms and conditions outlined in that agreement.

This Employee Handbook applies to employees who are not covered by the CBA and addresses topics not governed by the agreement. In the event of any conflict between this handbook and the CBA, the terms of the CBA shall take precedence for covered employees.

Qualitative objective:

- Aim to build constructive relationships with employees and trade representatives.
- Strengthen proactive engagement with employee and union representatives by formalizing biannual labor-management roundtables focused on workforce well-being, project safety, and training opportunities. Emphasize early collaboration to resolve concerns before escalation and build mutual trust.

Quantitative targets:

- Maintain the number of employees covered by a collective bargaining agreement in 2030.
- Achieve 95% participation in scheduled joint labor-management meetings and safety committees by 2030, ensuring consistent dialogue, timely issue resolution, and shared accountability between leadership and trade partners.

[FW CBA](#)

[MI CBA](#)

Freedom of Association and Collective Bargaining

- Respect for employees' rights to form or join trade unions and engage in collective bargaining.
- No discrimination or retaliation against employees exercising these rights.
- Establish mechanisms for constructive dialogue and negotiation with employee representatives or unions.
- Establish mechanisms for constructive dialogue and negotiation with employee representatives or unions.
- Ensure that company policies and practices do not discriminate against employees based on their union membership or participation in trade union activities.
- Provide training and support for employees, supervisors, and managers on the rights and benefits of freedom of association and collective bargaining.

HOURS-WAGES-WORKING CONDITIONS

4.01. (a) **HOURS:** Eight hours worked between the hours of 8:00 a.m. and 4:30 p.m., with thirty minutes for lunch, generally to be taken at the mid-point of the workday, shall constitute the workday. Five such days, Monday through Friday, shall constitute the workweek. The normal workday may be varied by no more than two (2) hours by mutual agreement between the Union and the Employer or to meet the needs of a customer.

(b) **FOUR TEN HOUR SCHEDULE:** The Employer, with 48 hours prior notice to the Union, or the approval of the business manager, may institute a work week consisting of four (4) consecutive ten (10) hour days between the hours of 7:00 a.m. and 6:00 p.m., Monday through Thursday, with one-half hour allowed for a lunch period. Friday may be used as a make-up day, and if utilized, a minimum of eight (8) hours must be scheduled. After ten (10) hours in a workday, or forty (40) hours in a work week, overtime shall be paid at a rate of one and one-half (1½) times the regular rate of pay.

(c) **BREAKS:** Employees will be allowed a total of twenty minutes of rest period during the shift with the location and time allocation to be determined by the Employer. On projects employing 35 employees or more, when the expected ambient temperature outdoors is less than 50 degrees Fahrenheit, in cooperation with the customer or end-user, Employers must provide, or be provided, a temperature-controlled (heated) break space. When the expected ambient temperature is above 85 degrees Fahrenheit, in cooperation with the customer or end-user, Employers must provide a tented or temperature-controlled space for break. The rest period will not be used to shorten the workday.

(d) **LUNCH PERIOD:** Work performed during regular lunch period shall be considered overtime; employees shall be allowed adequate time to eat not exceed fifteen (15) minutes within their specific work area or Employer assigned area.

(e) **EXTRA LUNCH PERIOD & BREAK:** On all overtime worked in

excess of the regular eight (8) hour workday, the Employer shall allow an additional ten (10) minute break subject to the rules established in 4.01(c). On all overtime worked in excess of two (2) hours or more after an eight (8) hour workday, the Employer shall allow thirty (30) minutes for a lunch period. An additional ten (10) minute break shall be allowed two (2) hours after the completion of the overtime lunch period. On unscheduled overtime, the lunch period shall be paid.

4.02 (a) **OVERTIME & HOLIDAYS:** All overtime shall be paid for at one and one-half (1 ½) times the straight time rate of pay except for Sundays and the following holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day, shall be paid for at double (2) the straight time rate of pay.

(b) **OVERTIME ALLOCATION POLICY:** The Employer shall attempt, where it is determined to be practical and cost effective, to divide overtime equally and impartially among the employees on a given job. Supervision shall be excluded from this requirement.

4.03. **PAYMENT OF WAGES:** Wages shall be paid weekly not later than quitting time Wednesday and not more than three (3) days' wages may be withheld at any time. At the employer's option, wages shall be paid in cash, by check or through direct electronic deposit to the bank or credit union of the employee's choice. All payroll deductions shall be separately itemized on check stub or separate notice of some form. Upon request of the employee, a paper check stub shall be mailed or issued on a weekly basis. Any employee laid off or discharged shall be paid his wages immediately. If the employee is normally paid through electronic deposit, the payment must be made on the day the employee is laid off or discharged or if it is a Saturday or Sunday on the next regular business day. In the event an employee is not paid off, waiting time at the regular straight time rate shall be charged until payment is made, but waiting time not to exceed \$25.00 in any one twenty-four (24) hour period. When a legal holiday falls on Monday or Tuesday, payday shall be on Thursday. When a payday falls on a legal holiday, employees shall be paid on the previous day.

* 4.04. (a) **WAGES:**
The minimum rate of wages shall be as follows:

* Effective 06/03/2024: Journeyman Inside Wireman Base Rate: \$40.81.

* Effective 06/02/2025 there will be a \$3.35 total package increase.

* Effective 06/01/2026 there will be a \$2.57 total package increase.

[Total package includes the base rate and the following fringe benefits &/or contributions: Health Plan, Pension Plan, NEBF and employee portion of JATC contribution (1%).]

General Foreman - 25% above Journeyman's regular rate.

Foreman - 6% above Journeyman's rate on all jobs requiring three to six men. 12½% above Journeyman's rate for all Foremen on jobs requiring more than six men.

(b) **FRINGES:**

Health Plan - ~~\$9.00~~per clock hour shall be contributed by employers on Journeyman, Foreman and General Foreman. **\$8.50** per clock hour shall be contributed for Traditional Apprentices indentured after January 1, 2022. \$6.10 per clock hour shall be contributed for Hybrid Apprentices indentured after January 1st, 2022. See Article IX.

Pension Plan - 23% of gross weekly wages shall be contributed by employer on all Journeyman, Foreman and General Foreman. 5% of gross wages shall be contributed by Employer on all apprentices. See Article XI.

NEBF-3% of gross labor payroll contributed by employer. See Article X.

401K Plan – See Article XII.

Savings Plan - See Article XIII.

L.M.C.C. Fund - Total contribution of \$.08 per clock hour. (Jointly funded \$.04 by the employee and \$.04 by the employer). See Article XIV.

National LMCC Fund - \$.01 per hour shall be contributed by employer. See Article XV.

Administrative Maintenance Fund - \$.25 per hour shall be contributed by the employer. See Article XVII.

(c) **J.A.T.C.**

Trust Fund Contribution - 2% of gross payroll per clock hour contributed on all employees except unindentured and first-year apprentices. The Joint Apprenticeship & Training Fund will be jointly and equally funded with equal amounts, 1% deducted from the employees' negotiated wage and benefit package, and 1% contributed by the employers. All future increases will be jointly funded unless negotiated otherwise by the parties.

Apprentice Wireman Wages:

Traditional Apprentices – Six (6) Periods (those indentured after January 1, 2022):

- 1st Period – 45% of Journeyman Wireman Rate
- 2nd Period – 55% of Journeyman Wireman Rate
- 3rd Period – 60% of Journeyman Wireman Rate
- 4th Period – 65% of Journeyman Wireman Rate
- 5th Period – 70% of Journeyman Wireman Rate
- 6th Period – 80% of Journeyman Wireman Rate

Hybrid Apprentices – Six (6) Periods (those indentured after January 1, 2022):

- 1st Period – 55% of CE 3 rate
- 2nd Period – 60% of CE 3 rate
- 3rd Period – 65% of CE 3 rate
- 4th Period – 70% of CE 3 rate
- 5th Period – 75% of CE 3 rate
- 6th Period – 85% of CE 3 rate

- (d) **WORKING DUES DEDUCTION:** The Employer agrees to deduct and forward to the Financial Secretary of the Local Union, upon receipt of a voluntary written authorization, the additional working dues from the pay of each IBEW member. The amount to be deducted shall be the amount specified in the approved Local Union Bylaws. Such an amount shall be certified to the Employer by the Local Union upon request by the Employer.
- (e) **POLITICAL ACTION DEDUCTION (C.O.P.E.):** During the term of this Agreement and in accordance with the terms of an individual voluntary written authorization and assignment form, the employer agrees to deduct once each week, from the wages of each employee covered by this Agreement, who signs said check-off authorization and assignment, the sum of five cents (\$.05), ten cents (\$.10), or fifteen cents (\$.15) per hour worked by the said employee during the week. The payment and the payroll report shall be mailed to reach the office of the appropriate deposit fund not later than fifteen (15) calendar days following the end of each month.
- (f) **HIGH TIME:** On all work 40' or more above ground, floor or flat roofs, or if suspended from above, workmen shall receive 10% above applicable rate, except when working on mechanical/hydraulic aerial work platforms which are MIOSHA approved.

4.05. (a) **MILEAGE:** No workman shall be required to use his personal conveyance in traveling from shop to job, job to job or job to shop, unless he is reimbursed for use of such conveyance at the federally allowable maximum; no trip to be less than three dollars (\$3.00).

(b) **MATERIAL TRANSPORTATION:** No workman shall use his personal conveyance to carry ladders or conduit. Nor shall he carry material or company tools in excess of 40 pounds or 47 inches.

4.06. **SUBSISTENCE:** On work within or outside the jurisdiction of the Local Union, when an employee is directed by the Employer to stay overnight, transportation, board and all other necessary expenses shall be paid by the Employer.

4.07. (a) **FOREMAN CLAUSE:** The designation, appointment and determination of the number of foremen and/or general foremen shall be the sole responsibility of the Employer.

(b) The Employer will be allowed to request Foreman by name from the Out of Work List if the employee has not quit his previous employer within the past two weeks. However, the employee requested must remain in that capacity until he has worked a minimum of **ninety (90)** days, or until his employment is terminated. If the employee is still employed after the above 90-day period, at the time the reduction takes place, the employee shall be given the option of a "reduction in force" layoff or accepting the reduction to Journeyman.

(c) **ACCEPTING ORDERS:** On jobs having a Foreman and/or General Foreman, workmen are not to take directions or orders or accept the layout of any job from anyone except their Foreman.

(d) No Foreman or General Foreman of one job shall at the same time perform work on another job.

4.08. **SHOW UP TIME:** When men are to report to a job and do not start work due to lack of material or other causes beyond their control (except when such failure to provide work is due to strikes, fires or floods) they shall receive one (1) hour's wage unless notified one (1) hour before starting time. If work is started, workmen shall receive two (2) hours' pay, provided the workmen remain on the job for this period of time.

4.10. **SHIFT CLAUSE:** When so elected by the Contractor, multiple shifts of eight (8) hours for at least five (5) days' duration may be worked. When two (2) or three (3) shifts are worked:

The first shift (day shift) shall consist of eight (8) consecutive hours worked between the hours of 8:00 a.m. and 4:30 p.m. Workmen on the "day shift" shall be paid

at the regular hourly rate of pay for all hours worked.

The second shift (swing shift) shall consist of eight (8) consecutive hours worked between the hours of 4:30 p.m. and 1:00 a.m. Workmen on the "swing shift" shall be paid at the regular hourly rate of pay plus 12.5% for all hours worked.

The third shift (graveyard shift) shall consist of eight (8) consecutive hours worked between the hours of 12:30 a.m. and 9:00 a.m. Workmen on the "graveyard shift" shall be paid at the regular hourly rate of pay plus 12.5% for all hours worked.

The Employer shall be permitted to adjust the starting hours of the shift by up to two (2) hours in order to meet the needs of the customer.

If the parties to the Agreement mutually agree, the shift week may commence with the third shift (graveyard shift) at 12:30 a.m. Monday to coordinate the work with the customer's work schedule. However, any such adjustment shall last for at least five (5) consecutive day duration unless mutually changed by the parties to this Agreement.

An unpaid lunch period of thirty (30) minutes shall be allowed on each shift. All overtime work required before the established start time and after the completion of eight (8) hours of any shift shall be paid at one and one-half times the "shift" hourly rate.

There shall be no pyramiding of overtime rates and double the straight time rate shall be the maximum compensation for any hour worked. There shall be no requirement for a day shift when either the second or third shift is worked.

4.11. FABRICATION OF MATERIALS: All conduit shall be cut and threaded and all brackets for the support of copper, iron, pipe hangers, racks, boxes and insulator supports shall be fabricated on the job, or off the job, by workmen employed under the terms of an IBEW Agreement. Exceptions shall be made for patented devices, catalogue items, and by mutual agreement, items requiring specialized fabrication equipment or coatings.

The installation, maintenance, connection, shifting or repairing of all wiring for temporary lighting, heat and power and the maintenance of pumps, fans, blowers and other electrical equipment in new buildings or buildings undergoing alterations, subways, tunnels, bridges under construction shall be performed by workmen employed under the terms of this Agreement.

The handling and moving of all electrical equipment and materials on the job site shall be performed by employees employed under the terms of this Agreement.

4.12. DISCHARGE AND TERMINATION: When an employee is discharged or terminated, he shall be given a termination notice stating the reason and date thereof. It shall be the responsibility of the Employer or his authorized representative on the job,

to complete the termination notice. A copy of the notice shall be forwarded, by the Employer, to the Union within twenty-four (24) hours of the discharge or termination. The employee shall proceed as follows:

1. Gather his tools and belongings immediately.
2. Secure his termination notice and wages due.
3. Leave the job as soon as possible and cause no disturbance.

4.13. **EMPLOYEE CALL BACK:** An Employer shall be allowed to call back for employment a laid-off employee for up to sixty (60) days from date of layoff or at any time a laid-off employee is drawing unemployment compensation benefits against the employer. The call back shall only apply to Group I applicants registered on the Out of Work List.

4.14. **EMPLOYEE TOOLS:** All employees and apprentices starting in their Fifth period shall have a complete set of tools as listed below. The Employer shall provide on all job sites a suitable place for the storing of employees' tools. If any employee loses their personal tools by burglary caused by proven forced entry, the Employer shall replace the employee's tools listed with the Employer upon arriving at each job site.

1 - Toolbox	1 - Hacksaw Frame
2 - Pair Channel Lock Type Pliers	1 - Hammer
1 - Side Cutting Pliers	1 - Combination Square
1 - Needle Nose Pliers	1 - Torpedo Level (non-laser)
1 - 8" Crescent Wrench	1 - Keyhole Saw
1 - Plumb Bob	1 - Folding Stick Rule
1 - Awl	
2 - Screwdrivers	1 - Wiggins Style of a Multi-Meter comparable in price
1 - Skinning Knife	1 - Set Hex Key/Allen Wrenches up to 3/8"
1 - Wire Strippers	1 - 20' min. Retractable Tape Measure
1 - Utility Knife	1 - Center Punch
1 - Pocket Type TIC Tracer	1 - Concrete Chisel
1 - Set Standard Nut Drivers	1 - Combination open/box end wrenches 3/8" through 3/4"

4.15. **WORKMANSHIP STANDARDS / IMPROPER WORKMANSHIP:** Workmen shall install all electrical work in a safe and workmanlike manner and in accordance with the applicable code and contract specifications. A Journeyman shall be required to make corrections on improper workmanship for which he is responsible, on his own time and during regular working hours, unless errors were made by orders of the Employer or the Employer's representative. Employers shall notify the Union of workmen who fail to adjust improper workmanship and the Union assumes the responsibility for the enforcement of this provision.

Intellectual Property and Confidentiality Policy

1. Introduction: Hi-Tech Electric Company recognizes the importance of protecting its intellectual property and confidential information. This Intellectual Property and Confidentiality Policy establishes guidelines and expectations for employees, contractors, consultants, and any other individuals granted access to company information. The purpose of this Policy is to safeguard proprietary information, trade secrets, and intellectual property rights, and to ensure compliance with applicable laws and regulations.
2. Definitions
 - 2.1 Intellectual Property (IP): Intellectual Property refers to any creations of the mind, including inventions, designs, processes, trademarks, trade secrets, copyrights, and any other proprietary information that has commercial value.
 - 2.2 Confidential Information: Confidential Information includes any non-public information, whether written, oral, electronic, or in any other form, that is disclosed by Hi-Tech Electric Company and is not generally available to the public.
3. Obligations
 - 3.1 Protection of Intellectual Property: All employees and individuals associated with Hi-Tech Electric Company must respect and protect the company's intellectual property. This includes not infringing on third-party intellectual property rights and using company intellectual property only for authorized purposes.
 - 3.2 Confidentiality Obligations: All employees and individuals associated with Hi-Tech Electric Company must maintain the confidentiality of all confidential information disclosed to them during their association with the company. Confidential information should not be disclosed, shared, or used for personal gain, both during and after their association with the company, except as expressly authorized.
4. Handling of Intellectual Property and Confidential Information
 - 4.1 Access Control: Access to intellectual property and confidential information should be restricted to individuals who require it to perform their job responsibilities. Access must be granted based on a need-to-know basis and should be promptly revoked when no longer required.
 - 4.2 Marking and Labeling: Intellectual property and confidential information must be clearly marked or labeled as such. This helps identify and differentiate it from other non-confidential information.

4.3 Physical Security: Physical measures must be implemented to protect physical copies of intellectual property and confidential information, such as locked filing cabinets, secure storage areas, and visitor control procedures.

4.4 Digital Security: Appropriate technological measures, including passwords, encryption, firewalls, and access controls, must be employed to safeguard digital copies of intellectual property and confidential information from unauthorized access, disclosure, or alteration.

5. Reporting Obligations

5.1 Suspected Misuse or Unauthorized Disclosure: Employees and individuals associated with Hi-Tech Electric Company must promptly report any suspected misuse, unauthorized disclosure, or loss of intellectual property or confidential information to their immediate supervisor or the designated authority within the company.

5.2 Whistleblower Protections: Hi-Tech Electric Company maintains a whistleblower policy that protects employees who report violations of this Policy or any other unlawful activity. Retaliation against whistleblowers is strictly prohibited.

6. Compliance and Consequences

6.1 Policy Compliance: Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment or termination of any association with Hi-Tech Electric Company. Violations of this Policy may also lead to legal action and the imposition of civil and criminal liabilities.

6.2 Continuing Obligations: The obligations of confidentiality and protection of intellectual property outlined in this Policy continue even after the termination of employment or association with Hi-Tech Electric Company.

7. Training and Awareness

7.2 Training Programs: Hi-Tech Electric Company will conduct regular training programs to educate employees and individuals associated with the company about the importance of intellectual property and confidentiality, as well as their obligations and responsibilities under this Policy.

8. Policy Review

8.1 Regular Review: This Policy will be reviewed periodically to ensure its ongoing relevance and effectiveness. Updates and revisions will be made as necessary to address changes in technology, laws, regulations, and business needs.

By following this Intellectual Property and Confidentiality Policy, we can collectively protect Hi-Tech Electric Company's intellectual property and confidential information, maintaining our competitive advantage and fostering trust among our employees, partners, and stakeholders.

Employee Privacy and Data Protection Policy

At Hi-Tech Electric Company, we value the privacy and confidentiality of our employees' personal information and are committed to protecting their data. This Employee Privacy and Data Protection Policy outlines our guidelines and procedures for handling employee data, both during their employment and after termination. It applies to all employees, contractors, and third parties who have access to employee data.

1. Collection and Use of Employee Data

1.1 We collect and maintain only relevant personal data necessary for legitimate employment-related purposes, such as recruitment, onboarding, payroll, benefits administration, performance evaluation, and compliance with legal obligations.

1.2 Personal data may include, but is not limited to, employee contact information, employment history, compensation details, benefits information, tax data, and emergency contact details.

1.3 Employee data will be collected and processed lawfully, fairly, and transparently, and with the knowledge and consent of the individual, except when required by applicable law or necessary for the performance of an employment contract.

2. Confidentiality and Security

2.1 Hi-Tech Electric Company will implement appropriate technical and organizational measures to protect employee data from unauthorized access, disclosure, alteration, or destruction.

2.2 Access to employee data will be restricted to authorized personnel on a need-to-know basis for legitimate business purposes.

2.3 Confidentiality agreements and data protection training will be provided to employees with access to personal data to ensure they understand their responsibilities and obligations.

3. Data Retention

3.1 Employee data will be retained only for as long as necessary to fulfill the purposes for which it was collected, as required by law or company policies.

3.2 Upon termination of employment, employee data will be retained in accordance with legal requirements and our data retention policies.

3.3 Employees have the right to request the deletion or correction of their personal data, subject to applicable laws and legitimate business interests.

4. Sharing of Employee Data

4.1 Hi-Tech Electric Company may share employee data with third parties for legitimate business purposes, such as benefits administration, payroll processing, legal compliance, and IT support. These third parties will be required to maintain the confidentiality and security of the data.

4.2 Employee data will not be shared with external parties for marketing purposes without explicit consent, except as required by law or regulations.

5. Employee Rights and Responsibilities

5.1 Employees have the right to access their personal data and request their correction, deletion, or restriction of processing, subject to legal requirements and company policies.

5.2 Employees should promptly report any unauthorized access, loss, or disclosure of personal data to the appropriate authorities and the Chief Compliance Officer.

5.3 Employees should adhere to company policies and procedures regarding the protection of personal data and respect the privacy rights of their colleagues.

6. Compliance with Laws and Regulations

6.1 Hi-Tech Electric Company will comply with applicable data protection laws and regulations, including but not limited to the General Data Protection Regulation (GDPR) and local data protection laws.

6.2 We will regularly review and update our data protection practices to ensure compliance with evolving legal requirements and industry standards.

7. Chief Compliance Officer

7.1 Hi-Tech Electric Company has appointed the IT manager responsible for overseeing the implementation and enforcement of this policy and ensuring compliance with data protection laws.

7.2 Employees can contact the IT manager for any questions, concerns, or requests regarding their personal data.

By acknowledging and accepting this policy, employees agree to abide by its provisions and understand that non-compliance may result in disciplinary action, up to and including termination of employment.

Please note that this policy is subject to periodic review and may be updated or revised to reflect changes in applicable laws, regulations, or company practices. Employees will be notified of any significant updates to this policy

Online Behavior Policy

1. Introduction: Hi-Tech Electric Company recognizes the importance of social media and online platforms as tools for communication and networking. This policy outlines the guidelines and expectations for employees' behavior and the use of social media and online platforms while representing the company. It applies to all employees, contractors, and representatives of Hi-Tech Electric Company.
2. Professional Conduct
 - 2.1. Representing the Company: When engaging in social media activities, employees should clearly state that their views are personal and not representative of Hi-Tech Electric Company unless they have been authorized to speak on behalf of the company.
 - 2.2. Professionalism: Employees should maintain a professional and respectful tone in all online interactions related to the company. Offensive, discriminatory, harassing, or defamatory content is strictly prohibited.
 - 2.3. Confidentiality: Employees must not disclose any confidential or proprietary information about the company, its clients, or its partners. Confidential information includes financial details, customer data, intellectual property, trade secrets, and any other sensitive information.
3. Personal Social Media Accounts
 - 3.1. Personal Responsibility: Employees are personally responsible for the content they publish on their personal social media accounts. However, they should be aware that their actions can reflect on the company's reputation.
 - 3.2. Disclaimers: If an employee's social media profile identifies them as an employee of Hi-Tech Electric Company, they should include a disclaimer stating that their views are personal.
 - 3.3. Respect for Colleagues: Employees should refrain from posting content that could harm the reputation or privacy of their colleagues. Criticism or negative comments about the company or fellow employees should be addressed through appropriate channels within the organization.
4. Official Company Accounts
 - 4.1. Authorization: Only designated individuals approved by Hi-Tech Electric Company may manage and post on official company social media accounts.
 - 4.2. Consistency and Accuracy: Employees handling official accounts should ensure that information shared is accurate, up-to-date, and aligns with the company's values and guidelines.

4.3. Responding to Inquiries: Employees handling official accounts should promptly respond to inquiries and engage in a professional and courteous manner. If unable to answer a question, they should direct the individual to the appropriate channels within the company.

5. Consequences of Violations: Any violations of this policy may result in disciplinary action, including but not limited to verbal or written warnings, suspension, termination, or legal action if applicable.
6. Training and Awareness: Hi-Tech Electric Company will provide training and resources to employees to promote understanding and compliance with this policy. Employees are encouraged to stay updated on changes in social media platforms and evolving best practices.
7. Policy Review: This policy will be reviewed periodically to ensure its relevance and effectiveness. Any updates or revisions will be communicated to all employees.

By adhering to this policy, employees contribute to the positive representation of Hi-Tech Electric Company in the online community and help maintain its reputation and integrity.

DRIVER POLICY STATEMENT

As an operator of a company vehicle:

I have received and reviewed the Employee Handbook and agree to comply with the specific conditions outlined in the Handbook for Vehicle Safety under “Statement of Policy” and “Specific Safety Rules and Issues.”

I understand that only employees are permitted to operate company vehicles.

I understand that no personal use of the company vehicle is permitted unless authorized by my supervisor.

I understand that it is my responsibility to operate the company vehicle according to all applicable traffic laws and regulations.

I understand that I am to utilize all restraint systems provided for my safety while operating a company vehicle.

I authorize the Company to review my Motor Vehicle Record at any time to evaluate my driving record for the purpose of monitoring my driving behavior and compliance with traffic laws and regulations.

I understand that it is my responsibility to report any and all vehicle maintenance problems to management and I am not to operate any vehicle determined to be in unsafe condition.

I understand that smoking is not allowed in the company vehicle.

I understand that driving the company vehicle under the influence of alcohol or narcotics is not permitted.

I understand that carrying concealed weapons in the company vehicle is not permitted and concealed weapons may not be stored in the company vehicle.

I will immediately report any accident involving the company vehicle to my Supervisor and cooperate in any investigation to determine preventability to promote driver improvement awareness.

I understand that my refusal to comply with any part of this agreement may result in my driving privileges being rescinded and actions regarding my employment status may be taken per established Company disciplinary policies.

Signature of Driver

Date

Signature of Supervisor

Date

Copies placed in Driver’s File and provided to Employee. _____

HI-TECH ELECTRIC DISTRACTED DRIVING POLICY

Policy Summary Statement

This section provides a high-level overview of the policy. For complete details, including specific procedures, requirements, and guidelines, please refer to the Safety Manual. In the event of any discrepancies, the Safety Manual shall take precedence.

Please read the Distracted Driving Policy, sign and return to your supervisor.

In order to increase employee safety and eliminate unnecessary risks behind the wheel, Hi-Tech Electric has enacted a Distracted Driving Policy, effective 07/31/12. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a company vehicle or using a company-issued cell phone while operating a personal vehicle

- Company employees may not use a hand-held cell phone while operating a vehicle — whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
- If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- Additionally, company employees are required to:
 - Turn cell phones off or put them on silent or vibrate before starting the car
 - Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving
 - Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.
 - 1st offense is a written warning. 2^d offense is 2 weeks of unpaid leave 3^d offense is grounds for termination of employment.

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

Employee Signature _____ Date: _____

SMOKING POLICY

Statement

Hi-Tech Electric Company, Inc. hereby adopts the following Company Smoking Policy to comply with the Calhoun County Clean Indoor Air Regulation which eliminates smoking in public and private worksites and public places.

Policy

Effective January 1, 2008 smoking is prohibited in all enclosed areas within an employee's worksite without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms; employer owned or leased business vehicles, and all other enclosed facilities.

Definitions

The following words and phrases shall be construed as defined below, whenever used in this policy.

“Employee” means any person who is employed in the consideration for direct or indirect monetary wages or profit, and any person who volunteers his or her services.

“Employer” means Hi-Tech Electric Company, Inc.

“Enclosed area” means all space between a floor and ceiling which is enclosed on all sides by solid walls or windows (exclusive of door or passage ways) which extend from the floor to the ceiling, including all space therein screened by partitions which do not extend to the ceiling or are not solid, office landscaping, or similar structures.

“Worksite” means any enclosed area under the control of a public or private employer which employees normally frequent during the course of employment, including, but not limited to, work areas, employee lounges and restrooms, conference and class rooms, employee cafeterias, and hallways.

“Business vehicle” means a car, truck, van, or other motorized unit which is owned or leased by an employer for the use of employees.

“Smoking” means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe, weed, plant, or related substance or product.

CRIMINAL BACKGROUND CHECK POLICY

Before being sent to one of our industrial facilities, Employees must take a criminal background check. This is done through a third party (CBCInnovis). In addition to this third party check, there are three debarment websites that we check.

They are <https://www.epls.qov/epl>; <http://www.fda.qov/ora/complianceref/debar>, and <http://exclusions.oig.hhs.qov/>.

If any of our employees leave these sites for a longer duration than 90 days then these checks all have to be re-run on said employee before returning back to the site.

Disqualifying Offenses

Felonies

- All felony convictions within the last seven (7) years except as restricted by applicable federal, state and local laws.
- All felony drug convictions (no time limit) where the individuals position would include the handling of pharmaceuticals in any capacity.

Misdemeanors

The following misdemeanor convictions within a period of five (5) years except as restricted by applicable federal, state and local law:

- Arson
- Assault
- Battery
- Child Abuse and neglect
- Criminal contempt
- Criminal conversion (Theft)
- Criminal mischief
- Escape
- Evading Arrest
- Failure to stop
- Harassment
- Hit and Run collision
- Indecent Exposure
- Injury to personal Property
- Larceny

- Petty theft/Possession of controlled substances
- Possession of drug paraphernalia
- Possession of marijuana
- Possession of stolen goods
- Prostitution
- Purchasing alcoholic beverages for a minor
- Resisting arrest
- Sexual offenses
- Theft by check
- Trespassing
- Unlawful sales to minors (alcohol and tobacco)
- Vandalism
- Violation of probation
- Violation of protection order
- Welfare violation

Pending Charges

An individual charged with a disqualifying offense may not be placed on an industrial site while any such charge is pending. The individual may be considered for placement if exonerated of the charge.

Outstanding Warrants

Individuals charged with a disqualifying offense may not be placed on an industrial site, until the warrant has been dismissed.

Failure to disclose

Any individual who fails to disclose any felony and/or misdemeanor conviction prior to the Agency's submission of the individual's background information for the criminal record check may not be placed on an industrial site.

Non-Disqualifying Offenses

A conviction of one of the following offenses within a five (5) year period (as long as the offenses did not occur within the previous twelve (12) months), and there are no other convictions of any other disqualifying offense:

Breach of Peace Disorderly Conduct Failure to Appear

Motor Vehicle Record (MVR

The following MVR check is required prior to the placement of any individual in a position that requires the operation of a motor vehicle on behalf of Hi-Tech Electric Company:

Disqualifying Criteria

Invalid, suspended, or revoked driver's license

(1) Conviction or driving under the influence (DUI) within the preceding year, (2) or more DUI convictions, no time limit

(3) Or more moving violations within the last 3 years

Any accumulation of suspensions of over (1) year in length within the last 3 years More than 2 accidents with indication of fault within the last 3 years

More than 3 accidents with indication of fault, no time limit

RETURN TO WORK PROGRAM

Return to Work and Light Duty Policy

Purpose

Hi-Tech Electric Company is committed to providing a safe and supportive work environment. The purpose of this Return to Work (RTW) and Light Duty Policy is to establish procedures that assist employees recovering from work-related injuries or illnesses in resuming work as soon as medically appropriate, in a capacity that aligns with their medical restrictions.

Scope

This policy applies to all employees of Hi-Tech Electric Company who have sustained a work-related injury or illness and are eligible to return to work under modified or alternate conditions.

Objectives

- Promote a timely, safe return to work for injured or ill employees.
- Minimize disruption to employee productivity and company operations.
- Reduce the overall costs associated with workplace injuries.
- Retain experienced and valuable employees.
- Support compliance with applicable Workers' Compensation laws.

Definitions

- **Modified Duty:** The employee's regular position with medically approved adjustments to tasks, hours, or responsibilities.
- **Alternate Duty:** A different temporary position within the company that complies with the employee's medical restrictions.
- **Transitional Work Assignment:** Short-term tasks assigned during recovery.
- **Attending Physician (AP):** The medical provider authorized to direct care and establish work restrictions.
- **Modified Duty Letter:** A formal offer describing the modified duties available.
- **Medical Restrictions:** Limitations prescribed by the attending physician to ensure safe return to work.
- **Modified Duty Release:** A medical release form confirming the employee can return to work under specific restrictions.

5. Responsibilities

Management

- Promote understanding and compliance with the RTW program.
- Identify appropriate modified or alternate duties.
- Maintain communication with HR, the Safety Director, and the physician regarding the employee's condition.

Supervisors

- Monitor daily compliance with assigned restrictions.
- Issue Modified Duty Letters and coordinate transitional work.
- Keep accurate records of attendance and duties performed.

Human Resources

- Maintain documentation of all RTW activity.
- Track availability of modified duty assignments.
- Approve modified duty assignments longer than 90 days.

Safety Director

- Provide training and consultation related to this policy.
- Meet with employees to explain their assigned duties.
- Monitor trends and generate annual reports.

Employees

- Report injuries immediately to their supervisor.
- Submit medical documentation to the appropriate personnel.
- Comply with restrictions and attend follow-up appointments.
- Obtain formal clearance from the physician before resuming normal duties.

Procedures

Reporting and Treatment

- Employees must report all work-related injuries or illnesses immediately.
- Medical treatment must be coordinated through the company's Workers' Compensation insurance adjuster and management.

Return-to-Work Process

- No employee may return without a formal release from the attending physician.

- Upon release, a Modified Duty Letter will be issued. Employees must accept or decline the assignment.
- A return-to-work meeting will be scheduled with management and the Safety Director to confirm duties and expectations.

Monitoring and Duration

- Supervisors will monitor compliance and maintain a daily log.
- Restrictions may be adjusted based on updated medical evaluations.
- Assignments will remain temporary unless a permanent job modification is required and feasible.

7. Modified Duty Examples

Examples of modified or alternate duties may include:

- Office tasks
- Shop cleaning
- Reduced hours
- Task assistance
- Restricted lifting, climbing, or equipment operation
- Limited standing, sitting, or walking duration

8. Recordkeeping

All documentation will be securely stored in employee personnel files at the corporate office. Records include:

- Physician's work status forms
- Modified Duty Letters
- Compliance logs and supervisor notes
- Final return-to-work clearance

9. Compliance and Enforcement

Failure to comply with this policy, including refusal of medically appropriate duties or violation of physician restrictions, may result in:

- Suspension or termination of Workers' Compensation benefits
- Disciplinary action, up to and including termination, per the Safety Violation and Disciplinary Policy

10. Discretion

While the company endeavors to offer suitable modified duty assignments, Hi-Tech Electric Company is under no obligation to create or guarantee such positions. All assignments are made at the discretion of the company based on availability and operational need.

Chad Hunt President

Hi-Tech Electric Co.

MULTI-EMPLOYER WORKSITE

On multi-employer worksites where the company does not have the authority to correct hazards such as, but not limited to, guardrail installation, temporary electrical power and lighting, housekeeping, etc., the following procedures shall be followed:

1. Project supervisor should notify the controlling contractor or owner of the hazard and note in writing the time and date of the notification.
2. The Project supervisor should inform all employees of the hazard and instruct how to avoid or minimize the dangers associated with the hazardous condition. Also, where feasible, take an alternate means of protecting employees.

MUST DRUG AND ALCOHOL SCREENING PROGRAM

Section 1. INTRODUCTION

(a) This document contains procedures to be utilized to conduct testing for illegal drugs, substances and alcohol on unionized construction projects. When implemented, this Program applies to all employees and potential employees of contractors and subcontractors at all tiers, including bargaining unit and non-bargaining unit employees.

(b) This policy contains the following minimum standards:

- a. Ten (10) Panel Drug Screening (values listed in Appendix A)
- b. Provides for Initial, Annual, Random, For Cause, Post-Accident and Return to Duty Screening.
- c. Designated Medical Review Officer (MRO)
- d. Bona Fide Dispute Resolution Process
- e. Bona Fide Method of Discipline
- f. Addresses Means and Methods for Employee Rehabilitation.
- g. Addresses Training for Reasonable Cause Screening

(c) Specimens shall be collected in accordance with the procedures set forth in DOT Urine Specimen Collection Guidelines for the U.S. Department of Transportation Workplace Drug Testing Programs including, but not limited to, those procedures governing the use of split samples and those establishing a formal chain of custody.

(d) Only approved evidential breath testing devices (EBT) and non-evidential devices for conducting alcohol testing shall be used. These devices are listed on NHTSA's Conforming Products List (CPL). All equipment shall have a quality assurance plan approved by the NHTSA and shall not be used in the event that the device does not meet the specified quality controls.

Section 2. COMMITMENT TO CONFIDENTIALITY

(a) Protecting the confidentiality of the employee is a primary interest of labor, owners, and contractors. Towards that end, there will be a single Medical Review Officer (MRO) for the entire area covered by the M.U.S.T. Program. The MRO will be the sole individual who has access to employee medical records and drug testing results.

(b) the MRO will only be allowed to advise a designated contractor representative that the employee is either current, recollect, not current, pending or ineligible with the M.U.S.T. Drug and Alcohol Screening Programs. No information about the test results, the substance that an employee may have tested positive for, levels of testing, or any other specific information will be shared.

(c) Contractors will designate a specific representative as the contact person who will be the only individual to receive information from the MRO.

(d) The following procedures and guidelines regarding confidentiality will be strictly observed:

(1) All test results will be considered medical records and held confidential to the extent permitted by law.

(2) All actions taken in connection with the Program will remain confidential.

(3) The Medical Review Officer will be the only individual who has detailed information concerning employee drug testing.

(4) The Medical Review Officer may disclose to the contractor only whether an employee is current or not current with the Program.

(5) Medical personnel, the contractor, its supervisors, or any other personnel will not disclose any information regarding the testing of an employee to the owner, contractor, or any other party.

(6) Contractor management or supervision shall not request information from the MRO or medical staff regarding any employee's test or type/level of substance.

(7) Information may be divulged for grievances, arbitration, and/or litigation with respect to these matters to the extent permitted by law.

Section 3. CARD IDENTIFICATION SYSTEM

(a) Only employees who have been issued an appropriate Identification Card, or who are in the process of being issued the Card, and who are current with the M.U.S.T. Drug and Alcohol Screening Program may be employed for work on a project requiring this program.

(b) To obtain the card, the individual must have a Report Manager complete the Member Registration Form through our Program administrators website.

(c) An individual's social security number will be used when first registering in the system. A unique identifying number will then be assigned by the administrator for verifying an Individual's status in the system.

(d) Any employee who refuses to obtain a card will not be permitted to work on projects covered by this Policy.

(e) When a potential employee reports for work and is not enrolled in the program, he/she will proceed to the appropriate contractor's field office to be signed up for employment for a probationary period, pending results of the initial screening, unless the Owner requires a current drug screening prior to employment.

Section 4. TYPES OF TESTING

A urine drug screen and/or breathalyzer alcohol test shall be administered under the following circumstances:

- (a) Initial Drug Screening: All potential employees of all contractors at all tiers who work at the Project and who are not current with the M.U.S.T. Program shall submit to an Initial Drug Screening. If the Owner requires a current drug screening prior to employment, he/she will be required to submit to the Initial Drug Screening prior to employment. The Initial Drug Screening will test for the presence of illegal drugs and substances. This screen will not include an alcohol test. Any potential employee refusing to submit to this test will not be permitted to work on any Project covered by this program.

(I) Existing Employees Transferred From Another Location to Work on a Project Covered by this Program: All employees in this classification must obtain an Identification Card and become current with the Program. Any employee who is not current with the Program will not be permitted to work on the Project.

- (b) Random Testing: Twenty-five percent (25%) of the workforce employed on

M.U.S.T. Program Jobs shall be tested at random annually or as mandated by law. The selection of employees for random testing shall be determined exclusively by the Program administrator through its computer-generated, random-number generating program to ensure complete impartiality and objectivity. Selection of employees for random testing shall not be conducted by any contractors or employers. Random testing shall screen for illegal drugs and substances as well as alcohol. The MUST Joint Drug Testing Board will periodically review the effectiveness of the program and identify the percentage to be randomly tested based on the level of positive results. The random testing procedure is more effective when all of the following occur:

- (1) The contracting of any audits/monitors for contract compliance where the MUST program has been specified;
- (2) Contractors are monitored for compliance with the MUST program;
- (3) Access is denied to contractors not in compliance with the MUST program; and
- (4) Contractors utilize technology to continuously update eligible employee information.

- (c) Periodic Testing: All employees will be tested a minimum of once every twelve (12) months to maintain their status as current with the Program. A random test will be counted in determining whether an employee has been tested within the previous twelve (12) months. Employees who have not been tested within the previous twelve (12) months will submit to a screening test when directed to do so. Periodic testing shall include screening for illegal drugs and substances. This screen will not include an alcohol test.

- (d) Testing For Cause: All employees may be tested for cause for illegal drugs and substances as well as alcohol when a reasonable suspicion exists that the employee appears to be under the influence of illegal drugs or substances and/or alcohol.

(e) MRO-Directed Testing: After a positive test employees are subject to unannounced testing for illegal drugs and substances as well as alcohol as directed in the discretion of the Medical Review Officer.

(f) Post-Accident Testing.- An employee with a chargeable accident shall be required to submit to post-accident screening for the use of illegal drugs or substances and/or alcohol as set forth in Section 9 of this Policy.

Section 5. ILLEGAL DRUGS AND SUBSTANCES

(a) Testing under the M.U.S.T. Drug and Alcohol Program includes screens for:

Amphetamines Benzodiazepines Cocaine Methadone

Barbiturates Opiates

Phencyclidine Synth. Opiates

Propoxyphene (Darvon) 6-AM THC (Marijuana and Cannabinoids) MDMA

(b) A test will be considered positive when it shows the presence of illegal drugs/substances in the body at or above cutoff levels stated on the Drug Information Chart contained in Appendix A.

Section 6. PROCEDURE FOR INITIAL, RANDOM AND PERIODIC DRUG SCREENING

(a) Specimen collection may occur on-site or at an off-site clinic provided no loss of wages results.

(b) Each individual will read and sign the attached Drug Screen Consent form prior to any test being administered. Failure to do so constitutes refusal to submit to a test.

(c) A formal chain of custody will be established for every drug test.

(d) A split sample consisting of two urine collection containers sealed in a plastic container will be furnished to the individual. The containers must contain an amount of urine sufficient for one Enzyme Medical Immunoassay Test (EMIT) test and two GC/MS or LC-MS/MS confirmatory tests, but in no event less than two (2) ounces per container. Each individual's urine specimen will be collected and temperature tested for verification. The second container will be used in the event the first container has become contaminated. Both samples are to be sent to the testing laboratory.

(e) Before the specimen ever leaves the individual's sight, the urine container will be sealed with security tape which has been initialed by the individual.

(f) Specimens collected on-site will be picked up by courier and transported to the laboratory for testing. A portion of the sample will be tested using the EMIT test and if positive, another portion will be tested for verification using a SAMSHA approved method of confirmation testing.

(g) The remainder of the urine specimen will be maintained at the laboratory for thirty (30) days following the date of the test.

(h) After having submitted an acceptable sample, an individual submitting for the Initial Drug Screen will then be given a form stating that he/she has consented to and given urine sample for drug screening and is available for employment for a probationary period, pending results of the initial drug screening. This form will be signed by the attending medical personnel and a supervisor of his/her employer.

(i) Any individual who refuses to take a drug test will not be eligible for employment by any contractor at Projects covered by the M.U.S.T. Drug and Alcohol Screening Program.

(j) The results of the drug test will be posted on the individuals Report Card. If the individual has tested positive or has otherwise become ineligible with the Program the results of the drug test will be communicated to the contractor's designated representative by the MRO, he/she will be removed from the Project immediately and paid for all hours worked. The individual will not be eligible for employment with any employer on Projects covered by this Program in accordance with Section 15 contingent on a negative drug screen.

(k) The individual will be provided a copy of positive test results by the MRO, if requested.

(l) Retesting: Retesting provides the opportunity to confirm a positive test result by having a confirmation testing done, on the sample previously collected at a SAMHSA (Substance Abuse and Mental Health Services Administration) certified laboratory of donor's choice. The confirmation testing will be done using a SAMSHA approved confirmation testing method.

(1) Within five (5) work days of being notified of the positive test results, such individual must submit a letter to the MUST Program Manager requesting confirmation of the positive test.

(2) The above letter must include the name, address and telephone number of the SAMHSA laboratory of their choice. Only SAMHSA certified laboratories may be utilized. An individual should consult with the MRO for a current list of SAMHSA certified testing facilities.

(3) The above letter must include a money order in the amount of \$150.00.

The specimen will be shipped directly from the program administrator's laboratory to the lab of the employee's choice. If the test results are negative, the \$150.00 will be reimbursed and the individual will be reinstated with full back pay and benefits. If the results remain positive, an additional \$60.00 money order must be sent for a retest of the individual which will occur after the applicable period of exclusion from MUST projects. A Chain of Custody form will be provided by the MUST Program Manager for the individual to use at an approved collection site.

Section 7. PREREQUISITES FOR A DRUG/ALCOHOL TEST FOR CAUSE

(a) Existing employees working at the Project may be tested for illegal drugs, substances and alcohol if there exists a reasonable suspicion that the employee is under the influence of alcohol or any of the substances identified in Section S. For the purpose of this Program, the

term "reasonable suspicion" shall be defined as aberrant or unusual on-duty behavior of an employee who:

(1) is observed on-duty by either the employee's immediate supervisor, higher ranking employee, or other managerial personnel of the contractor who has been trained to recognize the symptoms of drug abuse, impairment or intoxication, which observations shall be documented by the observer(s);

(2) exhibits the type of behavior which shows accepted symptom(s) of intoxication or impairment caused by controlled substances or alcohol or addiction to or dependence upon said controlled substances or alcohol; and

(3) Such conduct cannot reasonably be explained as resulting from other causes, such as fatigue, lack of sleep, side effect of prescription or over - the-counter medications, illness, reaction to noxious fumes or smoke.

(b) Drug testing of this type will not be conducted without the written approval of the contractor's job superintendent or designated manager. The job superintendent or designated manager must document in writing who is to be tested and why the test was ordered, including the specific objective facts constituting reasonable suspicion leading to the test being ordered, and name of any source(s) of this information. One copy of this document shall be given to the employee before he/she is required to be tested, and one copy shall immediately be provided to the Union steward, if requested by the employee. After being given a copy of the document, the affected employee shall be allowed enough time to be able to read the entire document. Failure to follow any of these procedures shall result in the elimination of the test results as if no test had been administered. The test results shall be destroyed, and no disciplinary action shall be taken against the employee.

(c) When a supervisor, higher ranking employee or other managerial personnel has reasonable suspicion to believe that an employee is using, consuming, or Under the influence of an alcoholic beverage, non-prescribed controlled substance (other than over-the-counter medication), and/or non-prescribed narcotic drug while on duty, that person will notify the job superintendent or designated manager for the purpose of observation and confirmation of the employee's condition.

(d) The employee will be offered an opportunity to give an explanation of his condition, such as reaction to a prescribed drug, fatigue, lack of sleep, exposure to fumes, reaction to over-the-counter medication or illness. A Union steward or designee shall be present if appropriate and requested during such explanation and shall be entitled to confer with the employee before the explanation is presented.

(e) If after this explanation the job superintendent or designated manager, after observing the employee, has reasonable suspicion to believe that the employee is using, consuming and/or under the influence of an alcoholic beverage, non- prescribed controlled substances, or non-prescribed narcotic while on duty, then, by a written order signed by the job superintendent or designated manager, the employee may be ordered to submit to a drug and alcohol screen.

Refusal to submit to this testing after being ordered to do so will result in the employee being ineligible for employment by any contractor at Projects covered by the Program.

Section 8. PREREQUISITES FOR POST-ACCIDENT SCREENING

(a) Accident: An employee with a chargeable accident shall be required to submit to post-accident screening for the use of illegal drugs or substances and/or alcohol. The screening will take place as soon as possible after the accident but in no case later than thirty-two (32) hours after the accident.

(b) A chargeable accident is defined as:

(i) An accident involving the death of a human being or

(ii) An accident that results from the employee's negligence and results in the property or vehicular damage of one thousand dollars (\$1,000) or more.

(a) Testing will not be required of an injured employee if it reasonably appears that the employee was injured solely as the result of another employee's action, and if an employee involved in an accident is not injured, no test will be required unless probable cause, as defined in this Policy, exists.

(iii) An accident requiring any medical treatment other than first aid as defined by MIOSHA.

(b) An employee who is seriously injured and cannot provide a specimen at the time of the accident shall consent to a blood test or provide the Medical Review Officer the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were illegal/controlled drugs or substances and/or alcohol in their system. If an employee refuses to comply with this provision, the MRO shall note such refusal and such refusal shall be considered a positive result under Section 15, and the employee will be classified as "ineligible".

Section 9. PROCEDURE FOR CAUSE AND POST-ACCIDENT DRUG SCREENING

(a) Employee drug screens for cause and post-accident will include testing for the sane drugs as identified in Section 5 but also will include testing for alcohol.

(b) Each employee will read and sign the attached Drug Screen Consent Form prior to any test being administered. Failure to do so constitutes refusal to submit it to a test.

(c) For cause and post-accident screening shall be performed at the appropriate jobsite trailer or at a designated off-Site clinic. The individual may be accompanied to an off-site clinic by a contractor representative (company policy will dictate). A split sample consisting of two

urine collection containers sealed in a plastic container will be furnished to the employee. A minimum sample of two (2) ounces per container must be collected. All other security procedures as Listed in Section 6 shall be followed, including chain of custody and a Listing of any medication the employee has used in the preceding thirty (30) days.

(d) The Union steward or designee, if appropriate and requested by the employee, may witness the sample sealing procedure at the first aid trailer or the off-site clinic.

(e) An EM IT test and, if positive, a confirming GC/MS or LC-MS/MS test will be performed on the sample. The remainder of the sample will be stored at the laboratory for thirty (30) days.

(f) An employee will be suspended from the project until the return of their test results. If the results are negative, the employee will be paid for all lost hours and returned to work.

(f) If the employee's test is positive, they will remain suspended from the Project, compensated for all hours worked and remain suspended from all MUST Projects as defined in Section 15 of this policy. The employee will be presented with a copy of the results of the drug screen. He/She will have the option to have a portion of the remainder of the sample tested at his/her own expense at a SAMHSA certified laboratory of his/her own choice. A SAMHSA approved method of confirmation testing will be done. The sample will be shipped directly from the Program administrator's laboratory to the laboratory of the individual's choice.

(g) If the test conducted pursuant to Paragraph (f) of this Section is negative, the employee will be reinstated with full back pay and benefits and will be reimbursed for the cost of the test by the employee. The individual exercise the option of a second GC/MS test within five (5) workdays of being notified of the positive test results.

(h) Any employee whose test is positive will not be eligible for employment on Projects covered by this Program in accordance with Section 15 contingent on a negative drug screen.

(i) Any employee whose test is positive is subject to unannounced testing for illegal drugs and substances as well as alcohol as directed in the discretion of the Medical Review Officer .

Section 10. SCREENING FOR ALCOHOL

(a) Alcohol detection will be based on a breathalyzer. If an employee's test results indicate that he/she has exceeded the policy's .04% blood alcohol limitation, he/she will be considered ineligible and will not be eligible for employment on Projects covered by this Policy in accordance with Section 15.

(b) An employee who tests positive will be removed from the Project immediately and paid for all hours worked.

(c) Any individual who refuses to take an alcohol test will be considered "ineligible".

(d) Any employee whose screening is positive, is subject to unannounced screening for illegal drugs and substances as well as alcohol, as directed in the discretion of the Medical Review Officer.

(e) Zero Tolerance Alcohol Policy — As an alternative to the above Alcohol Screening Procedures, an owner may adopt a Zero Tolerance Alcohol Policy for a particular project or several projects, provided that

(1) The owner requires all individuals entering the site(s) to conform to the Zero Tolerance Alcohol Policy;

(2) The owner enters into a Project Labor Agreement (PLA) for the project(s) subject to the Zero Tolerance Alcohol Policy with the appropriate Building Trades Council.

Section 11. EMPLOYER RESPONSIBILITIES

(a) Each employer working on a site requiring this program must be registered in the program.

(b) Each employer will enroll and process the initial drug screening if employee has not already been enrolled into the program

(c) Each employer will submit a monthly listing of employees eligible for random screening

(d) Failure of the employer to comply with the program Will be grounds to relinquish their access to the system and thus access to projects requiring this program.

(e) Each employer will monitor its employees for behavior that way indicate drug or alcohol misuse or abuse. Each employer will provide training to its supervisors to enable them to identify behaviors exhibited by persons who are under the influence of drugs or alcohol.

Section 12. EMPLOYEE RESPONSIBILITIES

(a) Each employee shall have his/her Identification Card in his/her possession.

(b) Each employee shall report for testing as instructed. Failure to report will be considered a refusal to submit to the test.

Section 13. GENERAL PRINCIPLES

(a) All results of tests included in this Program shall be considered medical records and held confidential to the extent permitted by law. However, this information may be divulged for grievances, arbitration, and/or litigation with respect to these matters.

(b) The testing laboratory for this Program must be a laboratory certified by SAMHSA.

(c) It is understood that neither M.U.S.T. (Management and Unions Serving Together), and/or their constituent member organizations and affiliated Unions shall I be responsible for ascertaining or monitoring the drug-free or alcohol-free status of any employee or applicant for employment.

(d) No employee or employer may modify any document involved with the administration of this program.

Section 14. Medical Review OFFICER RESPONSIBILITIES

(a) The Medical Review Officer shall:

- (1) Maintain confidentiality on all levels.
- (2) Review and verify a positive test.
- (3) Notify a tested employee of a positive test.
- (4) Provide the employee an opportunity to explain a positive test.
- (5) If an employee has appropriate documentation for use of prohibited drug and the MRO determines legitimate use, the employee will continue to be classified as current with the Program.
- (6) Review employee's medical records made available to him.
- (7) Notify the designated contractor representative when an employee is ineligible under the Program.
- (8) Advise the employee of his right to request a second test of the split sample.
- (9) Process request for retest of original sample.
- (10) Participate in return to work decisions as required, noting employee's ability to return to work with or without restrictions.
- (11) Refer employees who test positive to appropriate medical evaluation and make recommendations.

Section 15. CONSEQUENCES OF A POSITIVE DRUG or Alcohol TEST

- (a) If test is positive, the individual will be removed from the Project immediately and paid for all hours worked. The individual will not be eligible for employment as provided in Paragraphs (d), (e), (f) and (g) of this Section, unless regulated by Department of Transportation or Nuclear Regulatory Commission regulations.
- (b) Individuals who test positive shall have the right to secure a copy of all data relating to the test procedures and results provided. These costs are to be paid by the individual in advance.
- (c) All employees must be current with the M.U.S.T. Drug and Alcohol Screening Program in order to be employed on a covered Project.
- (d) First Violation of Program: An employee who tests positive for the first time will be ineligible for employment on all Projects covered by this Program for thirty (30) days, contingent on a negative drug/alcohol test and approval by the MRO.

(e) Second Violation of Program: An employee who tests positive for the second time will be ineligible for employment on all Projects covered by this Program for ninety (90) days, contingent on a negative drug/alcohol test and approval by the MRO.

(f) Third Violation of Program: An employee who tests positive for the third time will be ineligible for employment on all Projects covered by this Program for one year, contingent on a negative drug/alcohol test and approval by the MRO.

(g) Violations of the Program Greater than Three: Each positive result greater than three will result in an additional one-year ineligible period for each violation, contingent on a negative drug/ alcohol test and approval by the MRO.

(h) The MRO may, in his discretion, modify the ineligibility periods in Section 15 (d), (e), (f) and (g).

(i) An Individual who has tested positive will have the results of the positive test expunged from their record four (4) years after reinstatement into the program, provided that there are no positive tests within that four (4) year period.

(j) Return To Work Procedure. After an individual has been reported ineligible and has completed the above suspension periods, the employee must:

(1) Follow all MRO recommendations.

(2) Forward a cashier's check or money order to MUST Drug Testing for the amount necessary for re-entry screening. The current amount is \$60.00 (Sixty Dollars). Please call the MUST Program Manager for information.

(3) Receive a Custody of Control (COC) form from the MUST office for re-entry screening. A contractor's COC will not be acceptable.

(4) Submit a urine sample at an approved collection site.

(k) Substance abuse can become an illness and require professional intervention. The intent of this program is to provide safer construction sites and not to eliminate job opportunities for those addicted to substances. Ask your employer or union representative about the Employee Assistant Program (EAP) that may be available to you. If you have tested positive, don't assume you can handle your problem, have a Substance Abuse Professional evaluation today.

Section 16. NEGATIVE DILUTE

(a) A dilute specimen is a specimen with creatinine and specific gravity values that are lower than expected for human urine.

(b) If the MRO informs you that a negative drug test was dilute, you must direct the employee to take another test immediately. Such recollections shall not be collected under direct observation, unless there is another basis for use of direct observation.

- (c) The retest will stand as the test of record. If the results are negative or negative dilute, current status will be posted. If the results are positive the applicable consequence will be enforced.

Section 17. TAMPERING WITH A TEST

- (a) Any employee who attempts to introduce a substituted or altered specimen shall be classified as “ineligible” with the program, as if the test were positive.

Section 18. RESOLUTION OF DISPUTES

- (a) The following procedure shall be used to resolve all disputes relating to the Program with the exception of those disputes involving employees covered by a collective bargaining agreement that references the M.U.S.T. Drug and Alcohol Screening Program. The parties to such a collective bargaining agreement should use the dispute resolution procedure contained in that collective bargaining agreement. However, the parties to such a collective bargaining agreement, at their discretion, may use the following procedure, or any portion thereof, in any particular dispute if so agreed by all parties to the dispute.
- (b) When a dispute arises pertaining to the administration of the MUST Drug and Alcohol Screening Program, it shall be the responsibility of the Local Union and the Employer to attempt to resolve the matter. If the employee is not covered by a collective bargaining agreement, the employee and the employer will attempt to resolve the matter. In both cases, the parties may consult with the Program Manager of MUST to assist in resolving the matter.
- (c) Joint Committee. If the matter is not resolved by the Local Union/ unrepresented employee and the Employer as indicated in Step 1, the parties will have 5 days to refer the problem to the MUST Joint Drug Testing Board. This Board will consist of equal numbers of Union and Contractor representatives, with each side having 3 members. The Board will attempt to reach consensus and shall be chaired by the Program Manager of MUST, who will serve as the tiebreaker in case a vote is necessary to reach closure. The Board will convene a meeting within 10 days of receipt of a request from a Local Union, unrepresented employee or Employer. The Board will accept verbal and written statements, review testimony and exhibits, and will render a recommendation as to the merit of the grievance within 5 days of the meeting. The Board's recommendation is not binding on either party but may be used to determine whether or not to advance the matter to the next step.
- (d) Arbitration. Either party may file a request for arbitration by submitting a Request/ for Arbitration form to American Arbitration Association (AAA), accompanied by the appropriate administration fee. AAA will provide the parties with Lists of appropriate arbitrators from which to select; AAA will administer the arbitration process in an expeditious fashion, including arbitrator selection, agreement on a hearing date, and all arrangements necessary for conduct of the arbitration hearing. The parties agree to be bound by the final decision of the arbitrator. The Arbitrator will render his/her decision within 30 days, and shall include the rationale for making his/her decision. Cost of the arbitration will be born equally by the parties. In the event that the arbitrator finds that the

employee was improperly removed and suffered an inappropriate loss of wages and benefits as a result, the Arbitrator may order such losses to be repaid to the employee.

Section 19. RECIPROCITY

The MUST Drug and Alcohol Screening Program can meet its goal of providing all employees at unionized construction projects a safe work place and a drug free work environment by recognizing similar efforts, either on a regional or national basis. A regional or national program can obtain the granting of reciprocal status when all of the following conditions are satisfied:

- (a) The program is embodied in a written policy.
- (b) A similar level and panel of drugs is tested.
- (c) The program implements similar procedural safeguards to ensure the integrity of the testing process, including the use of a Medical Review Officer (MRO).
- (d) The program utilizes a bona fide method of reinforcement (discipline) that imposes similar consequences for failing a drug and/or alcohol test.
- (e) The policy provides for initial applicant testing, annual testing, random testing, for cause testing, post accident testing, return to duty testing and follow up testing.
- (f) The policy contains a bona fide dispute resolution process.
- (g) The policy addresses employee rehabilitation through a Employee Assistance Program (EAP) as the result of a failed drug and/or alcohol test.
- (h) The policy addresses training for substance abuse awareness as it pertains to for cause testing. (Section 7 (a) (1)).
- (i) An agreement is established between MUST and the other program that enforcement shall follow the individual (an employee shall be restricted under the terms of the program where the positive test occurred until that employee satisfies the conditions for reinstatement).

Section 20. DEFINITIONS

ANNUAL DUE: Drug screening test date will expire in 30 days.

CALL M.U.S.T. OFFICE: Contact needs to be made with the M.U S T. Program Manager because there is no billing code associated with the test. When the donor or contractor calls in, the M.U.S.T. office enters the proper contractor, location and/or fund through the administrator interface and the status gets displayed.

CHARGEABLE ACCIDENT: An accident involving the death of a human being, an accident that results from the employee's negligence and results in the property or vehicular damage of one thousand dollars (\$1,000) or more or an accident requiring medical treatment other than first aid as defined by MIOSHA.

CHAIN OF CUSTODY: handling samples in a way that supports legal testimony to prove that the sample integrity and identification of the sample have not been violated, as well as documentation describing the procedures.

CONFIDENTIALITY: Knowledge that a specific individual is to be or has been screened for alcohol/substance abuse shall be limited to the Medical Review Office, personnel of the testing facility, the contractor's designed program administrator, the employee and, if the employee chooses, a representative of the union. To the extent that statistical data regarding the workforce and/or a portion of the workforce are collected, details of the testing may be included as long as the identity of the employee is protected.

CONFIRMATION: A second test by an alternate chemical method to positively identify a drug or metabolite. Confirmation is carried out on presumptive positive from an initial screen.

CURRENT: Employees with current status are eligible to work on projects requiring compliance with the MUST Drug & Alcohol Screening Program.

DRUG and ALCOHOL SCREENING: The testing of urine and/or a breath alcohol sample to identify individuals using prohibited substances.

IMPAIRED FROM ALCOHOL: If an employee's test results indicate that he/she exceeded the policy's .04% blood alcohol limitation, he/she will not be considered current with the Policy.

INELIGIBLE: Employees with Ineligible status are not eligible to work on projects requiring compliance with the MUST Drug and Alcohol Screening Program until the date shown, pending a negative drug and alcohol screening and release by the MRO.

MEDICAL REVIEW OFFICER: A physician whose medical training includes certification in toxicology and drug treatment. The MRO shall have sole access to drug testing results.

NEGATIVE DILUTE (RECOLLECT): A dilute specimen is a specimen with creatinine and specific gravity values that are lower than expected for human urine.

NOT CURRENT: Employees with vol current status shall submit to a drug screening if they wish to be eligible to work on projects requiring compliance with this program.

PENDING: Employees with pending status are eligible to work on projects requiring compliance with the MUST Drug and Alcohol Screening Program. The MRO has been in communication with the employee and is requiring further documentation before providing current or ineligible status.

POST ACCIDENT SCREENING: Drug and/or alcohol screening performed as the result of an accident involving the death of a human being, an accident that results from the employee's negligence and results in the property or vehicular damage of one thousand dollars (\$1,000) or more or an accident requiring medical treatment other than first aid as defined by MIOSHA.

REASONABLE SUSPICION: A belief that an employee shows signs of possible intoxication, use or being under the influence of drugs or alcohol. "Reasonable Suspicion" may also be

defined as a belief drawn from specific and particular facts and reasonable inferences that an employee is using illegal drugs or alcohol.

SCREENING FOR CAUSE: Having a chemical screen done when an employee's fitness for duty is in question.

TEST EXPIRED: Drug screening test expiration date has passed.

WRITTEN CONSENT FORM: A form to be signed by the employee prior to submitting to a drug or alcohol screen.

DRUG / ALCOHOL SCREEN CONSENT FORM

RELEASE FORM FOR OBTAINING URINE AND/OR BREATHALYZER SAMPLES FOR DRUG AND/OR ALCOHOL SCREENING AND PERMISSION TO FURNISH THE RESULTS TO THE EMPLOYER.

I authorize _____ (insert name of your employer), the M.U.S.T. Drug and Alcohol Screening Program, and any authorized collection site or agent to take urine and/or breathalyzer samples from me for use in a drug or alcohol screening. I understand why these samples are being requested and I give permission for the results to be sent to the Medical Review Officer (MRO).

The MRO may communicate my status, to my employer, in accordance with the M.U.S.T. program.

I further release and hold harmless M.U.S.T. (Management and Unions Serving Together), including their constituent member organizations and affiliated Unions, as well as their officers and directors from any consequences arising out of the drug and/or alcohol test or results there from.

Name (Please Print)

Social Security Number

Signature

Date

Address

City

State

Zip Code

Area Code/Phone Number

Witness

Date

Appendix A

Information **Chart** and Testing Levels

Drug Group	Common Name	Drug or Metabolite	Initial Test	Confirmation Test
		Detected	Level ng/ml	Level Confirmatory ng/ml
Amphetamines	Speed, Eve, Crystal	Amphetamines	500	250
		Methamphetamines	500	250
Barbiturates	Secobarbital, Pentobarbital Phenobarbital, Butobarbital	Diverse	300	200
Benzodiazepine	Valium, Librium	Oxazepam	300	300
Cannabinoids	Marijuana, Pot, Smoke, Weed, Mary Jane, Ganja	delta-9-THC-9-COOH	50	15
Cocaine	Coke, Blow, Crack, Toot	Benzoyllecgonine	150	100
MDMA	Ecstasy, XTC, X	MDMA	500	250
Methadone	Methadone, Met	Methadone	300	300
Opiates	Morphine, Codeine, Heroin, Horse	Oxy, Codeine, Morphine	300	300
Phencyclidine	PCP, Angel Dust, Acid,	PCP	25	25
6AM		6-Monoacetylmorphine	10	10
Propoxyphene	Darvon	Propoxyphene	300	300

Impairment from Alcohol is .04% or Greater Blood Alcohol Level content.

COMPENSATION AND BENEFITS

Payroll and Salary Administration Policy

1. Purpose - The purpose of this Payroll and Salary Administration Policy is to establish guidelines and procedures for the administration of payroll and salary processes at Hi-Tech Electric Company. This policy ensures fair and consistent treatment of all employees while complying with applicable laws and regulations.
2. Scope - This policy applies to all regular full-time and part-time employees of Hi-Tech Electric Company.**

** Excludes employees working under the terms of a CBA. Those employees are subject to the confines of the Agreement for Payroll and Salary Administration.

3. Payroll Schedule

3.1. Pay Periods: The company operates on a weekly pay period schedule. The pay periods begin on Monday and ends on Sunday. All employees are required to accurately record their working hours, leave time, and any other relevant information in the designated time and attendance system.

3.2. Pay Dates: Employees will be paid on Wednesday, following the end of each pay period. In case a pay date falls on a weekend or public holiday, employees will receive their pay on the preceding business day.

4. Salary Administration

4.1. Compensation Philosophy: Hi-Tech Electric Company is committed to offering competitive salaries and benefits to attract and retain talented employees. The company will regularly review and benchmark salaries against industry standards to ensure fair and equitable compensation.

4.2. Salary Structure: The company maintains a salary structure that provides a framework for determining salary ranges for different positions within the organization. The structure takes into account job responsibilities, required qualifications, market rates, and internal equity considerations.

5. Payroll Deductions

5.1. Payroll Deductions: The company may deduct statutory and voluntary deductions from employees' paychecks, including but not limited to taxes, social security contributions, retirement plan contributions, health insurance premiums, and other authorized deductions. Deductions will be made in compliance with applicable laws and regulations.

6. Wage and Hour Laws

6.1 Hi-Tech Electric complies with Michigan's minimum wage laws, which are adjusted annually.

6.2 Non-exempt employees are entitled to overtime pay at 1.5 times their regular rate for hours worked over 40 in a workweek.

7. Payroll Discrepancies and Inquiries

7.1. Discrepancies: If an employee identifies any discrepancies in their paycheck, such as missing or incorrect payments, they should promptly notify the Payroll department. The Payroll department will investigate and rectify the issue as soon as possible.

7.2. Inquiries: Employees with questions or inquiries regarding their payroll, tax withholdings, or other related matters should contact the Payroll department for assistance.

8. Final Paycheck & Termination

8.1 Employees who are terminated receive their final paycheck no later than the next scheduled payday in compliance with Michigan State law.

8.2 Employees who voluntarily resign will be paid their wages on the next regularly scheduled payday in compliance with Michigan State law.

9. Compliance with Laws and Regulations Hi-Tech Electric Company is committed to complying with all applicable federal, state, and local laws and regulations governing payroll administration, including but not limited to minimum wage requirements, overtime regulations, tax withholdings, and reporting obligations.

10. Policy Violations Any violations of this Payroll and Salary Administration Policy may result in disciplinary action, up to and including termination of employment, in accordance with the company's disciplinary policy.

11. Policy Review This policy will be reviewed periodically by the Human Resources department to ensure its continued effectiveness and compliance with changing laws and regulations. Any necessary updates or revisions will be made, and employees will be notified of any significant changes.

By adhering to this Payroll and Salary Administration Policy, Hi-Tech Electric Company aims to maintain transparency, fairness, and compliance in its payroll processes while providing employees with competitive compensation and benefits.

Employee Benefit Plan

**** Excludes employees working under the terms of a CBA. Those employees are subject to the confines of the Agreement for Payroll and Salary Administration.**

1. Paid Time Off (PTO):

1.1 Employees will receive PTO annually, starting in January of the current year.

1.2 PTO hours will be paid at the employee's straight time rate of pay.

1.3 Employees may take PTO in increments of 15 minutes.

1.4 Each employee is allowed to take one week (40 hours) of continuous vacation time unless prior approval from management has been obtained.

1.5 Unused PTO hours will be forfeited if the employee quits or is terminated.

1.6 PTO hours may not be carried over to the following year.

2. Holiday Pay: Employees will receive holiday pay at 8 hours of straight time pay for the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve and Christmas Day.

- CBA employees get double-time if they work on these holidays

3. Family and Medical Leave (FMLA & Michigan-Specific Leave)

3.1 Employees are entitled to leave for jury duty, voting, and crime victims' rights proceedings without penalty.

3.2 Employees may use PTO for these types of leave.

3.3 Eligible employees may take up to 12 weeks of unpaid, job-protected leave in a rolling 12-month period for the following reasons:

- Personal medical leave
- Family care leave
- Parental leave – birthing or bonding
- Adoption or foster care placement
- Qualifying Military leave

3.4 FMLA leave is unpaid. However, Hi-Tech Electric requires that employees first use available paid time off (PTO, sick leave, or vacation) concurrently with FMLA leave.

While on FMLA leave, Hi-Tech Electric will continue the employee's group health insurance coverage under the same terms and conditions as if the employee were actively working.

3.5 Upon return from FMLA leave, employees will be restored to their original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment, unless otherwise permitted by law.

3.6 Employees must provide 30 days' advance notice for foreseeable leave.

- If the leave is unforeseeable, notice must be given as soon as practicable.
- Certification by a health care provider is required for leave due to serious health conditions.
- Recertification may be required periodically.

4. Health and Welfare:

4.1 Health and welfare benefits will be provided at no cost to the employee.

4.2 The specific details of the health and welfare benefits will be outlined in the company's health and welfare plan.

5. Call-In Procedure:

5.1 Employees who are unable to report to work must notify their supervisor at before their scheduled start time.

5.2 Employees must call or email their direct supervisor and leave a voicemail or send a text if the call is not answered.

5.3 Failure to notify a supervisor may result in disciplinary action.

5.4 If the absence extends beyond one day, the employee must contact their supervisor each day unless otherwise instructed.

5.5 If an employee is absent for three consecutive workdays without notification, it may be considered job abandonment.

6. Earned Sick Time Act/Paid Medical Leave Act

6.1 In compliance with Michigan's Paid Medical Leave Act, Hi-Tech Electric provides eligible employees with paid medical leave, accrued at a rate of one hour for every 35 hours worked, up to 40 hours per year.

6.2 Leave can be used for personal or family medical needs, domestic violence recovery, or related legal proceedings.

6.3 Employees must provide reasonable advance notice unless unforeseen circumstances occur.

6.4 Unused leave does not carry over unless required by contract or policy.

6.5 Paid medical leave can be used in 1 hour blocks.

- For Non-Bargaining Employees, your current PTO plan covers this new act and you will see no changes.
- For Current Bargaining employees, this will go into effect at the end of your current bargaining agreement. IBEW 131 agreements are up 5.31.27.

6.6 Effective February 21, 2025, Hi-Tech Electric Company will make the following changes to our paid time off policies in compliance with Michigan's Earned Sick Time Act:

- Eligible employees will begin accruing one hour of paid sick time for every 30 hours worked as of 2/21/25 or your start date, whichever is later.
- For new hires, use of your accrued paid sick time is subject to an initial 120-day waiting period.
- Accrued sick time can be used in 1 Hour increments.
- Once accrued, you can use up to 72 hours of sick time each year.
- Any accrued, unused sick time will carry over from year to year.
- For the purposes of this policy, Hi-Tech Electric Company defines a 'year' as beginning on January 1st and running for 12 consecutive months.
- Accrued, unused sick time is NOT eligible for payout at the time of separation nor at the end of a benefit year.

6.7 Employees can use accrued sick time for any of the following reasons:

- The employee's mental or physical illness, injury or health condition; medical diagnosis, care or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- For the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's family members' mental or physical illness, injury or health condition; or preventive medical care for a family member of the employee.
- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or

- For the closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

You will not be penalized or retaliated against in any way for requesting or using your accrued paid sick time for the purposes designated above. Employees who feel as though their rights under this act have been violated can file a complaint with the Wage and Hour Division of the Michigan Department of Labor and Economic Growth.

7. Unpaid Time Off

7.1 Requests for unpaid time off outside of FMLA or other protected leave programs may be granted at the sole discretion of the employee's manager, based on business needs, staffing levels, and the nature of the request. Approval is not guaranteed and must be obtained in advance. Employees are encouraged to submit such requests as early as possible to allow for adequate planning and coverage.

8. Pension Benefit Statement **Applies to CBA employees

We are pleased to provide you with your pension benefit statement. At Hi-Tech Electric Company, we value your dedication and commitment to the organization, and we are committed to supporting your retirement goals. Employees are eligible to receive a SEP pension starting January 1st of their third year of employment.

Pension Contributions:

For employees covered under Local 131: Pension Contribution Percentage: 26% of gross wages

For employees in Ft. Wayne: Two separate pensions with a combined percentage: 27.42% of gross wages

According to industry reports, the average 401(k) employer match in 2023 ranges from 4% to 6% of an employee's salary. At Hi-Tech Electric Company, we believe in providing above-average contributions to employee retirement plans to help you secure a comfortable retirement. Please note that for apprentice electricians, the pension contribution is closer to the national average for employer contributions. However, employees are not required to contribute any portion of their wages towards the pension.

All Journeyman Electricians: Pension Contribution Percentage: 26% of gross wages 401(k)

Apprentice Electricians: Pension Contribution Percentage: See letter statement.

We hope this pension benefit statement provides you with a clear understanding of the retirement benefits you are entitled to as an employee of Hi-Tech Electric Company. If you have any questions or need further assistance, please do not hesitate to reach out to our Human Resources department.

Thank you for your hard work and dedication to our organization.

Sincerely,

A handwritten signature in cursive script, appearing to read "David Hunt".

Expense Reimbursement Policy

1. **Purpose** - The purpose of this Expense Reimbursement Policy is to establish guidelines and procedures for employees of Hi-Tech Electric Company regarding the reimbursement of business-related expenses incurred during the course of their duties. This policy aims to ensure that expenses are reasonable, necessary, and incurred in accordance with the Company's goals and objectives.
2. **Eligibility** - This policy applies to all employees, contractors, and authorized representatives of the Company who incur business-related expenses on behalf of the Company. To be eligible for reimbursement, expenses must be pre-approved by the appropriate supervisor or manager, unless it is an emergency situation where prior approval was not feasible.
3. **Expense Categories** - The following expense categories are eligible for reimbursement, subject to the guidelines and limits outlined in this policy:
 - 3.1 **Travel Expenses**: This includes transportation (airfare, train tickets, car rental, etc.), accommodation, meals, and incidentals related to authorized business travel.
 - 3.2 **Field expenses**: This includes tools and equipment, materials and supplies, permits, licensing fees etc.
 - 3.3 **Office Supplies and Equipment**: Employees may be reimbursed for office supplies and equipment necessary to perform their job duties, subject to budgetary restrictions and managerial approval.
 - 3.4 **Professional Development**: The Company may reimburse employees for expenses related to professional development activities, such as conferences, workshops, and seminars, that are directly relevant to their job responsibilities and approved in advance.
 - 3.5 **Other Expenses**: Other business-related expenses not covered under the above categories may be considered for reimbursement on a case-by-case basis, subject to managerial approval.
4. **Expense Approval Process** To request reimbursement for an expense, employees must follow the following process:
 - 4.1 **Obtain Pre-Approval**: Employees must seek prior approval from their supervisor or manager for all anticipated expenses, except in emergency situations where prior approval is not feasible.
 - 4.2 **Submit Work Order/Expense Report**: Within 7 days of incurring the expense, employees must submit a detailed expense report using the Company's designated form or software. The report should include receipts, invoices, or other supporting documentation for each expense item.

4.3 Expense Review and Approval: The expense report will be reviewed by the appropriate supervisor or manager to ensure compliance with this policy. Any discrepancies or issues may be discussed with the employee before final approval or reimbursement is granted.

4.4 Reimbursement Process: Approved expenses will be reimbursed in a timely manner, typically through the employee's regular payroll cycle or as otherwise specified by the Company's finance department. Reimbursements will be made in accordance with applicable tax regulations.

5. Expense Limits and Guidelines - The Company has established the following limits and guidelines for expense reimbursement:

5.1 Travel Expenses: Employees must adhere to the Company's travel policy regarding booking methods, class of travel, and accommodation options. All expenses must be reasonable and necessary for the business purpose.

5.2 Meal and Entertainment Expenses: Reimbursement for meals and entertainment must be in line with the Company's guidelines and not exceed reasonable limits. Alcohol expenses will only be reimbursed when specifically approved in advance.

5.3 Office Supplies and Equipment: Expenses for office supplies and equipment must be reasonable and directly related to an employee's job duties. Employees should consult with their supervisor or manager for any significant or high-value purchases.

5.4 Professional Development: The Company may set limits on the amount or frequency of reimbursement for professional development activities. Employees should seek approval before registering or incurring any expenses.

5.5 Other Expenses: Expenses not falling into the defined categories may be considered for reimbursement on a case-by-case basis. The employee must provide a detailed explanation of the expense and seek appropriate managerial approval.

6. Compliance and Reporting: All employees are responsible for complying with this policy and accurately documenting their expenses. Any fraudulent or intentionally misleading expense claims may result in disciplinary action, up to and including termination. Employees are encouraged to report any concerns or violations of this policy to their supervisor, manager, or the Human Resources department.

7. Policy Review: The Company will periodically review this Expense Reimbursement Policy to ensure its effectiveness and compliance with applicable laws and regulations. Any updates or revisions to the policy will be communicated to employees in a timely manner.

By adhering to this Expense Reimbursement Policy, Hi-Tech Electric Company aims to maintain transparency, fiscal responsibility, and fairness in the reimbursement of business-related expenses.

Anti-Corruption and Fraud Prevention Policy

1. Introduction Hi-Tech Electric Company is committed to the highest standards of integrity, transparency, and ethical conduct. This policy outlines our zero-tolerance stance on corruption, bribery, fraud, and conflicts of interest, ensuring compliance with applicable laws and EcoVadis standards.

2. Scope This policy applies to all employees, executives, managers, contractors, consultants, vendors, and third-party partners engaged in business with Hi-Tech.

3. Anti-Corruption and Bribery Commitment

- Hi-Tech prohibits all forms of corruption, including bribery, extortion, facilitation payments, and kickbacks.
- Employees and business partners must not offer, solicit, or accept bribes or any undue advantage to influence business decisions.
- All transactions must be conducted transparently, fairly, and in compliance with anti-corruption laws.

4. Fraud Prevention Measures

- Code of Conduct: Employees must adhere to Hi-Tech's Code of Conduct, which reinforces ethical business practices.
- Financial Controls: All financial transactions must be accurately recorded and subject to audits.
- Segregation of Duties: No single individual should have sole control over critical processes.
- Fraud Risk Assessment: Regular assessments will be conducted to identify and mitigate fraud risks.
- Reporting Mechanisms: Confidential channels, including a whistleblower hotline, are available for reporting suspected fraud or misconduct.
- Training and Awareness: Regular anti-corruption and fraud prevention training will be provided to employees and stakeholders.

5. Conflict of Interest

- Employees must avoid situations where personal or financial interests may compromise business decisions.
- Any actual or potential conflicts must be disclosed and managed appropriately.
- Employees shall not misuse company resources or information for personal gain.

6. Anti-Corruption Due Diligence for Third Parties

- Third parties must undergo a risk-based due diligence assessment before engagement.
- Contracts with third parties will include anti-corruption clauses.

- Ongoing monitoring and compliance reviews will be conducted to ensure adherence to anti-corruption standards.
- Background checks and screenings of third parties against sanction lists, PEP databases, and adverse media reports will be conducted.
- Third parties must demonstrate their commitment to anti-corruption measures through documented policies and training.

7. Anti-Corruption and Bribery Awareness Training

- All employees will undergo annual training covering corruption risks, anti-bribery laws, and ethical decision-making.
- Training methods include online modules, in-person workshops, and real-life case studies.
- Employees will be tested on their understanding, and feedback will be incorporated to improve training effectiveness.
- Leadership will reinforce the importance of a corruption-free work environment.

8. Investigation and Enforcement

- Reports of suspected violations will be promptly and confidentially investigated.
- Employees or third parties found in violation may face disciplinary actions, including termination and legal consequences.
- Retaliation against whistleblowers is strictly prohibited.
- A dedicated compliance officer will oversee investigations and enforcement actions.

9. Continuous Monitoring and Improvement

- This policy will be periodically reviewed and updated to align with legal and industry best practices.
- Fraud prevention measures will be adjusted based on emerging risks and trends.
- Employee and stakeholder feedback will be considered to enhance the effectiveness of anti-corruption initiatives.
- Regular audits and compliance assessments will be conducted to ensure policy adherence.

By implementing and adhering to this policy, Hi-Tech Electric Company fosters a culture of ethical business conduct and accountability, ensuring compliance with EcoVadis standards and international anti-corruption regulations.

TRAINING AND DEVELOPMENT

Hi-Tech Electric Company Career Management and Training Policy

Effective Date: 3/1/2025

Version: 2025.1

1. Purpose

Hi-Tech Electric Company is committed to fostering employee growth, advancing careers, and maintaining a safe and productive workforce. This policy outlines the structure and strategy of our career management, safety training, and professional development practices.

2. Scope

This policy applies to all Hi-Tech Electric Company employees, including field, administrative, technical, and management staff across all business units and locations. It encompasses:

- Career planning and internal mobility
- Onboarding and safety training
- Skills development and leadership training
- Certifications and compliance tracking
- Evaluation and performance management
- Grant-funded learning programs

3. Core Commitments

- Promote internal career advancement.
- Provide regular training through grants like Going PRO and Next Level Jobs.
- Use RIVET to track all certifications, training completions, and Individual Development Plans (IDPs).
- Deliver consistent safety training via the Safety Meeting App and structured site-specific meetings.
- Foster continuous learning through mentorship, cross-training, and leadership programs.

4. Career Development Framework

4.1 Individual Development Plans (IDPs)

- Every employee is encouraged to build an IDP with their supervisor.
- IDPs align personal goals with company growth paths, highlighting skill gaps and training goals.

4.2 Internal Mobility

- Job openings are posted internally, with transparent promotion and transfer processes based on performance, skill readiness, and leadership potential.

5. Training Programs and Opportunities

- On-the-job training: This involves learning while performing the actual job tasks. It may include shadowing experienced employees, job rotations, or mentoring programs.
- Workshops and seminars: These are short-term training sessions conducted by electricians or expert in the field. They cover various topics, such as communication skills, leadership development, project management, or technical skills.
- Conferences and industry events: Attending conferences and industry events allows employees to stay updated on the latest trends, technologies, and best practices in their field. They also provide networking opportunities.
- Online training courses: Our E-learning platforms offer a range of courses that employees can take at their own pace. These courses cover technical skills, software training, compliance regulations, and soft skills development.
- Cross-functional training: This involves training employees in areas outside of their core responsibilities. It helps our employees gain a broader understanding of the organization and encourages collaboration across different teams.
- Leadership development programs: There are training programs available to develop leadership skills among employees who show potential for management roles. These programs focus on areas like decision-making, strategic thinking, and team management.
- Soft skills development: Soft skills such as communication, teamwork, time management, and problem-solving are crucial for professional success. Our training programs will help employees strengthen these skills.

6. Performance and Evaluation

6.1 Quarterly Evaluations

- Supervisors receive reminders to complete evaluations every quarter.
- Evaluations use self-assessments, KPIs, manager reviews, and 360-degree feedback.
- Feedback is used to adjust IDPs, recommend training, and guide promotion readiness.

6.2 Recognition and Improvement

- High performers may receive bonuses, awards, or promotional opportunities.
- Employees with performance gaps are placed on improvement plans with coaching support.

7. Governance

7.1 Leadership Oversight

- Human Resources oversees policy implementation and ensures alignment with employment laws, grant requirements, and DEI principles.

- Operations Managers and Supervisors are accountable for conducting evaluations, approving IDPs, ensuring compliance, and promoting internal development.
- Safety Director and the Corporate Safety Planning Committee maintain oversight of all safety-related training in compliance with OSHA and company policy.

7.2 Technology and Records

- RIVET is the system of record for tracking certifications, training completions, role assignments, mentorship activity, and performance evaluations.
- Safety Meeting App is used for documenting weekly toolbox talks and safety sessions.
- Training records, evaluations, disciplinary actions, and grant reporting are retained for audit and compliance purposes.

8. Review Mechanisms and Continuous Improvement

8.1 Annual Policy Review

- HR, Safety, and Department Heads conduct an annual review to align with:
 - Industry standards and best practices
 - OSHA/regulatory changes
 - Feedback from surveys and mentorship evaluations
 - Workforce analytics from RIVET

8.2 Continuous Feedback Loop

- Anonymous surveys, mentorship feedback, and training evaluations are used to refine IDPs and improve program content.

8.3 Audit and Compliance Monitoring

- Quarterly audits of training records, evaluations, and certification logs in RIVET.
- Grant compliance is monitored in coordination with state agencies and funding partners.

Hi-Tech Electric Company Employee Health and Safety Policy

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1. Purpose

The purpose of this policy is to provide a safe and health-conscious work environment for all employees, contractors, and stakeholders of Hi-Tech Electric Company. Safety is a core value and a condition of employment.

2. Scope

This policy applies to:

- All employees, contractors, subcontractors, and visitors across all company divisions and job sites.
- All company activities including operations, construction, warehouse tasks, and office-based duties.
- All phases of work from pre-planning and bidding through job closeout and post-job review.

3. Governance Structure

3.1 Executive Oversight

- Corporate management communicates safety commitment, allocates annual safety budgets, and reviews the performance of the Safety Director.
- Safety is embedded in annual performance evaluations for managers, supervisors, and foremen.

3.2 Safety Director

- Develops and enforces company-wide safety procedures.
- Conducts audits, hazard assessments, and jobsite inspections.
- Maintains compliance with OSHA, DOT, EPA, NFPA 70E, and client requirements.
- Tracks all safety metrics using a centralized system and maintains OSHA logs.

3.3 Supervisors and Managers

- Conduct monthly safety inspections, job hazard analyses (JHAs), and ensure all incidents are reported and investigated within 24 hours.
- Enforce disciplinary procedures and lead daily/weekly safety talks using the Safety Meeting App.
- Translate safety information as necessary and ensure adequate PPE and safety materials are available.

3.4 Employees

- Required to follow safety policies and procedures, attend all safety training, report hazards and incidents immediately, and use PPE correctly.
- Empowered to issue a Stop Work if an unsafe condition or act is identified, without fear of discipline.

4. Policy Implementation Components

4.1 Safety Training

- New hire orientation includes job-specific hazards, company rules, emergency plans, PPE usage, and the President's Health & Safety Statement.
- All employees receive regular training documented in RIVET and supplemented by the Safety Meeting App.
- Specialized training includes OSHA 10/30, confined space, LOTO, fall protection, and emergency response.

4.2 Job Hazard Analysis (JHA)

- Required before all new jobs, significant field changes, or when incidents occur.
- Includes both preliminary (pre-bid) and investigative (on-site) assessments.

4.3 Emergency Action Plan (EAP)

- Site-specific and reviewed annually; includes evacuation routes, hazard-specific response, and assembly points.
- Coordinated with clients and subcontractors.

4.4 Confined Space & LOTO Programs

- Confined space entry requires permits, designated roles, and site-specific planning.
- Only trained, authorized personnel may conduct LOTO procedures.

5. Objectives and Metrics

5.1 Qualitative Objectives

- Foster a safety-first culture through open communication and training in multiple languages.
- Empower every employee to identify hazards and halt unsafe work.
- Improve employee engagement through recognition of safe performance at the annual company-wide safety meeting.

5.2 Quantitative Objectives

- Zero fatalities and serious injuries annually.
- 100% completion of mandatory training for all field personnel tracked in RIVET.
- Conduct monthly safety inspections at 100% of active job sites.
- Resolve 95% of all reported safety issues within 7 days.
- Reduce Total Recordable Incident Rate (TRIR) and Lost Time Injury Frequency Rate (LTIFR) by 10% annually.
- Achieve 90%+ participation in emergency drills and CPR/first aid recertification.

6. Review Mechanisms

- Annual Safety Program Review conducted by Safety Director, HR, and executive leadership.
- Results of all audits, incident investigations, and KPIs are reviewed quarterly by the Corporate Safety Planning Committee.
- EAPs, JHAs, and confined space/LOTO programs are updated annually or as conditions change.
- Safety policy updates are communicated via company-wide memos, toolbox talks, and posted documents.

7. Compliance and Enforcement

- Safety violations follow a progressive discipline process: verbal warning → written reprimand → suspension → termination (escalated immediately for severe violations).
- All training, violations, and corrective actions are documented.
- Disciplinary data is used to guide retraining and policy updates.

SAFETY PROGRAM

PURPOSE

The purpose of this policy is to provide a complete and clear description of safety responsibilities for all employees. Management safety responsibilities are summarized for each job description. It is important for all employees to understand not only their responsibilities but also the responsibilities of fellow employees.

PROCEDURE

All levels of management and supervision are charged with the responsibility of preventing conditions that could lead to occupational injuries or illness. While the ultimate success of our safety and health program depends upon the full cooperation of each employee, it is management's responsibility to see that safety and health rules and procedures are adequate and enforced, and to see that effective training and education programs are employed to the best advantage.

RESPONSIBILITY

Corporate Management

These measures are used to track and update goal progress on an annual basis.

- Communicate the corporate safety commitment and maintain annual safety budgeting for all company operations.
- Audit the safety director and review safety performance annually.
- The safety director and supervisors' annual performance reviews are based on the accuracy of safety documentation, employee training, completion of required field safety responsibilities, and the overall success of the company's safety program.
- Administer Safety Policies and Procedures within the framework of the company Corporate Safety Procedures Manual with particular emphasis on potentially hazardous operations.
- Accompany inspectors during inspections and properly document any events arising out of OSHA inspections, corporate safety audits or other formal type safety inspections conducted at the division or project site by outside agencies.
- Ensure compliance in the following areas; OSHA compliance programs, employee safety awareness and training, defensive driving policy, monitoring and investigation of worker compensation claims and incident occurrence and reporting requirements are met. (300 Log, First Report of Injury, Insurance Claims, etc.)

Human Resources

- Perform and carry out any other assignments delegated by corporate management.
- Record keeping requirements.

Managers and Supervisors

- Enforce all safety policies and procedures.
- Ensure all incidents are reported, thoroughly investigated and corrective action is taken.
- Conduct monthly, or more frequent safety inspections. Maintain a formal monthly safety inspection program with a documented report reflecting environmental, safety and health discrepancies and recommendations or appropriate corrective actions by the responsible party.
- Follow up on all reported safety violations to ensure corrective action is taken.
- Initiate, implement and administer safety training in accordance with established project site requirements.
- Prepare and distribute all required project site incident, injury and incident reports.
- Provide relevant safety programs information to site personnel and corporate personnel on site.
- Investigate all incidents, injuries, fires, property damage, and other safety or environmental related incidents, and issue required reports in a timely manner.
- Evaluate the need for and requisition the personal protective equipment, fire protection equipment and other safety-related equipment required to meet the project site's needs during construction or manufacturing operations.
- Display and maintain publicity materials on site bulletin boards, such as posters, safety signs, banners, and distribute safety literature.
- Take immediate corrective action whenever unsafe conditions and when unsafe acts are noted and distribute employee safety reprimands.

All Employees in the Company

All employee safety responsibilities are defined and in writing.

- Read, understand and follow all company safety policies and procedures.
- Evidence of comprehension by means of testing/documentation.
- Perform all duties in a safe manner.
- Procedures in place for employees to communicate safety hazards. Report all unsafe acts, safety conditions, and incidents or injuries to the supervisor or manager immediately.
- If employee is asked by anyone to perform a task they feel is unsafe, they should report this immediately to the safety director.
- Wear all personal protective equipment that is required and maintain the equipment in good condition.
- Set an example of safe working practice and follow all safety regulations.
- Participate in all safety training sessions.
- Employees shall not conduct tasks in which they have not been trained.
- Communicate all safety improvement suggestions to the supervisor or manager.
- If employees speak a language other than English, all communication will be translated into that language, including word documents, signage and tool box talks.

Company Safety Director

- Establish safety policy and procedures.
- Monitor safety performance and advise on safety policy matters.
- Communicate safety policies to the various operating center safety committees.
- Monitor legislation and regulation changes as they relate to the safety policy.
- Receive training necessary to accomplish designated tasks detailed in the job responsibilities.
- Advise on recommended policy changes.
- Identify and evaluate job hazards and recommend corrective action.
- Make safety equipment recommendations.
- Evaluate and recommend training requirements and safety training programs for job superintendents.
- Recommend policy enforcement procedures.
- Monitor program effectiveness and recommend improvements and audit the PPE Program annually.
- Hold a BCSP certification and/or an OSHA Construction 30 Hour Card and OSHA 500 Certificate at a minimum, as well as attend professional development seminars and courses annually.
- Track safety performance of the company and maintain on an ongoing basis in a computer system and present the information in the safety committee.
- Maintain OSHA record keeping forms.
- Report directly to the upper management.
- Review the employee handbook on an annual basis and make any necessary changes.
- Translate all policies and procedures into the language of the workforce, when required.

EMERGENCY ACTION PLAN and FIRST AID

PURPOSE

The emergency action plan (EAP) designates safe assembly areas, emergency coordinators and procedures to follow in emergency situations. Compliance with this EAP is mandatory and is applicable to all employees.

GENERAL REQUIREMENTS

This plan shall address the following information:

- Responsibilities
- Notification
- Evacuation Routes
- Assembly Points
- Communications
- Subcontractors

This plan shall be designed to anticipate the actions required by supervision and employees to minimize dangers to employees' safety and damage to physical equipment or property in the event of an emergency. Job specific EAP procedures and equipment are developed prior to the start of a project. All EAP procedures will be reviewed annually, and any necessary changes will be documented.

Types of hazards that normally would initiate an EAP:

- Fire & Explosion
- Release of hazardous gases, vapors, or fumes
- Significant chemical spill
- Severe Weather
- Flood
- Earthquake
- Major power outage
- Bomb threats, sabotage, and illegal activities
- Radiation emergencies
- Catastrophic or multiple employee injury

RESPONSIBILITIES

On construction projects a hazard analysis will be performed identifying those areas with potential for initiating the EAP, such as an evacuation, chemical spill and/or exposure. Each employee shall understand, know how to initiate, and follow the EAP when it is put into effect. During orientation, all personnel responsibilities will be thoroughly reviewed and discussed.

NOTIFICATION

Different notification systems will be used on projects. Hi-Tech Electric Company will coordinate the method of notification with the owner, and when possible, use the same method, i.e. horn, siren, speaker system, etc. Contact information will be provided to employees who need additional information pertaining to the plan or to their respective duties. The corporate office shall be immediately notified when an emergency evacuation has taken place.

ASSEMBLY POINTS

Each evacuation route shall terminate in an assembly area. This designated area shall be used to take a head count and assure that all employees have evacuated the danger area. No employee shall leave the designated assembly area without the direct permission of the senior company representative.

COMMUNICATIONS

The methods and equipment for communication shall be established in such a manner as to include those emergencies where power outages may occur, as well as command line breakdowns. Personnel that have been issued portable radios shall be briefed in their use as part of the EAP.

SUBCONTRACTORS

Hi-Tech Electric Company's representatives shall closely coordinate the EAP with other contractors, subcontractors, the owner, and personnel on the project to assure all are aware of the provisions, notifications, evacuation routes, assembly points, etc.

SUPPLIES AND EQUIPMENT

- First aid supplies shall be easily accessible when required. Always follow the manufacturer's instructions when using the materials in the first aid kit.
- All Hi-Tech Electric Company's first aid kits contain appropriate items determined to be adequate for the environment in which they are used and if on a construction site, are stored in a weather-proof container with individual contents sealed by the manufacturer for each type of item. Hi-Tech Electric Company is responsible for ensuring the availability of adequate first aid supplies and to periodically reassess the availability for supplies and to adjust its inventories, and to ensure inspections are conducted on the first day of each week to verify availability and expirations dates.
- Where the eyes or body of any person may be exposed to injurious corrosive materials, a safety shower and/or eye wash (suitable facilities) or other suitable facilities shall be provided within

the work area. Ensure expiration dates are checked and water used in storage devices is sanitized.

- An assessment of the material or materials used shall be performed to determine the type flushing/drenching equipment required. At client job sites, portable or temporary stations must be established prior to the use of corrosive materials.
- Based on the first responder's assessment of the injuries involved, decide whether the injured requires to be taken directly to a hospital's emergency room, occupational medicine provider or administer first aid on location.
- Examples of serious injuries that result in the injured PERSON being transported to a medical provider are those resulting in severe blood loss, possible permanent disfigurement, head trauma, spinal injuries, internal injuries and loss of consciousness. Keep in mind that the needs and wellbeing of the injured are the first priority.
- Proper equipment for prompt transportation of the injured person to a physician or hospital or a communication system for contacting necessary ambulance service shall be provided.
- Transportation needs must be preplanned and coordinated with the transportation provider prior to an incident requiring such service.

TRAINING

Hi-Tech Electric Company, along with any subcontractors, will conduct a mock emergency drill to account for emergency procedures in the event of inclement weather, fire, electrical hazards, and any special event which could arise at a particular site. Emergency Actions Plans will be available to any employee upon request after the initial orientation has been completed.

Volunteers or selected employees are trained by the American Red Cross or equivalent in CPR and first aid. Each of these trained and certified employees are equipped with protective gloves and other required paraphernalia.

JOB HAZARD ANALYSIS

PURPOSE

Job Hazard Analysis (JHA) procedures provide a mechanism through which the information needed to anticipate, recognize, identify and evaluate job hazards can be obtained and called to management's attention. Jobs and activities are analyzed when an accident occurs and then reviewed. The information gained is utilized in the design and implementation of employee safety and environmental protection programs, as well as Corrective Action Plans.

SCOPE

These work area hazard assessment guidelines apply to all Hi-Tech Electric Company divisions and field construction and maintenance projects. The outcome of the hazard assessments will be utilized in determining specific personal protective equipment requirements for employees.

POLICY

This procedure will be implemented on an as-needed basis, where a thorough understanding of all work area hazards has not been established. All JHAs are conducted by the Safety Director or trained designee, both of whom have been trained in how JHAs are completed.

REGULATIONS

Except to the extent that more explicit or more stringent requirements are written directly into these guidelines, the primary regulatory reference relating to employee protection and the performance of work area hazard assessment activities shall be Title 29 Code of Federal Regulations §1926.20, §1926.35 and §1910.38. These regulations, promulgated and enforced by the Occupational Safety and Health Administration (OSHA), are applicable to the work performed by Hi-Tech Electric Company.

PROCEDURE

All employees and subcontractors are actively involved in the risk and hazard identification process. The risks and hazards are classified and ranked based on severity. Work area hazard assessment activities shall proceed in at least two distinct phases:

JOB HAZARD ANALYSIS

JHAs are to be completed in the preliminary bid, during field changes, and on a set schedule to accommodate unforeseen field changes. Job hazard information can be obtained by two methods: the preliminary survey and investigative survey. JHAs are to be completed using Hi-Tech Electric Company's JHA form.

PRELIMINARY SURVEY

Prior to bidding new jobs, the completion of a pre-job planning process is used to evaluate unique safety issues on the job. There should be as much data as possible collected from the facility/client personnel prior to any personnel deployment into the work area.

The preliminary survey relies heavily on information being provided by the facility operator/owner to the company. The preliminary survey is usually made with no equipment for measurement purposes, other than those portable pieces of equipment that can be conveniently carried on the person (such as a sound level meter).

INVESTIGATIONAL SURVEY

Components of an investigational survey may include, but may not be limited to the following:

- Monitoring the air for IDLH and other conditions that may cause death or serious harm (combustible or explosive atmospheres, oxygen deficiency, and toxic substances),
- Monitoring for ionizing radiation,
- Visual observation for signs of actual or potential IDLH or other dangerous conditions,
- Monitoring welding operations for conditions of toxic metals exposure,
- Measurement of ventilation systems for both volume and velocity characteristics,
- Measurement of occupational noise exposure,
- Measurement of organic vapor concentrations during painting operations,
- Inspection and monitoring of asbestos-containing materials, and
- Measurement of organic solvent exposures during facility maintenance operations.

Some situations warrant special consideration:

- Any indication of IDLH hazards, or other dangerous conditions, should be regarded as a sign to proceed with care and deliberation.
- Extreme caution should be exercised in continuing the work area survey when such hazards are indicted.
- If IDLH or other dangerous conditions are not present, or if proper precautions can be taken, continue the survey.

INFORMATION DOCUMENTATION

Proper documentation and document control are important for ensuring accurate communication, ensuring the quality of the data collected, and providing the rationale for safety decisions.

Documentation can be accomplished by recording information on the Hazard Assessment Form pertinent to field activities, sample analysis, and work area conditions.

HAZARD ANALYSIS

Once the presence and concentration of specific chemicals or classes of chemicals have been established, the hazards associated with these chemicals must be determined. This is done by referring to standard reference sources for data and guidelines on permissible levels of exposure, flammability, etc.

TRAINING

- All employees will be trained in the job hazard analysis process.
- Hi-Tech Electric Company's representative shall train all job site supervisors and employees on the risk and hazard identification process.
- Retraining shall be provided for each employee, as necessary.

CONFINED SPACE PROGRAM

PURPOSE

This procedure establishes safe practices for entering and working in confined spaces that may be hazardous to employees.

SCOPE

This procedure applies to all operations involving Hi-Tech Electric Company.

RESPONSIBILITY

When appropriate, Hi-Tech Electric Company will develop a written site-specific confined space procedure, complete training of all personnel required to work in confined space operations, and monitor and administer this procedure.

INTRODUCTION

Confined spaces may contain many safety and health hazards. They may include but, are not limited to: asphyxiation (unconscious or lack of oxygen), falls, burns, engulfment, chemical exposure, job function.

The goal is to control confined space environments and prevent accidents that could lead to injury and death. If you have a question about a confined space, ask your supervisor.

Most fatalities and injuries occur because employees are unaware of the potential hazards in confined spaces. Confined space entry can present many health and safety hazards. Personnel must be properly equipped to handle these situations

OSHA considers any enclosed space in the workplace to be a confined space if it has 3 specific characteristics:

1. A size and shape that allows a person to enter body and perform assigned work.
2. Limited or restricted openings that could make it difficult for a person to enter and leave the space. Doorways that can be walked through are not considered to be limited openings since they would not prevent rapid evacuation or inhibit rescue operations.
3. Not designed for continuous human occupancy - spaces entered infrequently or periodically for inspection, maintenance, cleaning or repair.

When an area in the workplace has all 3 of these characteristics present, it is considered a confined space, subject to regulation under the OSHA standard.

OSHA divides confined spaces into two classifications:

- Non-permit confined spaces: A confined space that meets the definition of a confined space, but does not meet the requirements for a permit-required confined space, as defined in this subpart.

•Permit-required confined spaces: A confined space that has one or more of the following characteristics:

Contains or has a potential to contain a hazardous atmosphere;

Contains a material that has the potential for engulfing an entrant;

Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or

Contains any other recognized serious safety or health hazard.

SAFE ENTRY PROCEDURES AND PRACTICES

Entry may not be made until acceptable entry conditions exist.

Acceptable entry conditions exist when:

- Conditions are the same as those that must exist in a permit-space before entry is allowed.
- Atmospheric conditions are within acceptable ranges (ex. Oxygen).
- 19.5% - 23.5%, LEL <10% and air contaminants are less than established permissible exposure limits.
- Employees involved in the entry can safely enter, work within and exit the space.
- No activity outside the space will or has the potential to create hazards within the confined space.

Safe entry practices include:

- Isolating the permit space.
- Taking steps to eliminate or control atmospheric hazards.
- Protecting entrants from external hazards including but not limited to: pedestrians and vehicles.

Verifying that acceptable entry conditions are maintained throughout the duration of an authorized entry, work and exit.

CONFINED SPACE ENTRY TEAM

Each permit-required confined space entry will have trained, competent personnel designated by Hi-Tech Electric Company as entrant(s), attendant and entry supervisor. Each employee who will have an active role in entry operations must be fully aware of his/her or her duties.

Authorized Attendant (Hole Watch): Person stationed outside of the confined space that monitors the authorized personnel inside. The authorized attendant responsibilities include:

Authorized Entry Supervisor: Person authorizing or in charge of confined space activities. The authorized entry supervisor responsibilities include:

Authorized Entrant: Person entering the confined space to complete job tasks. The authorized entrant responsibilities include:

TRAINING

Training is required to ensure that all Hi-Tech Electric Company personnel assigned to work in confined space entry operations can safely perform their assigned duties and work safely within and around the permit space. Employees who must be trained in entry operations include: authorized entrants, attendants, entry supervisors and persons who test or monitor the atmosphere in a permit space.

Training shall be:

- Provided to each affected employee.
- Prior to initial assignment to perform confined space work.
- Prior to change in assigned duties.
- Whenever there is a change in confined space operational procedures.
- When additional hazards are detected.
- When an employee demonstrates a lack of understanding in the confined space procedures.
- Ensure all training is conducted in a language that can be understood by employees.
- Ensure subcontractors are also trained.

RECORDS

A confined space permit indicating the expiration time and date of the permit must remain posted at the entrance to the confined space for the duration. A copy of this permit will remain in the project files for one year, or the duration of the project (whichever is longer), along with the completed copy and test results of the atmospheric testing for the confined space.

LOCKOUT/TAGOUT PROGRAM

PURPOSE

This procedure establishes minimum requirements for locking out and tagging switches, valves, circuit breakers, and other energy controlling devices when their unexpected energizing, start-up, or release of stored energy could cause harm to an employee or damage equipment or machines. It shall be used to ensure that the machine or equipment is isolated from all potentially hazardous energy.

SCOPE

This procedure applies to all operations involving Hi-Tech Electric Company.

SUMMARY

Accidents involving electrical, mechanical, and/or pressurized equipment and systems have occurred in the construction industry due to inadequate planning of the work or task to be performed, i.e., failure to lock and tag out equipment and systems.

Work performed on temporary electrical services and pressurized pipelines is equally as important from the standpoint of the use of the lockout/tagout procedure, as is permanent plant equipment and systems.

Lockout/Tagout (LOTO) is maintenance oriented and the key to the process of LOTO is the isolation of a machine's energy source so there is not a sudden, unexpected release of stored electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy that could injure maintenance personnel and employees.

Lockout does not simply mean throwing the machine or equipment in the off position.

Lock: Placement of a lockout device on an energy-isolating device (i.e. power box lever) prevents operation.

Tagout: Form of communication warning employees not to energize the machine or equipment.

RESPONSIBILITY

Only authorized employees who have received instruction and training on LOTO procedures can lockout a piece of equipment, and they are referred to as LOTO supervisors. All other employees receive affected personnel training.

FORMS OF HAZARDOUS ENERGY

There are many different types of machinery and equipment used by the company. Prior to shutting down machinery or equipment, the authorized employee shall have knowledge of the type & magnitude of the energy, the hazards of the energy to be controlled, & the methods or means to control the energy. Energy comes in many forms and can exist in two states: active and stored. The following are examples of the different forms of hazardous energy:

- Electrical
- Compressed Air (Pneumatic)
- Petroleum Fuels (Fuel Lines)
- Gravity (Suspended Components)
- Hydraulic
- Tension
- Chemical
- Thermal (Surface Temperature)

AUTHORIZED EMPLOYEE

The only employees authorized to lock or tag machinery and equipment and remove their locks and tags are personnel who have had specific LOTO training and are authorized by the company. Authorized employees have received information and training on energy sources and stored energy with machinery and equipment used by the company. Machinery and equipment will not be energized without the consent of an authorized employee. Unauthorized removal of locks or tags will be grounds for disciplinary action and/or grounds for termination.

AFFECTED EMPLOYEES

Affected employees are individuals who cannot use machines or equipment for production due to LOTO devices. If the machine, which you frequently use, is to be locked-out for maintenance or repair you will be verbally notified. Employees will also be notified if you typically use the products of the affected machine (i.e. materials cut to specific lengths). This will allow employees to make other arrangements for obtaining the materials you need to do your work and/or do projects that do not require the affected machine. Do not attempt to restart any machinery or equipment that is locked or tagged. When the machinery or equipment is ready for production, the LOTO supervisor will notify affected employees. Do not attempt to remove any energy-isolating device.

INFORMATION AND TRAINING

All employees will be informed as to the procedures of the LOTO Program at the company upon assuming employment and will be updated during the term of their employment on any new equipment, new processes or new job assignment. Information and training topics include the program, responsibilities, how to recognize LOTO hazardous energy, isolation and control, and machinery and equipment lockout procedures.

Affected employees shall be informed of the specific purpose and use of the energy control procedure (LOTO).

Authorized employees shall receive adequate training by mastering the following topics:
recognition of hazardous energy sources, types and magnitudes of energy available, and method
and means necessary for energy isolation and control.

Retraining is required when there is a change in job assignments, in machines, a change in the
energy control procedures, or a new hazard is introduced.

All training and/or retraining must be documented, signed & certified.

HAZARD COMMUNICATION PROGRAM

POLICY

To provide a hazard-free workplace, including a Hazard Communication Program to ensure the safety and health of all employees during the use, handling, and transfer of potential hazardous chemicals, in which exposure could cause illness and injury. A copy of this program and all SDS will be maintained on all jobsites & warehouse operations. This program is aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

RESPONSIBILITY

Management and the Hi-Tech Electric Company's Safety Director will be responsible for the administration and training of the Hazard Communication (also referred to as, HazCom) Program. This program may be used at times in conjunction with or as a reference point in other Hi-Tech Electric Company safety programs (i.e. Silica Dust). Hi-Tech Electric Company shall develop, implement, and maintain at each workplace, a written hazard communication program which addresses these elements: labels and other forms of warnings, safety data sheets, employee information and training.

SCOPE

Compliance with this program is mandatory and is applicable to all employees. All employees will receive training and failure to comply with this program is grounds for disciplinary action and/or termination.

“RIGHT TO KNOW” and “RIGHT TO UNDERSTAND”

A variety of laws, standards, and regulations are included in the term “right to know”. As applied to the workplace, “right to know” pertains to the individual employees' right to receive information about the potential hazards of working with chemicals and substances in the workplace. This right is guaranteed to virtually all employees by two rules issued by the Federal Occupational Safety and Health Administration (OSHA). “Right to understand” comes from the GHS document (referred to as “the purple book”) which presents an agreed upon hazard classification and labeling system to be utilized by majority of the world.

INTRODUCTION

Chemicals play an important part in our personal lives and likewise are a necessary part of many workplace operations. Few workplaces exist where there is not some kind of potential exposure to chemical substances. The use of chemicals is required to complete work; for instance, solvents and lubricants are used to clean and maintain equipment, fuels are required to operate vehicles and other equipment, and fuel and gases are necessary to cut or melt materials.

The following written Hazard Communication Program (HCP) is in place for the personnel of Hi-Tech Electric Company in order to comply with 29 CFR 1910.1200 and to assist the company in achieving our overall goal of a safer workplace. The purpose of the HCP is to ensure that the hazards of chemicals or other hazardous substances located in the workplace are evaluated and

that the information is transmitted to potentially exposed employees. A successful HCP will reduce potential incidents of illness and injuries as a result of hazardous substances.

SAFETY DATA SHEETS

Safety Data Sheets (SDSs) are the keystone to a successful Hazard Communication Program. SDSs are designed to provide the necessary information needed to handle chemicals safely. Chemical manufacturers, importers, or distributors supplying the company with products are required by law to send SDSs with the first shipment.

A current copy of the Hazard Communication Program and the SDS binder will be maintained on each site in an accessible, centralized location which will be communicated to employees. SDSs are required for each hazardous chemical present. New chemicals will not be used until a SDS has been obtained.

EMPLOYEE TRAINING AND INFORMATION

Before starting work, the trainers of new employees will go over their copy of the HCP and each SDS applicable to their job. Hi-Tech Electric Company will use a combination of handouts, videotapes, and classroom presentations to accomplish employee training.

Before any new chemical is used, all employees will be informed of its use, will be instructed on safe use, and will be trained on hazards associated with the new chemical. All employees will attend additional training, as appropriate, to review the HCP and SDSs. Appropriate library reference material will also be discussed during the training sessions.

The minimum orientation and training for a new employee is as follows:

- An overview of the requirements contained in the Hazard Communication Standard, 1910.1200.
- Hazardous substances are present in their workplace operations and this office.
- Location and availability of the written HCP.
- Physical and health effects of hazardous substances.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- How to lessen or prevent exposure to these hazardous substances through the use of control/work practices and personal protective equipment.
- Steps taken by the company to lessen or prevent exposure to the chemicals/substances listed on the inventory list.

Prior to a new hazard being introduced into any section of the workplace, each employee will be given information and training as outlined. After attending the training class, each employee will

sign a form to verify that they attended the training, that the written HCP was made available for review, and that he/she understands the HCP. If an employee has any questions about what protection they need, they will contact their supervisor immediately.

GENERAL SAFETY RULES

1. Management safety responsibilities are summarized for each job description. It is important for all employees to understand not only their responsibilities but also the responsibilities of fellow employees.
2. All supervisors and management will receive instruction and training on the company safety policies, procedures and programs.
3. Violations of safety policies result in disciplinary training. Disciplinary data will be used to modify employee training to further reduce safety infractions.
4. Should an injury or illness occur to one of the employees, Hi-Tech Electric Company promotes the practice of an expedited return to work program for those employees who are restricted in the performance of their regular job duties and tasks.
5. No employee will be allowed to return to work from work related injury/illness without a formal written statement by the authorized physician.
6. To provide a safe work environment, employees must be able to perform their job duties in a safe, secure, productive and effective manner, and remain able to do so through the entire time they are working.
7. Employees who are not fit for duty may present a safety hazard to themselves, to other employees, to Hi-Tech Electric Company, or to the public.
8. The use of alcohol and other drugs is prohibited while on the job and/or operating a company vehicle or equipment and can leads to unsafe working conditions for workers and the public.
9. Cell Phone use for personal reasons should be limited and conducted during breaks or on lunch. Employees whose job responsibilities require special, undivided attention are prohibited from using a cell phone.
10. Employees whose job responsibilities include driving are prohibited from using their cell phone while driving.
11. Job Hazard Analysis (JHA) will be conducted for the information needed to anticipate, recognize, identify and evaluate job hazards. Jobs and activities are also analyzed when an accident occurs, reviewed and then corrective actions taken.
12. Managers or supervisors will document and complete an accident or injury investigation in a written report and distribute appropriately. The manager or supervisor must submit the Accident & Injury Report Form to the safety director within 24 hours.
13. Report all accidents, regardless of the severity of the injury, to your manager or supervisor immediately. Injured employees should not transfer themselves to any medical facility. All incidents (including near misses) are investigated within 24 hours of occurrence.

14. Hi-Tech Electric Company reserves the right to have an injured employee complete a post-accident drug screening when there is reasonable cause of impairment.
15. When the injured individual returns to work, he or she must turn in all paperwork from the doctor and treatment facility to the manager or corresponding supervisor.
16. Hi-Tech Electric Company and any affiliated contractors will not tolerate any form of workplace violence, intimidation, or harassment on the job and/or in off-duty periods.
17. Managers and workers of Hi-Tech Electric Company have a responsibility to ensure that fatigue does not have an impact on the safety, health and well-being of themselves and others.
18. Operators of vehicles in use for company business shall follow all applicable federal, state and local motor vehicle regulations. This applies to all employees and non-employees who will be operating or riding in company owned vehicles that are to be utilized only during company hours and for company-associated operations.
19. All PPE issued shall be at no cost to the employee. Training on the proper use and fitting of PPE is provided.
20. Protective equipment, including PPE for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.
21. Compliance with this Bloodborne Pathogens Program is mandatory and all employees are responsible for reporting any exposure to blood or bodily fluids.
22. Housekeeping will be planned at the beginning of a job, during the job and will be carefully supervised and followed through to the final clean up.
23. Hazard Communication Program ensures the safety and health of all employees. A copy of this program and all SDS will be maintained on all jobsites and warehouse operations.
24. Fire extinguishers must be kept clean, accessible and inspected monthly and annually.
25. Wearing the appropriate personal protective equipment (PPE) in all electrical operations in accordance with OSHA standards and regulations. (*29 CFR §1910 Subpart I and 29 CFR §1926 Subpart E*)
26. All insulating PPE must be inspected before each day's use and immediately following any incident that can reasonably be suspected of having caused damage. Insulating gloves shall be given an air test, along with the inspection.
27. Lockout/Tagout (LOTO) is the process of LOTO is the isolation of energy sources so there is not a sudden, unexpected release of stored electrical, mechanical, hydraulic,

pneumatic, chemical, thermal or other energy that could injure maintenance personnel and employees.

28. Only authorized employees who have received instruction and training on LOTO procedures can lock out a piece of equipment, and they are referred to as LOTO supervisors. All other employees receive affected personnel training.
29. In accordance with the scope of NFPA 70E, shock risk assessment will determine the voltage employees will be exposed to, the necessary boundary requirements, and PPE required to minimize the possibility of electric shock.
30. Do not, under any circumstances, move any crane boom, high-lift equipment or load line in the area surrounding any energized electrical power line.
31. All hand and power tools must be inspected prior to use for all guards in place and functioning in accordance with the manufacturer, damaged electrical or any other parts vital to safe use.
32. All damaged hand and power tools must be tagged “Out of Service” and taken out of service if any missing or damaged guards, cords, plugs, casing, etc. are present.
33. Fall protection is required whenever employees are potentially exposed to falls from heights that exceed applicable regulatory thresholds.
34. Fall protection equipment must meet the requirements of applicable ANSI, ASTM or OSHA requirements.
35. Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached.
36. A trained competent person oversees scaffold use, erection and dismantling. Daily scaffold inspections, prior to use, shall be performed under the direction of competent supervision. All defects shall be corrected at once or have defective tags attached.
37. Ladders shall be used only for the intended purpose for which they were designed.
38. Prior to use, selection of the proper size and design of the ladder must be calculated and considered. Ladders must be inspected prior to each use and monthly for deterioration and damage. No employee will be allowed to use, for any reason, any ladder that has broken, loose, or cracked rungs, side rails or braces. Any ladder found in this condition should be tagged, “*Out of Service*” and immediately removed from service.
39. Only an authorized operator who is trained and certified with the specific type of equipment shall be permitted to operate it. Operators shall be trained in the safe operation of each piece of heavy equipment they will be operating on the jobsite. This includes, but is not limited to boom lifts, scissor lifts, escalators, front loaders, trenchers, mobile cranes, fork trucks, etc.

40. All equipment must be inspected prior to use. This includes all company owned and rental equipment.
41. Before any excavation or trenching can begin, the estimated location of all utility installations must be determined such as sewer, telephone, fuel, electric, water or any other underground installations that might be encountered during excavation operations.
42. Protective systems are required when the depth of the excavation exceeds 5 feet or if the competent person determines a protective system is necessary based on the site, soil, or work conditions.
43. Whenever the possibility of falling into water exists, personnel shall be attired in a USCG approved Type III or Type V PFD or Life jacket.
44. Whenever a confined space entry is required, there must be a written and site-specific confined space procedure, complete training of all personnel required to work in confined space operations and must monitor and administer this procedure.
45. Prior to a confined space entry, all responsibilities will be determined and understood, such as is it a Permit Required or Non-Permit Required entry, who will be the Supervising Attendant, Attendant(s), Entrant(s), all appropriate rescue devices have been inspected and properly in place and all rescue plans have been established.
46. All operators of welding and cutting equipment must be trained to operate the equipment that they will use. Appropriate safety procedures and PPE must be reviewed, understood and inspected prior to use.
47. Working in the heat and cold procedures must be in place to control the effects of environmental factors that can contribute to heat and cold-related illnesses.
48. All employees and contractors have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist. No work will resume until all stop-work issues and concerns have been adequately addressed. No employees will be reprimanded for exercising their authority for issuing a Stop Work Intervention.
49. Prior to the start of a project, the Project Manager shall ensure that all health hazards related to refractory demolition have been identified and addressed in the pre-project phase.

MEETING/TRAINING ATTENDANCE ROSTER

Company: Hi-Tech Electric Company

Safety Meeting: _____

Safety Training: _____

Date: _____

Time: _____

Topics Addressed: new hire training, lift training, lock out tag out, fall protection, hot work and confined space training

Employees Signatures:

[illegible]

Appendix - Forms

- Acknowledgement Form
- Employee Application/Data Sheet
- Direct Deposit Form
- CBC Innovis Background Check Consent Form
- MI-W4
- FED W4
- Form I-9
- Employment Eligibility Verification Form
- New Hire/Employee Eligibility Form
- Authorization for Electronic Paystubs



Hi-Tech Electric

Address: 839 Lenox Ave Portage MI 49024

Phone: 269-323-1111

Date:

Confirmation of Receipt and Understanding of the Handbook

We are delighted to welcome you to the team at Hi-Tech Electric. As a new employee, it is important that you familiarize yourself with our company policies and procedures outlined in the employee handbook. This document serves as a confirmation of your receipt and understanding of the handbook's contents.

By signing this letter, you acknowledge that:

1. You have received a copy of the Hi-Tech Electric Employee Handbook
2. You understand that the employee handbook contains important information about the company's policies, procedures, and expectations regarding your employment.
3. You agree to read and familiarize yourself with the content of the employee handbook thoroughly.
4. You understand that it is your responsibility to comply with the policies and procedures outlined in the employee handbook, as they govern your employment with Hi-Tech Electric.
5. You are aware that any violation of the company policies and procedures may result in disciplinary action, up to and including termination of employment.

Please sign and return a copy of this letter to the Human Resources Department within one week to confirm your receipt and understanding of the handbook. Additionally, if you have any questions or require further clarification about any policy or procedure, please do not hesitate to reach out to your supervisor or the HR Department for assistance.

We are excited to have you join our team at Hi-Tech Electric, and we believe that together, we can achieve great things. Thank you for your prompt attention to this matter.

Confirmation of Receipt and Understanding

I, _____, hereby acknowledge that I have received a copy of the Hi-Tech Electric Employee Handbook. I understand that it is my responsibility to read and familiarize myself with the contents of the handbook. I further acknowledge that I am bound by the policies and procedures outlined within the handbook, and any violation may result in disciplinary action, up to and including termination of my employment.

Employee's Signature: _____ Date: _____

[Please print this letter, sign and date it, and return a copy to the Human Resources Department.]