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# EMPLOYEE HANDBOOK

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## WELCOME

Welcome to **Contemporary Electrical Service (also referred to as Contemporary, CES, and the Company)**. One of the keys to our success is hiring good employees. We have hired you because we believe you have the skills and the potential to help our Company succeed. We expect employees to perform the tasks assigned to them to the best of their abilities. We believe that hard work and commitment will not only benefit **Contemporary Electrical Services** but will help give all our employees a sense of pride and accomplishment.

We are glad to have you as a member of our team. We hope that your employment proves mutually satisfying. Every employee has an important role in our operations, and we value the abilities, experience, and background that they bring with them. It is our employees who provide the services that our customers rely upon and enable us to grow and create new opportunities in the years to come.

Our management team intends to provide employees with all the support and the resources they will need to perform their job effectively. If, at any time, an employee needs assistance or guidance, the employee should not hesitate to ask any member of the management team.

## EMPLOYMENT-AT-WILL

Employment with Contemporary Electrical Services is at-will unless state law provides otherwise. This means that employment may be terminated for any or no reason, with or without cause or notice at any time by the employee or by the Company. Nothing in this Handbook or any oral statement will limit the right to terminate the at-will employment relationship. This at-will employment policy is the sole and entire agreement between the employee and Contemporary Electrical Services regarding the fact that employment with Contemporary is at-will. No manager or supervisor has any authority to enter a contract of employment - express or implied - that changes the fact that employment with the Company is at-will. **Only the President or Owner of the Company or his or her authorized representative has the authority to enter into an employment agreement or contract that alters the fact that employment with the Company is at-will, and any such agreement or contract must be in writing and signed by the President/Owner of the Company or his or her authorized representative**

## ABOUT OUR COMPANY

Contemporary Electrical Services has always emphasized that outstanding people are the key to our success. Our strength and future growth depend on the contributions made by you and each person within our organization. We are proud to have you as part of our team. To ensure continued success, we feel it is important that all employees understand our policies and procedures. This Employee Handbook will familiarize employees with the various aspects of working with us. We encourage all employees to use the Handbook as a valuable resource for understanding our Company. We work with a variety of commercial clients offering complete electrical services such as:

## **Tenant Interior Division**

Our interior spaces in which we typically work include, but are not limited to, all forms of businesses such as law firms, government contractors, associations, accounting and finance firms, non-profit institutions, and healthcare facilities.

## **Services Division**

Contemporary provides superior electrical service and maintenance to leading companies in the area. Our Service Division has many talented electricians who use their vast level of experience to offer timely and exceptional service.

## **Critical Power Division**

Critical energy applications require state-of-the-art monitoring and management systems. Contemporary's base of complex energy solutions includes the installation and maintenance of energy management systems for lighting and other essential power systems.

## **Lighting Control Division**

Our Lighting Control Division understands what it takes to optimize lighting control performance in your building and maximize customer satisfaction, even on the most complex lighting controls projects.

## **MISSION STATEMENT**

Our mission is to perform for our customers the highest level of quality electrical services at fair market competitive prices. We strive to ensure the longevity of our Company through repeat and referral business, achieved by customer satisfaction in all areas including timeliness, attention to detail and service-minded attitudes. Our goal is to maintain the highest level of professionalism, integrity, honesty, and fairness in our relationships with our general contractors, owners, suppliers, subcontractors, employees, and professional associates.

Founded in 1989, Contemporary Electrical Services is a full service, commercial electrical contractor serving the Washington, D.C. metropolitan area. Our highly trained electricians from IBEW Local 26 pride themselves on quality, service, and reliability.

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Founder & President

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Founder & Vice President

# **CODE OF CONDUCT**

## **Introduction**

Contemporary Electrical Services is committed to the highest standards of business conduct. Therefore, all employees, officers, directors, and business partners must be committed to the highest standards of business conduct while doing their jobs for Contemporary.

Contemporary values honest and ethical conduct and behavior. An employee should personally observe high standards of conduct so that the integrity of Contemporary is preserved, and the employee reflects ethical conduct.

While this Code may not address all possible ethical and compliance concerns that an employee, officer, director, or business partner may encounter in the workplace, it should be considered the primary source of information regarding conduct and ethics. All decision-making should be made in the spirit of the goals of integrity and ethics set forth in this Code.

This Code of Conduct applies to all employees of Contemporary Electrical Services, including interns, externs, and other volunteers. Contractors and other nonemployees are not covered by this Code, but Contemporary may impose similar ethical standards on such nonemployees, as appropriate. Employees should require adherence to such standards by personnel subject to their direction and control.

The standards of this Code do not affect or preclude other, more stringent standards required by law, by court order, or by the appointing authority.

An individual who becomes aware of a violation of this Code of Conduct, or any other policies, laws, or regulations, must report the violation immediately to any of the contacts listed below under "Resources for Raising Concerns."

## **Ethical Framework**

The framework of this Code is based on ethics and Contemporary's deep regard for a culture of integrity.

Contemporary Electrical Services commits to:

- Honest and ethical conduct
- Using good judgment
- Taking responsibility for any mistakes and ensuring that these are corrected or addressed
- Avoiding actual or potential conflicts of interest
- Full, fair, accurate, timely and understandable financial disclosure in reports and documents; and
- Compliance with all applicable laws, rules, and regulations.

When making a difficult decision, an employee needs to consider the legal and ethical implications of an action or inaction. But the employee is not alone: a supervisor, manager, Compliance Officer, or HR is always available and ready to provide guidance and support. If an employee is confronted with an issue or problem and is unsure of what to do, then that employee must contact one of the contacts listed in Resources for Raising Concerns.

In addition, any interpretation or waiver of this Code's provisions must be discussed in advance with the contacts listed in Resources for Raising Concerns.

## **Discipline**

Failure to adhere to this Code may constitute grounds for disciplinary action for misconduct up to and including termination. Violations include:

- Failing to adhere to the provisions of the Code
- Failing to report promptly a suspected violation of the Code
- Encouraging another to commit a violation of the Code
- Retaliating against another employee for reporting a concern
- Failing to implement the provisions of the Code according to one's role and responsibilities.

In addition, any deviation from performance standards or internal policies may result in disciplinary action.

## **Employee Rights and Communications**

This Code in no way prohibits, limits, or restricts employees from exercising any rights provided by law, including but not limited to any activity that is protected under Section 7 of the National Labor Relations Act, which includes the right of employees to speak with others about the terms and conditions of their employment.

Contemporary commits to protect and respect the privacy of its employees, clients, suppliers, and contractors. In addition, Contemporary commits to compliance with all applicable privacy laws, including international requirements.

Contemporary Electrical Services will maintain confidentiality of any reported concerns to the extent possible by law. The information will be shared on a "need-to-know" basis and will be investigated thoroughly and promptly.

Employees have the right to be free from retaliation and should receive support when taking any actions in furtherance of this Code's provisions.

## **Employer Responsibilities**

### *Fair Employment Practices*

Contemporary values a culture of diversity, inclusion, dignity, and respect.

Contemporary commits to providing an environment free of discrimination, harassment, and retaliation. In addition, the Company commits to complying with all applicable labor and employment rules and regulations, at the federal, state, and municipal level.

Contemporary prohibits any unlawful behavior, including discriminatory, harassing, or retaliatory conduct, on the part of its employees, officers, directors, or business partners.

### *Health and Safety*

Contemporary commits to providing a safe and healthy workplace for all its employees. The Company will provide leadership and resources to employees to prevent hazards of any kind in the workplace.

In addition, Contemporary commits to engage in practices that will contribute to the health and safety of the community in which the business operates.

### *Environment*

Contemporary commits to protect the environment in which the business operates. The Company pledges to engage in sustainable growth operations, conserve resources and reduce waste wherever possible.

## **Employee Responsibilities**

Employees acknowledge that it is their responsibility to read, understand and comply with the Code of Conduct and to implement Contemporary Electrical Service's vision of an honest and ethical workplace with a culture of integrity.

### *Conflicts of Interest*

Employees have a duty of loyalty to Contemporary Electrical Services. Employees commit to acting in the interest the Company and avoiding any activities or relationships that would lead to a potential or actual conflict of interest, or to the appearance of a conflict of interest.

This includes the promotion or advancement of any Contemporary business activities with outside parties in which an employee or an employee's family member or close friend has an ownership or financial interest.

### *Use of Contemporary Electrical Services' Resources*

Employees commit to using Contemporary's resources in a responsible and ethical manner. Employees pledge to protect the Company's resources from misuse, damage, or theft. Employees commit to using social media during working time in compliance with all applicable laws, corporate policies, and internal work rules.

Employees should follow security protocols, be aware of their surroundings and report any suspicious activity to their immediate Supervisor, the Safety Director or Human Resources.

Employees commit to refrain from using Contemporary's resources for personal benefit or to promote a personal outside activity or interest. Employees should receive authorization prior to engaging in any outside activities, such as lecturing or writing, which could draw on Contemporary's proprietary or confidential information.

### *Privacy*

Employees have a responsibility to safeguard data and information privacy in accordance with applicable law and contracts, corporate policies and practices and internal work rules. Employees should access, use, share, transfer and retain any data or information only for legitimate business purposes and in a secure manner.

### *Reporting Concerns*

All employees have a responsibility to report potential violations of the Code in good faith.

In addition, employees should communicate any relevant suggestions including, for example:

- Ways that processes may be improved
- Ethical issues that may be emerging and need to be included or
- Possible additions to the Code based on factors such as business development or organizational change.

### **Financial Integrity**

Contemporary Electrical Services commits to full, fair, accurate, timely and understandable disclosures in periodic reports and compliance with all applicable rules and regulations.

Specifically, Contemporary commits to comply with all applicable competition laws, anti-corruption laws, international trade controls and other applicable regulations. In addition, Contemporary commits to implement money-laundering prevention methods in its business practices.

Employees commit to exercising prudence and responsibility when keeping financial records, preparing financial statements, submitting reimbursement forms, and making public disclosures.

Employees commit to following all applicable laws, regulations, and accounting principles and to execute all duties and responsibilities with integrity and care.

### **Confidentiality Agreement:**

Information that pertains to Contemporary Electrical Services' business, including all nonpublic information concerning the Company, its vendors, and supplies, is strictly confidential and must not be given to people who are not employed by Contemporary Electrical Services.

Employees must safeguard Contemporary's confidential property, including copyrights, trademarks, trade secrets, patents, confidential business information, client lists, company financial information, and other valuable assets.

Employees must help protect confidential information by taking the following precautionary measures: (1) Discuss work matters only with other contemporary Electrical Services employees who have a specific business reason to know or have access to such information. (2) Do not discuss work matters in public places. (3) Destroy hard copies of documents containing confidential information that is not filed or archived. (4) Secure confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult a Contemporary Electrical Services' officer.

Contemporary will protect the confidentiality of personnel records, performance evaluations, medical records, and other information relating to employees. Additionally, Contemporary will protect information required for business or legal purposes in its records and files.

All contemporary records and information relating to Contemporary are confidential and employees must, therefore, treat all matters accordingly. No Contemporary or Contemporary-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials may be removed from Contemporary premises without permission from the President (except where employee is in the normal course of performing duties on behalf of Contemporary).

Additionally, Contemporary retains legal ownership of the product of all employees' work. No work product created while employed by Contemporary can be claimed, construed, or presented as property of the individual, even after employment by Contemporary has ended or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and any concepts, ideas or other intellectual property developed for Contemporary.

Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situation, one must bear in mind that confidential information must remain so even after the end of employment, and that supplying certain other

entities with certain types of information may constitute a conflict of interest, a violation of law and of Contemporary policy.

Additionally, the contents of Contemporary's records or information otherwise obtained regarding Contemporary's work may not be disclosed to anyone, except where required for a work-related purpose. Employees must not disclose any confidential information, purposefully or inadvertently (through casual conversation), to any unauthorized person inside or outside the organization. Thus, you must take all necessary steps to prevent the unintentional or inadvertent disclosure of such confidential information and you are strictly prohibited from using any such confidential information for your own benefit. Employees who are unsure about confidential nature of specific information must ask their supervisor for clarification.

Employees may be subject to appropriate disciplinary action, up to and including termination of employment, and/or legal action for knowingly or unknowingly revealing information of a confidential nature.

Upon termination of employment, the employee must return to the organization all Contemporary-related information and property that the employee has in her or his possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies.

### **Resources for Raising Concerns**

Individuals who need guidance may contact any of the following numbers for assistance. If anyone is ever in doubt as to how to approach a business transaction or decision, they should contact the below individuals or entities for assistance. In addition, if any employee is in doubt concerning the proper application of this policy, they should promptly discuss the matter with any of the below contacts or departments.

|                      |   |
|----------------------|---|
| Human Resources      | 202-509-9555                                |
| Safety Director      | 814-952-7504                                |
| Immediate Supervisor | Obtain contact information first day onsite |

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Founder & President

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Founder & Vice President

## CONTACT PAGE

| Contact                                  | Address   | Email  | Telephone                          |
|--|---|--|------------------------------------|
| <b>Contemporary Electrical Services</b>  | 1954 Isaac<br>Newton Sq W<br>Reston, VA<br>20190  | <a href="mailto:info@cont-elec.com">info@cont-elec.com</a>               | 703-255-9226                       |
| <b>President/Owner</b>                   | Chris Broadbent   | <a href="mailto:chris@cont-elec.com">chris@cont-elec.com</a>             | 571-267-7760                       |
| <b>VP/Owner</b>                          | Scott Broadbent   | <a href="mailto:scott@cont-elec.com">scott@cont-elec.com</a>             | 571-267-7758                       |
| <b>Benefits Representative</b>           | Electrical<br>Welfare Trust<br>Fund (EWTF)<br>1000<br>Derekwood<br>Lane,<br>Suite 130<br>Lanham, MD<br>20706-4811 | <a href="mailto:info@ewtf.org">info@ewtf.org</a>                         | 301-731-1050<br>301-731-1065 (fax) |
| <b>Employee Assistance Program (EAP)</b> | EWTF  |  | 1-800-765-3277                     |
| <b>IBEW Local 26</b>                     | 4371 Parliament<br>Place<br>Lanham, MD<br>20706   | <a href="mailto:contactus@ibewlocal26.org">contactus@ibewlocal26.org</a> | 301-459-2900                       |
| <b>Safety Director</b>                   | Blake Downer  | <a href="mailto:blake@cont-elec.com">blake@cont-elec.com</a>             | 814-952-7504                       |
| <b>Human Resources Director</b>          | Kara Cuskelly   | <a href="mailto:kara@cont-elec.com">kara@cont-elec.com</a>               | 202-509-9555                       |
| <b>Payroll/ Office Manager</b>           | Beckie Robey  | <a href="mailto:beckie@cont-elec.com">beckie@cont-elec.com</a>           | 571-267-7772                       |

## *GENERAL INFORMATION*

### **PURPOSE OF EMPLOYEE HANDBOOK**

This Employee Handbook contains information about the employment policies and practices of Contemporary Electrical Services (and any state supplement, if applicable). These policies reflect the Company's values, and we expect each employee to read this Employee Handbook carefully as it is a valuable reference for understanding your job and Contemporary Electrical Services.

This Employee Handbook supersedes all previously issued Employee Handbooks. Except for the policy of at-will employment, Contemporary reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing. No oral statements or representations can change the provisions of this Employee Handbook.

This Employee Handbook does not constitute an express or implied contract guaranteeing continued employment for any employee. No manager or supervisor has any authority to enter a contract of employment - express or implied - that changes or alters the fact that employment with **Contemporary Electrical Services** is at-will. **Only the President or Owner of the Company or his or her authorized representative has the authority to enter into an employment agreement or contract that alters the fact that employment with the Company is at-will, and any such agreement or contract must be in writing and signed by the President/Owner of the Company or his or her authorized representative.**

Not all the Company's policies and procedures are set forth in this Employee Handbook. We have summarized only some of the more important ones. If an employee has any questions or concerns about this Employee Handbook or any other policy or procedure, please ask your supervisor, your Human Resources representative, or another member of management.

Nothing in this Employee Handbook or in any other document or policy is intended to violate any local, state, or federal law. Nothing in this Employee Handbook is intended to limit any concerted activities by employees relating to their wages, hours or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act (NLRA). Furthermore, nothing in this Employee Handbook prohibits an employee from reporting concerns, making lawful disclosures, or communicating with any governmental authority about conduct the employee believes violates any laws or regulations.

For additional information regarding activity protected under the NLRA, employees can review information on the National Labor Relations Board's website: <http://www.nlrb.gov/rights-we-protect>.

This Handbook may apply to employees working in a state with greater or different rights. Employees will receive a state-specific supplement that provides information and policies applicable to employees working in that state. The Company complies with applicable state and local laws.

# *COMMITMENT TO DIVERSITY*

## **EQUAL EMPLOYMENT OPPORTUNITY**

Contemporary Electrical Services is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, age (40 and over), pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

### **Complaint Procedure**

Any employee who believes that he or she has been harassed, discriminated against or subject to retaliation by a co-worker, supervisor, agent, client, vendor, or customer of Contemporary Electrical Services in violation of this policy, or who is aware of such harassment, discrimination or retaliation against others, should immediately provide a written or verbal report to his or her supervisor, any other member of management or to Human Resources, 202-509-9555.

After a report is received, a thorough and objective investigation by management will be undertaken. The investigation will be completed, and a determination made and communicated to the employee as soon as practical. The Company expects that all employees fully cooperate with any investigation conducted by the Company into a complaint of proscribed harassment, discrimination, or retaliation, or regarding the alleged violation of any other Company policies.

If we determine that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment or discrimination prohibited by this policy. If a complaint of prohibited harassment, discrimination or retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

The Equal Employment Opportunity Commission (EEOC) and equivalent state agencies will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party.

### **Protection Against Retaliation**

Retaliation is prohibited against any person by another employee or by Contemporary Electrical Services for using this complaint procedure, reporting proscribed harassment, or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment

recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Employees should report any retaliation prohibited by this policy to his or her supervisor, any management team member, or Human Resources. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

## **SEXUAL AND OTHER UNLAWFUL HARASSMENT**

Contemporary Electrical Services is committed to providing a work environment that is free of illicit harassment. As a result, the Company maintains a strict policy prohibiting sexual harassment and other harassment against applicants and employees based on any legally-recognized basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex (including sexual orientation and gender identity), age (40 and over), pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, physical or mental disability, genetic information (family medical history) or any other consideration protected by federal, state or local law. All such harassment is prohibited.

Our anti-harassment policy applies to all persons involved in our operations and prohibits harassing conduct by any employee of Contemporary, including nonsupervisory employees, supervisors, and managers. This policy also protects employees from prohibited harassment by third parties, such as vendors, clients, or temporary or seasonal workers. If such harassment occurs on the job by someone not employed by Contemporary, the procedures in this policy should be followed.

### **Sexual Harassment Defined**

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment according to a reasonable person's consideration.

Sexual harassment also includes various forms of offensive behavior based on sex. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails, or text messages.

- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive, or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for making reports or threatening to report sexual harassment.

### **Other Types of Harassment**

Harassment based on any legally protected classification is prohibited, including harassment based on veteran status, uniformed service member status, race, color, religion, sex (including sexual orientation and gender identity), age (40 and over), pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, physical or mental disability, genetic information (including family medical history) or any other consideration protected by federal, state or local law. Prohibited harassment may include behavior like the illustrations above pertaining to sexual harassment. They include conduct such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected classification;
- Visual conduct including derogatory posters, photography, cartoons, drawings, or gestures based on protected classification; and
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status.

### **Complaint Procedure:**

If an employee believes that they or any other individual has been subjected to harassment in violation of this policy, whether by an employee or non-employee, the employee must promptly report the facts and names of the individuals involved to Human Resources and their Supervisor. Any employee who learns of, observes, or has reason to be concerned about harassing conduct in violation of this policy must immediately inform Human Resources and their Supervisor. Complaints do not need to be made in writing. Human Resources: 202-509-9555.

### **DISABILITY ACCOMMODATION**

#### **Americans With Disabilities Act (ADA):**

Contemporary Electrical Services is committed to complying with the Americans with Disabilities Act (ADA) of 1990 and its related Section 504 of the Rehabilitation Act of 1973. Contemporary prohibits discrimination against an individual with a disability with respect to job application procedures, hiring, advancement, termination, compensation, job training, and other terms, conditions, and privileges of employment.

Once an impairment is identified, the next step in assessing whether an individual is *disabled* under the ADA is to determine what impact, if any, that impairment has on the individual's major life activities. An individual is not disabled unless he or she is substantially limited in one or more major life activities.

The ADA requires employers to provide *reasonable accommodations* to individuals with disabilities unless the individual is not qualified for the job or doing so would cause an undue hardship on the employer's business. A reasonable accommodation is a reasonable adjustment to a job or work environment that enables an individual with a disability to equally compete in the workplace and perform the essential duties of the position held or desired.

Employers are not required to provide an accommodation that would cause an *undue hardship* on an employer's business. An undue hardship means the requested accommodation will cause the employer significant difficulty or expense.

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, Contemporary Electrical Services will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an employee or applicant for employment unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

Any employee who requires an accommodation to perform the essential functions of his or her job, enjoy an equal employment opportunity and/or obtain equal job benefits should contact Human Resources to request such an accommodation. Human Resources will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation may be appropriate.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. The Company will evaluate information obtained from the employee, and possibly his or her health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on the Company and/or a direct threat to the health and/or safety of the individual or others, the Company will generally make the accommodation, or it may propose another reasonable accommodation that may also be effective. Employees are required to cooperate with this process by providing all necessary supporting documentation of supporting the need for accommodation and being willing to consider alternative accommodations when applicable.

The Company will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation that are supported by medical documentation and/or as required by applicable federal, state, or local law.

## **RELIGIOUS ACCOMMODATION**

Contemporary Electrical Services will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified, and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances or practices and the employee's job requirements, without causing undue hardship to the Company. The Company has developed an accommodation process to assist employees, management, and Human Resources. Through this process, the Company establishes a system of open communication between employees and the Company to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests.

Any employee who perceives a conflict between job requirements and religious belief, observance or practice should bring the conflict and his or her request for accommodation to the attention of Human Resources to initiate the accommodation process. The Company requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

## ***GENERAL EMPLOYMENT PRACTICES***

### **PROGRESSIVE DISCIPLINE POLICY**

This document is not intended to, nor does it, in any way, alter the at-will nature of your employment with Contemporary Electrical Services. Contemporary retains the right to terminate your employment at any time, for any reason unless prohibited by law or contract.

Whenever a group of people work together, there must be standards of conduct for common guidance and efficiency. Contemporary hopes that common sense will guide you as to the proper thing to do in most cases, so we have listed below only a few specifics regarding what we expect from you as an employee of Contemporary Electrical Services.

Discipline may vary depending on, among other things, the severity of the offense, the circumstances under which the offense occurred, your duties, your length of service (seniority) with the company, and your overall work record, including any instances of prior misconduct and the discipline levied previously.

In order of severity, discipline can take one of the following forms: Counseling, Warning or Reprimand; Probation; Suspension (with or without pay); Suspension subject to discharge, or Discharge.

Contemporary Electrical Services has no obligation to use any one or more of these forms of discipline prior to discharging an employee. This document does not alter or modify, in any way, the at-will nature of your employment at Contemporary, nor does it create any contractual obligation on yours or Contemporary's part. The Company retains the right to terminate your employment at any time, for any reason.

If you do receive the benefit of these methods of constructive counseling, warning, or suspension, however, be sure to take advantage of the opportunity to learn from your mistakes and improve.

There are certain *major* offenses that may result in an immediate penalty of probation, or suspension subject to discharge, or discharge, without any prior counseling.

In other words, if you commit a major offense, all or any part of Contemporary's progressive counseling procedure may be omitted, at Contemporary's discretion. To avoid such severe consequences, employees should follow simple common-sense guides and avoid major offenses such as, but not limited to, the following:

1. Failure or refusal to carry out orders or instructions.
2. Unsatisfactory work performance.
3. Failure to fulfill the responsibilities of the job to an extent that might or does cause injury to a person or damage to or loss of product, machinery, equipment, facilities, or other property of the Company.
4. Harassment of another employee of a sexual nature or otherwise, including but not limited to verbal or physical conduct, or unwelcome advances regarding or based on race, color, religion, creed, age, sex (including sexual orientation and gender identity), national origin, marital status, disability, or other classification protected by applicable law.
5. Violation of a safety, fire prevention, health, or security rule, policy, or practice.
6. False, fraudulent, misleading, or harmful statement, action or omission involving another employee, a customer, the Company, or relations with the Company; or any action disloyal to the Company.
7. False, fraudulent, misleading, or harmful statement, action or omission related to an employment application, or any other information provided to or requested by the Company, whether oral or written; or refusal or failure to timely provide such information.
8. Unauthorized use of, removal of, theft of or damage to the property of the Company, an employee, an independent contractor, or a customer.
9. Threatened or actual physical violence.
10. The use of profane or abusive language.
11. Carrying any weapon while on Company business, jobsite, premises, or property without authorization from the Company.
12. Violation of any of the provisions of the Company's *Drug and Alcohol Policy*.
13. Organized gambling, disorderly, or immoral conduct while on Company premises, jobsite, or business.

14. Accepting or engaging in any outside employment with a competitor of the Company; or conducting or attempting to conduct any outside business while on the Company's premises or business.
15. Garnishments beyond the type and number protected by law.
16. Chronic, habitual, or excessive lateness or absenteeism.
17. An arrest, criminal complaint, summons to answer a criminal charge, statement of charges, indictment, criminal information or any other criminal charge or conviction of an employee, depending on the circumstances and the offense charged, including but not limited to the Company's judgment as to the potential risk to safety or health of employees, the security of Company premises and property, and/or the Company's reputation.

## **EMPLOYEE CLASSIFICATIONS**

Employees of Contemporary Electrical Services are classified as either exempt or nonexempt under federal and state wage and hour laws and are further classified for administrative purposes. The following designations are used throughout this Handbook.

### **Exempt Employees**

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis. Employees will be informed whether their status is exempt or nonexempt and should consult their supervisor and/or Human Resources with any questions or concerns regarding this status.

### **Nonexempt Employees**

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay for hours worked more than 40 hours in each week, or as otherwise required by applicable state law. Employees will be informed whether their status is exempt or nonexempt and should consult their supervisor and/or Human Resources with any questions or concerns regarding this status.

### **Full-Time Employees – Office Location**

Full-time employees are those employees with regularly scheduled and budgeted Working Hours of no less than forty (40) hours per week. Full-time employees are generally eligible for the employee benefits described in this Handbook and are provided with benefits required by applicable law. For purposes of the Affordable Care Act reporting and health insurance qualification, full time employment may be based on different working hours as outlined in applicable law or contract.

## **Full-Time Employees – Jobsite Locations/IBEW Local 26 members**

Employees who are members of IBEW Local 26 and hired to work on assigned jobsites are generally considered Full-Time Employees who are normally scheduled to work a minimum schedule of 40 hours per week. IBEW Local 26 members are generally eligible for the employee benefits described in the applicable current Inside Wireman or Residential Wireman agreement and are provided with benefits required by applicable law.

## **Part-Time Employees – Office Location**

Part-time employees are those employees with regularly scheduled and budgeted Working Hours of less than forty (40) hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees may be eligible for some, but not all employee benefits described in this Handbook and are provided with benefits required by applicable law. For purposes of the Affordable Care Act reporting and health insurance qualification, part time employment may be based on different working hours as outlined in applicable law or contract.

## **Temporary Employees**

Temporary employees are those who are employed for short-term or seasonal assignments. Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. These temporary employment assignments are of limited duration. Temporary employees are not eligible for employee benefits, except as required by applicable law, and may be classified as exempt or nonexempt based on job duties and compensation. All Summer Helpers registered with IBEW Local Union 26 and assigned to work on jobsite locations are considered Temporary Employees who work within the applicable dates set by IBEW Local 26/ NECA each year. Summer Helpers are not defined by any minimum number of hours worked per week or month.

## **Employee Classification – Active Electrical Workers**

Active electrical workers are hired from referral by IBEW Local 26 based on their classification assigned to them by IBEW Local 26. Please refer to the Inside/Residential Wireman Agreement for detailed information regarding pay and benefits that apply to employees subject to the applicable Collective Bargaining Agreement.

## **EMPLOYMENT ELGIBILTY AND WORK AUTHORIZATION**

Contemporary Electrical Services is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration and employment law. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States within three business days of commencing employment. If the employee cannot verify his or her right to work in the United States within three business days of employment, the Company may be required to terminate his or her employment immediately.

## **BACKGROUND CHECKS**

The Company recognizes the importance of maintaining a safe, secure workplace with employees who are qualified, reliable, and nonviolent, and who do not present a risk of serious harm to their coworkers or others. To promote these concerns and interests, the Company reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as other relevant information. Consistent with legal or contractual requirements, the Company also reserves the right to obtain and to review an applicant's or an employee's criminal conviction record, and related information, and to use such information when making employment decisions, but only to the extent permissible under applicable law.

A pending criminal matter may be considered in appropriate circumstances for business-related reasons, consistent with applicable law. All background checks will be conducted in strict conformity with the federal Fair Credit Reporting Act (FCRA), applicable state fair credit reporting laws, and state and federal antidiscrimination and privacy laws. The Company is an equal opportunity employer and will comply with applicable federal, state, and local laws relating to the use of background checks for employment purposes.

## **REFERENCE CHECKS**

So that the Company can handle requests for job references in a consistent, fair, and lawful manner, all requests for official job references on behalf of the Company should be forwarded to Human Resources. In response to job reference requests, Contemporary will only confirm current or former employees' dates of employment and job title. If an employee or former employee submits written authorization, the Company will also provide information regarding salary or wage history.

It is the policy of Contemporary to check the employment references of all applicants. Employment references are to ensure that individuals who join Contemporary are qualified and have a strong potential to be productive and successful.

## **ACCESS TO PERSONNEL FILES**

Employees may inspect their own personnel file in the presence of a representative of Contemporary Electrical Services. Please contact Human Resources to schedule a time. Employees may not be allowed to view investigation records or any letters of reference that have been prepared or collected by management. Employees will be provided access to personnel records in accordance with applicable state law.

Only authorized members of management and Human Resources have access to an employee's personnel file. However, the Company will cooperate with - and provide access to an employee's personnel file to - law enforcement officials or local, state, or federal agencies in accordance with applicable law.

## **PERSONAL DATA CHANGES**

To better assist employees and/or their families in the event of personal emergencies, Contemporary needs to maintain up-to-date contact information. Maintaining accurate information in our files is also important for recordkeeping, payroll and benefits related purposes.

Changes in name, address, telephone number, marital status, number of dependents, next of kin and/or beneficiaries should be given to Human Resources promptly. Changes to an existing Federal W-4 Withholding form or a State Withholding form may only be made by completing a new form that is to be given to Human Resources.

## **VOLUNTARY OPEN-DOOR POLICY**

We feel that the most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with an employee's supervisor. Employees should feel free to contact their supervisor with any suggestions and/or complaints. If employees do not feel comfortable contacting their supervisor or are not satisfied with their supervisor's response, they should contact Human Resources.

While we provide employees with this opportunity to communicate their views, please understand that not every complaint can be resolved to the employee's satisfaction. Even so, we believe that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

Please note that some company policies, such as the Sexual and Other Unlawful Harassment policy, contain specific reporting procedures that should be followed. Employees should utilize this Voluntary Open-Door policy for reports and ideas that are not addressed through the Company's specific reporting procedures.

# ***WORKPLACE CONDUCT***

## **STANDARDS OF CONDUCT**

To assure safety and security and provide the best possible work environment, we expect employees to follow Contemporary's Code of Conduct and basic, common-sense rules of conduct that will protect everyone's interests and safety. It is not possible to list all forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions that may result in disciplinary action, including suspension, demotion, or termination of employment:

- Falsification of employment records, employment information or other records;

- Improper or unauthorized recording of the work time of another employee, falsification of any timecard, whether yours or another employee's;
- Theft or the deliberate or careless damage of any company property or the property of any employee or client;
- Use of company materials, supplies, tools or products for personal reasons without advanced permission from management;
- Abuse of the Company's electronic resources, including sending personal emails during working time or in a manner that interferes with the employee's work performance;
- Possessing, distributing, selling, transferring or using or being under the influence of alcohol or illegal drugs in the workplace;
- Provoking a physical fight or engaging in physical fighting during working hours on jobsites, customers' premises, or premises owned or occupied by the Company;
- Carrying firearms, weapons, or dangerous substances at any time, on jobsites, customers' premises, or premises owned or occupied by the Company, unless state law provides otherwise. **Note: This prohibition applies only to the extent allowed by applicable state law. In those states that specifically give the employee the right to maintain a lawfully possessed firearm in a locked vehicle in the employer's parking lot, employees will be permitted to maintain a firearm in their own locked vehicle in compliance with the law. Under those circumstances, employees are strictly prohibited from removing the firearm from their vehicle or carrying it on their person or into a building;**
- Using abusive, violent, threatening or vulgar language at any time during working hours or while on jobsites, customers' premises, or premises owned or occupied by the Company;
- Absence of scheduled workdays without prior notice to the Company;
- Failing to obtain permission to leave work during normal working hours;
- Failing to observe working schedules, including meal and rest breaks;
- Failure to work as directed, disobeying procedures;
- Abusing or misusing paid sick leave. **Note: For employees subject to mandatory sick leave laws, the provisions of the applicable policy govern sick leave issues;**
- Failing to provide a certificate from a health care provider when requested or required to do so in accordance with applicable law;
- Working overtime without authorization or refusing to work assigned hours;
- Violating any safety, health or security policy, rule, or procedure of the Company; and
- Committing a fraudulent act or intentional breach of trust under any circumstances.

Although employment may be terminated at-will by either the employee or the Company at any time, without following any formal system of discipline or warning, we may exercise discretion to utilize forms of discipline that are less severe than termination. Examples of less severe forms of discipline include verbal warnings, written warnings, demotions, and suspensions. Although one or more of these forms of discipline may be taken, no formal order or procedures are necessary. The Company reserves the right to determine which type of disciplinary action to issue in response to any type of performance issue or rule violation.

This statement of prohibited conduct does not alter or limit the policy of at-will employment. Either the employee or Contemporary may terminate the employment relationship at any time for

any reason, with or without cause, and with or without notice. As previously set forth in this Employee Handbook, **only the President or Owner of the Company or his or her authorized representative has the authority to enter into an employment agreement or contract that alters the fact that the employment relationship is at-will, and any such agreement or contract must be in writing and signed by the President/Owner of the Company or his or her authorized representative.**

## **REPORTING AND ANTI-RETALIATION POLICY**

### **We Encourage a Speak Up Culture**

Choosing to speak up about workplace concerns helps build a healthy, ethical, and compliant company and is part of our culture. To promote that culture, the Company encourages employees to speak up and raise questions and concerns promptly about any situation that may violate our Code of Conduct or our policies. At Contemporary Electrical Services, our people are our most valuable asset. It benefits all of us if we raise our concerns so the Company may consider them carefully and address them properly.

### **Follow the Company's Commitment to our Code and the Law**

The Company is deeply committed to promoting a culture of ethical conduct and compliance with:

- Our Code and policies
- The laws, rules, and regulations that govern our business operations
- Best practices in accounting, auditing, and financial reporting matters.

We expect all our employees, officers, directors, and agents to follow this commitment in all aspects of their work.

### **Raise Good Faith Questions and Concerns About Conduct that may Violate our Code**

Consistent with our commitment to ethics, compliance, and the law, we welcome your good faith questions and concerns about any conduct you believe may violate our Code, especially conduct that may be illegal, fraudulent, unethical, or retaliatory. For purposes of this policy, and because our Code captures standards of ethics and compliance at a broad level, references to our "Code" should be read to encompass all our obligations to perform our jobs in a manner that is consistent with the Company's policies and procedures, as well as applicable laws.

We promote an environment that fosters honest, good faith communications about matters of conduct related to our business activities, whether that conduct occurs within Contemporary, involves one of Contemporary's contractors, suppliers, consultants, or clients, or involves any other party with a business relationship to Contemporary.

Other parts of this handbook address the confidentiality of the Company's trade secrets and other proprietary information. Employees should note that in raising any questions or concerns they

may have about potentially illegal conduct, pursuant to the 2016 Defend Trade Secrets Act (DTSA):

- No individual will be held criminally or civilly liable under federal or state trade secret law for disclosure of a trade secret (as defined in the Economic Espionage Act) that is:
  - Made **in confidence to** a federal, state, or local government official, either directly or indirectly, or to an attorney, and made **solely for the purpose of** reporting or investigating a suspected violation of law; or,
  - Made in a complaint or other document filed in a lawsuit or other proceeding, **if such filing is made under seal** so that it is not made public; and
- An individual who pursues a lawsuit for retaliation by an employer for reporting a suspected violation of the law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court or arbitration proceeding, if the individual files any document containing the trade secret under seal, and does not disclose the trade secret, except as permitted by court order or arbitration award.

### **The Company Does Not Tolerate Retaliation**

Coming forward with questions or concerns may sometimes feel like a difficult decision, but we are committed to fostering an environment that does not deter individuals from speaking up when they observe conduct that may violate our Code. For that reason, the Company will not tolerate retaliation of any kind because an employee in good faith raises a question or concern about a violation or suspected violation of our Code, our policies, or the laws and regulations under which we do business, or because the employee participates in or cooperates with an investigation of such concerns.

Retaliation is any conduct that would reasonably dissuade an employee from raising, reporting, or communicating about good faith concerns through our internal reporting channels or with any governmental authority or from participating in or cooperating with an investigation or legal proceeding raising such concerns.

Retaliation may occur through conduct or written communication and may take many forms, including actual or implied threats, verbal or nonverbal behaviors, changes to the terms or conditions of employment, coercion, bullying, intimidation, or deliberate exclusionary behaviors.

The following are examples of potential retaliation the Company prohibits:

- Adverse employment action affecting an employee's salary or compensation;
- Demotion, suspension, or termination of employment;
- Taking away opportunities for advancement;
- Excluding an employee from important meetings;
- Threatening an employee who has made a report;
- Directing an employee who has made a report not to report to outside regulators;
- Deliberately rude or hostile behaviors or speech; and
- Creating or allowing the creation of a work atmosphere that is hostile toward an employee who has reported a concern.

It is the Company's policy to adhere to all applicable laws protecting our employees against unlawful retaliation or discrimination because of them raising good faith questions or concerns. If you are ever aware of an instance or threat of retaliation, please immediately report it.

Please note that nothing in this policy prevents Contemporary from taking appropriate disciplinary or other legitimate employment action consistent with its usual disciplinary practices and the law. In addition, this policy prohibits and does not protect employees who knowingly and intentionally raise false concerns or reports.

### **How to Raise Questions and Concerns**

Employees can submit their good faith questions or concerns about conduct they believe may violate our Code, our policies or the laws and regulations under which we do business to:

- Their supervisor or manager;
- Any Contemporary leader; and/or
- Human Resources: 202-509-9555

When an employee raises a concern, the Company will fully maintain confidentiality to the extent possible; consistent with applicable legal requirements and the need to conduct an adequate investigation or review.

When raising concerns, we ask that employees provide as much detailed information as possible, including the background and history of the concern, names, dates, and places where possible, and the reasons why the situation is cause for concern. This is especially important for concerns raised anonymously, so that the Company may conduct an appropriate review and, if necessary, begin an investigation.

Please note as well that Contemporary does not prohibit anyone from electing to report concerns, make lawful disclosures, or communicate with any governmental authority about conduct believed to violate laws or regulations.

### **What Contemporary Electrical Services Will Do**

Contemporary is committed to reviewing all reported concerns, conducting proper, fair, and thorough investigations tailored to the circumstances, and taking appropriate remedial and concluding steps as warranted. All action taken by the Company in response to a concern will necessarily depend on the nature and severity of the concern. This may include initial inquiries and fact-gathering to decide whether an investigation is appropriate and, if so, the form and scope of the investigation. Note that an investigation into concerns raised is not an indication that they have either been confirmed or rejected. The Company complies with the law in conducting investigations. The Company also expects that employees will provide truthful information when participating in an investigation.

Remember, all good faith concerns and reports raised under this policy will be taken seriously.

## **Adherence to This Policy**

Employees who believe that they have been subjected to any conduct that violates this policy may register a complaint using the procedures outlined above. Any employee who unlawfully discriminates or retaliates against another employee because of his or her protected actions as described in this policy may be subject to corrective action, up to and including termination.

## **PERSONAL APPEARANCE**

The image Contemporary Electrical Services projects to the public is reflected in the appearance of our employees. Simply stated, employees should look well-groomed and should be dressed appropriately for their specific duties. Employees are expected to use good judgment in their appearance and grooming, keeping in mind the nature of the work, their own safety and the safety of co-workers, and their need to interact with the public.

Below are a few guidelines for professional appearance:

- Clothing should not constitute a safety hazard.
- All employees should practice common sense rules of cleanliness and comfort.
- When jeans are appropriate for the position, the jeans must be in good condition.
- Tank tops, t-shirts, jogging suits, tennis shoes, flip-flops, slippers, sandals, garments that are unnecessarily revealing, sweatpants and other similar apparel are generally not permitted.
- Personal appearance should include cleanliness.
- Jewelry may be restricted for safety reasons, based on the position.
- Appropriate steel-toe or composite toe shoes are required as determined by jobsite requirements.

We encourage employees to seek the advice of their supervisor or Human Resources if they have questions regarding appropriate dress or appearance at work. Employees who report to work in a manner that violates this policy may be instructed by their supervisor to return home to change. The time that nonexempt employees are absent for this purpose will be unpaid unless state law requires otherwise.

Nothing in this policy is intended to prevent employees from wearing a hair or facial hair style that is consistent with their cultural, ethnic, or racial heritage or identity. This policy will be interpreted to comply with applicable local, state, or federal law.

## **Religious, Medical and Disability Accommodations**

The Company will evaluate, consider, and investigate reasonable accommodations for an employee's religious beliefs, medical condition, or disability by making exceptions to this policy. Employees who need such an accommodation should contact their supervisor or Human Resources.

## ATTENDANCE AND PUNCTUALITY

Employees are expected to be regular in attendance and to be punctual. Any tardiness or absence causes problems for fellow employees and supervisors. If employees are absent, their workload must be performed by others, just as they must assume the workload of others who are absent. To limit problems caused by employee absences or tardiness, we have adopted the following policy that applies to absences not previously approved by the Company.

Employees are expected to report to work as scheduled, be on time and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal or break periods, or when required to leave on authorized company business or otherwise authorized to leave. Non-approved late arrivals, early departures or other absences from scheduled hours are disruptive and must be avoided.

If employees are unable to report for work on any day, they must call their supervisor **PRIOR TO THE START OF THEIR SHIFT** or as soon as practical for unforeseen emergencies. Failure to do so will be considered a No Call/No Show, which is unacceptable and grounds for termination. Contemporary may inquire about the general reason for an absence or tardiness. Unless extenuating circumstances exist, employees must call in on each day they are scheduled to work but will not report to work.

Excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment unless the absence or tardiness is legally protected. The following types of time off will not be considered grounds for disciplinary action under this policy:

- Excused time off, including vacation and other forms of paid time off;
- Sick leave provided under a mandatory sick leave law;
- Approved leaves of absence, including jury duty leave, military leave, leave protected under the Family and Medical Leave Act or similar state laws, and time off or leave provided under the Americans with Disabilities Act or similar state laws; and/or
- Time off due to a work-related injury that is covered by workers' compensation.

Each situation of absenteeism or tardiness will be evaluated on a case-by-case basis. Even one unexcused absence or tardiness may be considered excessive, depending upon the circumstances. However, the Company will not subject employees to disciplinary action or retaliation for an absence or for tardiness that is legally protected. If the employee believes that his or her absence or lateness to work is legally protected, the employee should notify his or her manager of this fact at the time of the absence or tardiness. Employees will not be required to reveal the nature of any underlying medical condition. If an employee believes he or she has been mistakenly subject to disciplinary action for an absence or for tardiness that the employee believes is legally protected, the employee should promptly discuss the matter with his or her manager or Human Resources.

Absent extraordinary circumstances or a legally protected reason, if employees fail to report for work without any notification to their supervisor and their absence continues for a period of **3**

(three) days, the Company reserves the right to consider that the employee has abandoned and voluntarily terminated his or her employment.

## **PERSONAL ELECTRONIC DEVICES**

Although the Company permits employees to bring personal electronic devices, including cellular phones, smartphones, and personal digital assistants, into the workplace, employees are expected to remember that working time is for work.

Therefore, employees should only engage in personal phone calls and other use of personal electronic devices during nonworking time, including meal and rest breaks. Outside of this time, personal phone calls and communications should be for emergencies only.

At no time during working hours is an employee to use an electronic device to play music or other content nor is an employee permitted to wear any type of hearing device to allow transmission of communication from an electronic device. This presents a safety hazard and violation of this policy may result in discipline up to and including termination.

## **OUTSIDE EMPLOYMENT**

Contemporary respects each employee's right to engage in activities outside of employment such as those that are of a personal or private nature, to the extent that such activities do not create a conflict of interest or adversely affect the employee's ability to perform his or her job, or adversely affect Contemporary Electrical Services. Under certain circumstances, if an employee's personal conduct begins to adversely affect his or her performance on the job or begins to make it impossible for him or her to carry out any or all his or her job duties while at work, appropriate disciplinary action up to and including termination of employment may be appropriate.

An example of an activity that might adversely affect an employee's ability to perform his or her job duties is outside employment. While the Company does not prohibit employees from holding other jobs, the following types of outside employment are prohibited:

- Employment that conflicts with the employee's work schedule, duties and responsibilities or creates an actual conflict of interest;
- Employment that impairs or has a detrimental effect on the employee's work performance with the Company;
- Employment that requires employees to conduct work or related activities during working times or using any of the Company's tools, materials, or equipment; and
- Employment that directly or indirectly competes with the business or the interests of the Company.

For the purposes of this policy, self-employment is considered outside employment.

The Company will not assume any responsibility for employees outside employment. Specifically, Contemporary Electrical Services will not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of, such outside employment.

# ***TIME OFF AND LEAVES OF ABSENCE***

## **TIME OFF AND LEAVES OF ABSENCE**

The Company recognizes that employees benefit from time away from work for a variety of reasons - all of which contribute towards a positive work-life balance for our employees. While subject to change at Contemporary's discretion, except where prohibited by law, the Company provides time off - both paid and unpaid - to eligible employees for the following situations:

- Holidays;
- Vacation;
- Sick Leave;
- Personal Leave;
- Family and Medical Leave;
- Military Leave;
- Jury and Witness Duty Leave;
- Voting Leave;
- Bereavement Leave; and
- Other Leaves of Absence.

### **Holidays**

The Company currently offers paid time off for the observance of specific holidays each calendar year.

Typically, all full-time, non-union employees of the Company observe the following paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day and Christmas Day.

All members of IBEW Local 26 receive paid or unpaid holidays as specified in the applicable Collective Bargaining Agreement (CBA) (Inside Agreement or Residential Agreement as each applies). Typically, the recognized holidays within the CBA are New Year's Day, Inauguration Day, Martin Luther King Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day and Christmas Day. These holidays are observed on the same days as holidays by the Federal Government for all Federal Employees. Inauguration Day is not a paid holiday. Journeymen and Apprentices period 2 through 6 who qualify, as described in the CBA, are entitled to paid holidays. All hours worked on a paid holiday shall be paid at the rate specified by the applicable Collective Bargaining Agreement. Journeymen must provide Contemporary a copy of a current District of Columbia Journeyman's license, prior to the given holiday, to be eligible for the paid holiday. Apprentices must provide a copy of a current District of Columbia Apprentice license to Contemporary, prior to the given holiday, to be eligible for the paid holiday (Journeymen obtaining a D.C. license by

waiver or reciprocity on or after August 18, 2012, will not qualify for paid holidays per the CIR decision). For more information on paid holidays for Union members, please refer to the appropriate Collective Bargaining Agreement.

## **Vacation**

Eligible employees receive pre-approved vacation benefits per calendar year beginning on January 1<sup>st</sup> of each year.

Eligible employees should request to schedule vacation time off as far in advance as possible using the Vacation Request Form provided by Human Resources. Vacations will be scheduled to provide adequate coverage of jobs and staff requirements. The Company will make the final determination in this regard.

Unused vacation hours left at the end of each calendar year do not carry over to the next calendar year. Unused vacation benefits will not be paid upon termination of employment unless state law requires otherwise.

## **Sick Leave/Paid Time Off**

Exempt office employees are granted 10 workdays (2 weeks) of PTO each year. Contemporary Electrical Services holds the right to allocate more paid time off at the Company's discretion.

Contemporary Electrical Services offers paid sick leave as Paid Time Off to all Active Electrical Workers at the rate set within the applicable Collective Bargaining Agreement (refer to the appropriate Inside or Residential Agreement for applicable accrual rate), up to a maximum balance as outlined in the applicable Collective Bargaining Agreement. Sick leave/Paid Time Off is to be used in a manner consistent with statutory/regulatory paid sick leave requirements pertinent to the employee's work location. The Company will not tolerate abuse or misuse of Sick Leave/Paid Time Off.

When an employee takes Sick Leave/Paid Time Off according to the provisions of the Collective Bargaining Agreement, he/she must notify the Foreman on the job one week before the absence or as soon as possible after learning of the reason for the leave, when the leave is unforeseen. If the Foreman is unavailable, the employee will notify Human Resources. If an employee plans to use a week of PTO, they must inform the employer one month in advance of taking the time off. Paid leave hours may not be used without the consent of the employee, therefore, employees must complete the Paid Leave Request form and give it to his/her foreman prior to the use of requested leave. In the event of emergency leave, the request form must be completed as soon as possible.

An employee who is unable to report to work because of injury or illness must notify his or her supervisor prior to the scheduled starting time and should refer to the Attendance and Punctuality section of the Handbook for specific requirements for calling in sick.

For absences of more than **3** consecutive days due to illness or injury not connected with employment, a certification from a health care provider may be required. The certification must state that the employee was under the provider's care or treatment for the days in question and that it is the provider's recommendation that the employee remain out of work. A health care provider's certification may also be required in other circumstances.

The Company reserves the right to require a release from the employee's health care provider before the employee returns to work.

Accrued sick leave carries over from year to year, not to exceed a maximum of 100 hours or the maximum stated in the current applicable Collective Bargaining Agreement. In accordance with the applicable Collective Bargaining Agreement, employees are compensated for unused sick leave at the end of employment with Contemporary.

When applicable, sick leave taken under this policy will run concurrently with available FMLA and/or state family medical leave.

Employees may use accrued time for purposes unrelated to purposes covered by applicable statutory/regulatory paid sick leave requirement. In doing so, the employee acknowledges he/she is forfeiting paid leave for time not worked due to circumstances covered under applicable statutory/regulatory paid sick leave requirements.

For employees working in a jurisdiction that has a mandatory sick leave law or a jurisdiction that defines how sick leave may be used or accrued, the Company will comply with all legal requirements, including providing greater or different benefits than those indicated herein, unless the law allows a waiver by a Collective Bargaining Agreement. In such a situation, the leave the employee is entitled to under the law may run concurrently with the leave provided under this policy, to the extent permissible under applicable law.

## **Personal Leave**

Requests for personal leave will be considered and evaluated on an individual basis. Personal leave may be paid or unpaid depending on the evaluation of the Company. Accrued Sick Leave/Paid Time Off may be used for Personal Leave, as outlined in the active Collective Bargaining Agreement.

Approval or denial of such requests will be entirely at the Company's discretion. In determining the feasibility of granting such requests, factors such as the purpose of the requested leave, availability of coverage for job responsibilities during the requested leave, previous absences, length of employment, prior work records and performance and similar considerations, will be considered. Such requests must be submitted to your immediate supervisor.

Employee benefits may cease during a personal leave of absence. For more information regarding your benefits, please contact Human Resources or the benefits office of the Electrical Welfare Trust Fund at (301) 731-1050

The Company will attempt to return an employee to his or her former position or a comparable position upon return from personal leave, at our discretion. Given changing business needs, however, no guarantee of reinstatement can be made.

Employees on leave are asked to confirm their return date at least two weeks before they return to work. Any requests for additional leave must be made as soon as possible. Employees on leave who do not return as scheduled and fail to request an extension or cannot show good reason why an extension should be granted, will be considered to have voluntarily terminated their employment as of the day the original leave expired.

This leave policy is not meant to cover leave taken under Family Medical Leave Act (FMLA) or American with Disabilities Act (ADA). Contemporary complies with all Federal and State leave laws.

### **Family and Medical Leave**

Contemporary Electrical Services will grant family and medical leave in accordance with the requirements of applicable federal and state law in effect at the time the leave is granted. Although the federal and state laws have different names, the Company refers to these types of leaves collectively as "FMLA Leave." In any case, employees will be eligible for the most generous benefits available under applicable law.

### **Employee Eligibility**

To be eligible for FMLA leave benefits, employees must: (1) have worked for the Company for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave; and (3) have worked at a location where at least 50 employees are employed by the Company within 75 miles, as of the date the leave is requested. Eligibility requirements may differ for employees who have been on a protected military leave of absence. If employees are unsure whether they qualify for FMLA leave, they should contact Human Resources.

### **Reasons for Leave**

Federal and state laws allow FMLA leave for various reasons. Since employees' legal rights and obligations may vary depending upon the reason for the FMLA leave, it is important to identify the purpose or reason for the leave. FMLA leave may be used for one of the following reasons, in addition to any reason covered by an applicable state family/medical leave law:

- The birth, adoption or foster care of an employee's child within 12 months following birth or placement of the child (Bonding Leave);
- To care for an immediate family member (spouse, child, or parent) with a serious health condition (Family Care Leave);
- An employee's inability to work because of a serious health condition (Serious Health Condition Leave);

- A "qualifying exigency," as defined under the FMLA, arising from a spouse's, child's or parent's "covered active duty" as a member of the military reserves, National Guard or Armed Forces (Military Emergency Leave); or
- To care for a spouse, child, parent or next of kin (nearest blood relative) who is a "Covered Service Member," (Military Caregiver Leave).

### **Intermittent or Reduced Schedule Leave**

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time or reducing the employee's normal weekly or daily work schedule. An employee may take leave intermittently whenever it is medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work. Leave due to military exigencies may also be taken on an intermittent basis.

Leave taken intermittently may be taken in increments of no less than 4 hours. Employees who take leave intermittently or on a reduced work schedule basis for planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's operations. Please contact Human Resources prior to scheduling medical treatment. If FMLA leave is taken intermittently or on a reduced schedule basis due to planned medical treatment, we may require employees to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave. If employees have been approved for intermittent leave and they request leave time that is unforeseeable, they must specifically reference either the qualifying reason for leave or the need for FMLA leave at the time they call off.

If an employee's request for intermittent leave is approved, the Company may later require employees to obtain recertification of their need for leave. For example, the Company may request recertification if it receives information that casts doubt on an employee's report that an absence qualifies for FMLA leave.

### **Notice**

#### *Bonding, Family Care, Serious Health Condition and Military Caregiver Leave Requirements*

Employees are required to provide:

- When the need for the leave is foreseeable, 30 days' advance notice or such notice as is both possible and practical if the leave must begin in fewer than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
- When the need for leave is not foreseeable, notice within the time prescribed by the Company's normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;
- When the leave relates to medical issues, a completed Certification of Health Care Provider form within 15 calendar days (for Military Caregiver Leave, an invitational

travel order or invitational travel authorization may be submitted in lieu of a Certification of Health Care Provider form);

- Periodic recertification (if required by law); and
- Periodic reports during the leave.

When leave is for planned medical treatment, employees must try to schedule treatment so as not to unduly disrupt the Company's operation. Please contact Human Resources prior to scheduling planned medical treatment.

### **Military Emergency Leave Requirements**

Employees are required to provide:

- As much advance notice as is reasonable and practicable under the circumstances;
- A copy of the covered Service Member's active-duty orders when the employee requests leave and/or documentation (such as Rest and Recuperation leave orders) issued by the military setting forth the dates of the Service Member's leave; and
- A completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form later.

Certification forms are available from Human Resources.

### **Failure to Provide Notice or Certification and To Return from Leave**

Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave. If an employee fails to return to work at the leave's expiration and has not obtained an extension of the leave, the Company may presume that the employee does not plan to return to work and has voluntarily terminated his or her employment.

### **Compensation During Leave**

Generally, FMLA leave is unpaid. Employees are required to use accrued vacation and sick leave concurrently with FMLA leave, to the extent permitted by law and the Company's policy. The use of paid benefits will not extend the length of FMLA leave.

Unless permissible under state law, employees are prohibited from working for someone else while on the Company's payroll during **our** core business hours or any hours that might interfere with an employee's ability to get work done for the Company.

### **Benefits During Leave**

The Company will continue making contributions to employees' group health benefits during their leave on the same terms as if the employees had continued to actively work. In some instances, the Company may recover premiums it paid on an employee's behalf to maintain health coverage if the employee fails to return to work following FMLA leave.

An employee's length of service as of the leave will remain intact, but benefits such as vacation and sick leave may not accrue while on an unpaid FMLA leave.

### **Job Reinstatement**

Under most circumstances, employees will be reinstated to the same position they held at the time of the leave or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. However, employees have no greater right to reinstatement than if they had been continuously employed rather than taken leave. For example, if an employee would have been laid off or his or her position would have been eliminated even if he or she had not gone on leave, then the employee will not be entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave must submit an acceptable release from a health care provider that certifies the employee can perform the essential functions of the job as those essential functions relate to the employee's serious health condition. For an employee on intermittent FMLA leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform his or her duties, based on the serious health condition for which the employee took the intermittent leave.

Key employees may be subject to reinstatement limitations in some circumstances. If employees are considered a "key employee," those employees will be notified of the possible limitations on reinstatement at the time the employee requests a leave of absence.

### **Confidentiality**

Documents relating to medical certifications, re-certifications or medical histories of employees or employees' family members will be maintained separately and treated as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel or government officials.

### **Fraudulent Use of FMLA Prohibited**

An employee who fraudulently obtains Family and Medical Leave from the Company is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, the Company will take all available appropriate disciplinary action against such employee due to such fraud.

### **Nondiscrimination**

The Company takes its FMLA obligations very seriously and will not interfere with, restrain, or deny the exercise of any rights provided by the FMLA. We will not terminate or discriminate against any individual for opposing any practice, or because of involvement in any proceeding related to the FMLA. If an employee believes that his or her FMLA rights have been violated in any way, he or she should immediately report the matter to Human Resources.

Employees should contact Human Resources for any FMLA questions they may have.

## **State Law**

Several states have family leave laws that provide leave benefits which exceed those available to employees under the FMLA. Employees should contact HR for additional information.

## **MILITARY LEAVE**

Both state and federal law provide employees with the right to take leave to serve in the military. At the federal level, military leave rights are governed by the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as USERRA. This policy discusses military leave under USERRA.

USERRA establishes a "floor" for employees' rights with respect to military leaves. States may provide an employee with greater or additional rights with respect to military leaves than those under USERRA. If the employee works in a state that provides rights greater than those provided under USERRA, the Company will provide those rights. If an employee plans to request leave based on military service, he or she should contact Human Resources for information on any additional rights or requirements, if applicable, under state law.

## **Eligibility for Leave**

The Company provides unpaid military leaves of absence to employees who serve in the uniformed services as required by USERRA and applicable state laws. The uniformed services are defined as the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, and any other category of persons designated by the President of the United States in time of war or national emergency. The uniformed services also include participants in the National Disaster Medical System when activated to assist in response to a public health emergency, to be present for a short period of time when there is a risk of a public health emergency, or when they are participants in authorized training.

Service consists of performing any of the following on a voluntary or involuntary basis: active duty, active duty for training, initial active duty, inactive duty training, full time National Guard duty, absence from work for an examination to determine fitness for such duty, and absence for performing funeral honors duty. Total military leave time may not exceed five years during employment, except in certain, defined circumstances.

## **Notice of Leave**

Advance notice of leave is required, preferably in writing, unless giving of notice is impossible or unreasonable, or notice is prohibited by military necessity (which is defined by the United States Department of Defense). When notice is required, employees must provide their supervisor and Human Resources with as much advance notice as possible of any anticipated leave of absence for military service.

## **Compensation and Benefits During Leave**

Accrued, unused vacation or PTO will be paid during military leave at the employee's request. An employee may be able to continue their health care coverage at their own expense during leave. For more information regarding options available, contact the Electrical Welfare Trust Fund Benefits Office at (301) 731-1050.

## **Reinstatement**

To be eligible for reinstatement, an employee must have provided advance notice of the need for military leave (where required) and have completed his or her service on a basis that is not dishonorable or otherwise prohibited under USERRA.

Employees whose military service will be for fewer than 31 days must report back to work at the beginning of the first full, regularly scheduled workday following completion of service, after allowing for a period of safe travel home and eight hours of rest.

Employees whose military service will be for more than 30 days, but fewer than 181 days must apply for re-employment within 14 days after completing service.

Employees whose service is greater than 180 days must apply for re-employment within 90 days after completing service.

As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights. Full details regarding reinstatement are available from Human Resources.

In general, an employee returning from military leave will be re-employed in the position and seniority level that the employee would have attained had there been no military leave of absence. If necessary, the Company will provide training to assist the employee in the transition back to the workforce.

Vacation benefits do not continue to accrue during a military leave of absence. An employee returning from military leave is entitled to any unused, accrued vacation benefits the employee had at the time the military leave began minus any vacation benefits the employee chose to use during the leave. Upon reinstatement, the employee will begin to accrue vacation benefits at the rate he or she would have attained if no military leave had been taken.

## **Jury and Witness Duty Leave**

We encourage employees to serve on jury or witness duty when called. Employees must notify their supervisor of the need for time off for jury or witness duty upon receipt of a subpoena, notice or summons from the court. Time off for jury or witness duty will be unpaid except where required otherwise by applicable state law and except that exempt employees will not incur any reduction in pay for a partial week of absence due to jury or witness duty. The Company will comply with all state laws regarding pay for jury leave.

Employees may be required to provide verification of jury duty or witness service from the court clerk. Any employee on jury or witness duty is expected to report or return to work for the remainder of the work schedule when dismissed from jury or witness duty.

### **Time Off to Vote**

The Company encourages all employees to fulfill their civic responsibilities and to vote in official public elections. Generally, working hours are such that an employee will have ample time to cast a vote before or after the work shift. If employees do not have sufficient time to vote, however, that employee should discuss the matter with a supervisor. The Company will comply with all applicable state and municipal voting time laws.

### **Bereavement Leave**

Employees may take up to three days of unpaid time off (unless additional time off has been approved by the employee's supervisor) to attend the funeral and make any necessary arrangements due to the death of an immediate family member, except when allowed additional time off for bereavement under applicable state law. "Immediate family members" consist of the employee's spouse, domestic partner, children, siblings, parents, grandparents, grandchildren, or the child, sibling or parents of the employee's spouse or domestic partner. An employee may, with his or her supervisor's approval, elect to substitute the use of any available paid leave for the unpaid leave granted herein.

Employees must notify their supervisor as soon as possible if they need to take bereavement leave.

## ***PAY PRACTICES***

### **PAYMENT OF WAGES**

Employees will be paid weekly on the Friday immediately following the Sunday representing the end of the previous work week by check or direct deposit. Each pay period covers a 7-day work week, Monday through Sunday.

If the regular payday falls on a company or union recognized holiday, then employees will be paid on the workday before the regular payday. Employees who enjoy the benefit of electronic direct deposit will receive deposit of funds on each payday with the advice arriving before payday.

Each employee will be provided with a paystub by payday by email or check. Employees are to review this paystub immediately. All errors must be reported to Human Resources within 24 hours of receipt.

## **PAYCHECK DEDUCTIONS**

Contemporary Electrical Services is required by state and federal laws to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security. Depending on the state in which you are employed or live, and the benefits you choose, additional deductions may occur.

The pay of some nonexempt employees may be subject to deductions for items such as tools or uniforms. Such deductions will be made in accordance with state and federal law and will require written authorization from the employee.

The amount of all deductions will be listed on the employee's pay stub.

### **Reporting Errors and Obtaining More Information**

If any employee, exempt or nonexempt, has questions about deductions from his or her pay, believes he or she has been subjected to improper deductions, or believes that the amount paid does not accurately reflect the employee's total hours worked or salary, please contact a supervisor or Human Resources.

Every report will be fully investigated, and the Company will provide the employee with any compensation to which the employee is entitled in a timely fashion.

The Company complies with all applicable laws, including the Fair Labor Standards Act and the Collective Bargaining Agreement with IBEW Local 26 and will not allow any form of retaliation against individuals who make good faith reports of alleged violations of this policy, or who cooperate in an investigation by the Company, even if the reports do not reveal any errors or wrongdoing.

If any employee has been overpaid due to an error on the part of Contemporary, the Company reserves the right to deduct the overpayment from future wages and will notify the employee prior to doing so.

If a paycheck is lost or stolen, you must notify the payroll department immediately.

## **WORK SCHEDULES**

For the work schedule of Local IBEW 26 members, as well as all employees who work outside the main office, please refer to the current applicable Inside Wireman Agreement or Residential Wireman Agreement.

For all office employees, the work schedule will be as agreed upon between you and your supervisor.

All employees are expected to be at their desk or designated work area at the start of their scheduled shift, ready to perform their work.

Supervisors will schedule meal and rest periods as appropriate. The Company complies with federal and state laws in this regard.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in total hours that may be scheduled each day and week.

## **LACTATION ACCOMMODATIONS**

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. Employees needing breaks for lactation purposes may use ordinary paid rest breaks or may take other reasonable break time when needed. If possible, the lactation break time should run concurrently with scheduled meal and rest breaks already provided to the employee. If the lactation break time cannot run concurrently with meal and rest breaks already provided or additional time is needed for the employee, the lactation break time will be unpaid for nonexempt employees.

Employees will be relieved of all work-related duties during any unpaid break. Where unpaid breaks or additional time are required, employees should work with their supervisor regarding scheduling and reporting the extra break time. Where state law imposes more specific requirements regarding the break time or lactation accommodation, the Company will comply with those requirements.

Since exempt employees receive their full salary during weeks in which they work, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid."

The Company will provide employees with the use of a room or a private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from co-workers and the public. The Company will make a reasonable effort to identify a location within proximity to the work area for the employee to express milk. This location may be the employee's private office, if applicable.

The Company will otherwise treat lactation as a pregnancy-related medical condition and address lactation-related needs in the same manner that it addresses other non-incapacitating medical conditions, including requested time off for medical appointments, requested changes in schedules and other requested accommodations.

Employees should discuss with their supervisor the location for storage of expressed milk. In addition, employees should contact their supervisor during their pregnancy or before their return to work to identify the need for a lactation area.

## **TIMEKEEPING**

### **Nonexempt Employees**

Employees who are classified as nonexempt must accurately record the time they work each day, including arrival, departure, and meal break times. An employee's supervisor will transmit the time record to Human Resource each week.

When employees receive their paychecks, they should verify immediately that their working time was recorded accurately and that they were paid correctly for all hours worked.

Nonexempt employees must report *all* time worked and *not* work any time that is not authorized by their supervisors. This means nonexempt employees must not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless directed to do so. Employees who have questions about when or how many hours they are expected to work should contact their supervisor.

It is a violation of the Company's policy for anyone to instruct or encourage another employee to work "off the clock," to incorrectly report hours worked, or to alter another employee's time records. If any employee is directed or encouraged to incorrectly report hours worked, or to alter another employee's time records, he or she should report the incident immediately to a supervisor or to Human Resources.

### **Exempt Employees**

Employees who are classified as exempt must record absences from work for reasons such as leaves of absence, sick leave, or vacation.

Exempt employees are paid on a salary basis. This means the employee regularly receives a predetermined amount of compensation each pay period, which cannot be reduced because of variations in the quality or quantity of the employee's work. In general, an exempt employee will receive his or her salary for any week in which the employee performs any work, regardless of the number of days or hours worked. However, an exempt employee will not be paid for days not worked in the following circumstances (unless approval for pay has been granted by the employee's supervisor):

- When an exempt employee takes one or more full days off for personal reasons other than sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available vacation time to make up for the reduction in salary;
- When an exempt employee takes one or more full days off from work due to sickness or disability, the employee will not be paid for such day(s) of absence, unless prior approval for pay has been granted by the employee's supervisor.
- When an exempt employee works only part of the week during his or her first and last week with the Company, the employee will be paid only for the days worked; and
- When an exempt employee takes unpaid leave under the Family and Medical Leave Act or corresponding laws, the Company will not pay for such days/hours of absence.

The Company may require an exempt employee to use available vacation or sick time, as a replacement for salary, when the employee takes less than a full day off from work.

An exempt employee's salary will not be reduced when the employee works part of a week and misses part of a week due to service as a juror, witness or in the military or for lack of work.

It is company policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state law. The Company prohibits any deductions from pay that violate the FLSA or applicable state law.

If an exempt employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

### **Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. Nonexempt employees will be paid one and one-half (1.5) times their regular rate of pay for all hours worked more than 40 in one workweek and as otherwise required by applicable state and federal law. Paid time off such as sick pay, holiday pay, vacation pay, and jury duty pay (where applicable) will not count toward hours worked for the purpose of determining overtime pay, unless required otherwise by the active applicable Collective Bargaining Agreement with IBEW Local 26 (Inside Wireman Agreement or Residential Wireman Agreement).

All overtime work must be authorized in advance by the employee's supervisor. Working overtime without prior authorization may result in disciplinary action.

Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation is provided to exempt employees.

For overtime pay calculation purposes, the workday start and end times may vary. The standard workweek generally is 5AM-5PM Monday through Friday with 30 minutes provide for lunch period. Exceptions to start and end times may vary due to jobsite demands. Saturdays may be used as makeup time when 40 hours are not reached during the workweek. Per the applicable federal and state laws and Collective Bargaining Agreement, overtime at 1.5 times the regular rate of pay will only apply to hours worked more than 40 hours in one workweek. Per the applicable Collective Bargaining Agreement, all hours worked on Sunday, by IBEW Local 26 employees, will be paid at 2 times the regular rate of pay.

### **On-Call Pay**

To ensure that employees will be available to address and resolve issues that may arise, the Company has instituted this on-call compensation policy to cover those nonexempt employees

who may be required to be on-call and/or come back into work following their regularly scheduled shift.

During the on-call period, employees will not be required to report to work and may perform on-call work remotely. Employees are free and encouraged to engage in personal activities during the on-call period. However, the Company asks that the employee refrain from the use of alcohol and other non-prescription narcotics to ensure soundness of judgment.

On-call employees are expected to keep their pager, cell phone and laptop accessible during all on-call hours and are also expected to respond to a page or call within 15 minutes of receipt.

Employees will be compensated for their time worked while on-call. Failure to respond to a call or page during the employee's designated on-call time may result in discipline.

Nonexempt on-call employees will be paid at their normal rate of pay for any time worked while on-call, as specified in this policy. Employees will be paid any applicable overtime rate if the time spent carrying out assigned duties during the call-in time qualifies as overtime hours.

This policy will be applied and interpreted in accordance with applicable municipal, state, and federal legal requirements.

Exempt employees are not eligible for on-call pay.

### **Business Travel and Reimbursement**

Contemporary Electrical Services will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance. Once approved, employees should make travel arrangements and seek reimbursement in accordance with the guidelines in this policy.

When approved, the actual cost of travel, meals, lodging, and other expenses related to accomplishing business travel objectives will be reimbursed by the Company. Employees are expected to limit expenses to reasonable amounts. Reimbursement of non-standard expenses (including the purchase of alcoholic beverages) incurred on business trips is within the sole discretion of the Company.

Employees should ask their supervisor or Human Resources for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business travel issues.

Exempt employees will be paid their regular salary for any weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with company policy and with federal and state wage and hour laws.

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, may result in disciplinary action, up to and including termination of employment.

## ***EMPLOYEE BENEFITS***

### **BENEFITS OVERVIEW**

Benefit plans offered by Contemporary Electrical Services, are defined in legal documents such as insurance contracts and summary plan descriptions. If employees are offered benefits, and if a question arises about the nature and extent of plan benefits or if there is a conflict in language, the formal language of the plan documents govern, not the informal wording of this Handbook. Plan documents, if applicable, are available for employees' inspection. The Company and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the Company.

Employment benefits vary according to the position and status of the employee. Benefits for all IBEW Local 26 members are determined by the current applicable Collective Bargaining Agreement. Please refer to the appropriate Inside Wireman Agreement or Residential Wireman agreement for more information or contact the office of IBEW Local 26.

**Union employees receive benefits through the union and not through Contemporary. To avoid confusion please see your union representative for details on the specific benefits to which you may be entitled through your union.**

Contemporary currently provides the benefits set forth below to all non-union exempt employees. Contemporary specifically retains the right, however, at any time to change, modify, or eliminate any such benefits, and to replace any such benefits. In addition, in the event of any conflicts between the terms and conditions set forth below and those contained in the actual plan documents, the terms, conditions, and descriptions set forth in the plan documents shall control. Office employees should contact Human Resources for detailed benefits information.

### **MEDICAL INSURANCE**

Contemporary Electrical Services offers Electrical Welfare Trust Fund Health Benefits and bears the cost of this plan for qualified employees. Refer to the printed information from EWTF office for details of eligibility and coverage or contact the main office.

### **DISABILITY BENEFITS**

Short-Term Disability (STD) and Long-Term Disability (LTD) benefits are available to eligible employees. These benefits are administered by the Electrical Welfare Trust Fund (EWTF) who

administers your health and welfare benefits. For more information regarding Disability Benefits, please contact EWTF directly at (301) 731-1050 or [www.ewtf.org](http://www.ewtf.org).

## **WORKER'S COMPENSATION**

When work-related accidents, injuries or illnesses occur, employees may be eligible for workers' compensation insurance benefits. Contemporary Electrical Services provides a comprehensive workers' compensation insurance program at no cost to employees and in accordance with applicable state law. This program covers most injuries or illnesses, sustained in the course of employment, that require medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits or, if the employee is hospitalized, treatment immediately.

### **Reporting Work-Related Injury or Illness**

Employees who sustain a work-related injury or illness should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage. All work-related injuries must be reported to the Safety Department / Safety Director.

### **Leaves of Absence/Accommodation**

Employees who need to take time off from work due to a workers' compensation illness or injury may also be eligible for a leave of absence under the Company's leaves of absence or reasonable accommodation policies. Employees should consult with Human Resources for additional information.

### **Return to Work**

Employees who are ready to return to work following a workers' compensation-related leave of absence must supply a certification from a health care provider confirming the employee's ability to return to work.

### **Fraud**

The Company will notify the workers' compensation insurance company if we have reason to believe an employee has supplied false or misleading information in connection with a claim and/or has filed a fraudulent claim. Workers' compensation fraud is a crime and may also be grounds for disciplinary action, up to and including termination of employment.

## **EMPLOYEE ASSISTANCE PROGRAM**

The Electrical Welfare Trust Fund (EWTF) provides an Employee Assistance Program (EAP) through Business Health Services (BHS) at no cost to employees and their families as part of your health insurance benefits. This counseling program is available 24 hours a day, seven days a week. It is a confidential, safe, and easy-to-use resource. EAP counselors will help employees

clarify their concerns, assess their situation, and identify options to help them resolve problems. For more information, Business Health Services (BHS) can be reached 24 hours a day, seven days a week by calling 1-800-765-EAPS (3277).

## ***SAFETY AND SECURITY***

### **SAFETY**

All employees will receive a copy of our Safety Manual and safety training upon being hired. The safety manual can also be located on our website at <https://www.cont-elec.com>. Employees can register at <https://www.cont-elec.com/register/>

All employees are responsible for adhering to the policies set forth in the Safety Manual and Employee Handbook.

### **WORKPLACE VIOLENCE**

The safety and security of employees is of vital importance to Contemporary Electrical Services. Therefore, the Company has adopted a zero-tolerance policy concerning workplace violence. Threats or acts of violence - including intimidation, bullying, physical or mental abuse and/or coercion - that involve or affect company employees and or customers or that occur on the Company's premises, will not be tolerated.

The prohibition against threats and acts of violence applies to all persons involved in the operation of the Company, including, but not limited to, company employees and other personnel, contract and temporary workers, consultants, contractors, customers, vendors, visitors, and anyone else on the Company's premises.

Violations of this policy by an employee will result in disciplinary action, up to and including termination from employment.

It is our goal to have a workplace free from acts or threats of violence and to respond effectively if such acts or threats of violence do occur.

Workplace violence is any intentional conduct that is sufficiently severe, abusive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several employees.

Examples of workplace violence include, but are not limited to:

- Threats or acts of violence occurring on company premises, regardless of the relationship between the parties involved in the incident;
- Threats or acts of violence occurring off company premises involving someone who is acting in the capacity of a representative of the Company;
- Threats or acts of violence occurring off company premises involving an employee if the threats or acts affect the business interests of the Company;
- All threats or acts of violence occurring off company premises, of which an employee is a victim, if we determine that the incident may lead to an incident of violence on company premises; and
- Threats or acts of violence resulting in the conviction of an employee or agent of the Company, or an individual performing services for the Company on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence when that act or the conviction adversely affect the legitimate business interests of the Company.

Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to:

- Threatening physical contact directed toward another individual;
- Threatening an individual or his or her family, friends, associates, or property with harm;
- The intentional destruction or threat of destruction of Contemporary Electrical Services' property or another individual's property;
- Menacing or threatening phone calls;
- Stalking;
- Veiled threats of physical harm or similar intimidation; and/or
- Communicating an endorsement of the inappropriate use of firearms or weapons.

Workplace violence does not refer to workplace arguments or debates that are zealous or impassioned, provided there is no resort to any form of coercion. Discussions about sporting activities, popular entertainment or current events are not considered workplace violence when there is no threat of violence being directed to the workplace or any individual connected with it. Rather, workplace violence refers to behavior that demonstrates an intention to engage in violence, condones violence in our workplace or targets any individual with acts or threats of violence.

Employees should help maintain a violence-free workplace. To that end, employees are encouraged to immediately report any incident that violates this policy to a supervisor or manager or Human Resources.

**No provision of this policy statement or any other provision in this policy alters the at-will nature of employment with Contemporary Electrical Services. We will make the sole determination of whether and to what extent, threats or acts of violence will be acted upon by the Company. In making this determination we may undertake a case-by-case analysis to ascertain whether there is a reasonable basis to believe that workplace violence has occurred.**

## **Weapons in The Workplace**

Unless state law provides otherwise, Contemporary Electrical Services strictly prohibits employees or any other person providing services to the Company or located on the Company's premises, from possessing weapons of any kind at the workplace, unless prior written authorization has been obtained from the President for security purposes. The workplace includes any property owned or leased by the Company or occupied by groups of company employees or persons providing services to the Company. Unless this prohibition is contrary to state or local law, the workplace specifically includes company parking areas and company vehicles. Employees are not permitted to transport or store weapons in vehicles owned or leased by the Company and used by the employee for work purposes unless the employee is required to transport or store a weapon as part of the employee's duties and he or she has written permission from the President. This policy prohibits the possession of concealed weapons as well as weapons carried openly.

This prohibition specifically includes guns, rifles, and firearms of any type, including those for which the holder has a legal permit. Other examples of prohibited weapons include, but are not limited to, knives (except for utility knives with blades of 3” or less to be used solely for job related purposes only), ammunition, bombs, bows and arrows, clubs, slingshots, blackjacks, metal knuckles and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force.

**Note: This prohibition applies only to the extent allowed by applicable state law. In those states that specifically give the employee the right to maintain a lawfully possessed firearm in a locked vehicle in the employer's parking lot, employees will be permitted to maintain a firearm in their own locked vehicle in compliance with the law. Under those circumstances, employees are strictly prohibited from removing the firearm from their vehicle or carrying it on their person or into a building.**

## **Workplace Bullying**

The Company does not tolerate bullying behavior. Individuals who engage in workplace bullying may be disciplined, up to and including termination of employment.

Workplace bullying is the use of force, threats, or coercion to abuse, intimidate, or humiliate another employee. Workplace bullying includes, but is not limited to, the following:

- Verbal abuse, such as the use of patently offensive, demeaning and harmful derogatory remarks, insults and epithets;
- Verbal or physical conduct that is threatening, intimidating or obscene;
- Pushing, shoving, kicking, poking, tripping, assaulting, or threatening physical assault, or intentionally damaging a person's work area or property; or
- Sabotaging, or deliberately subverting, obstructing, or disrupting another person's work performance.

Cyberbullying refers to bullying, as defined above, that occurs using a computer, cell phone, smartphone, tablet, pager, or other device that transmits electronic information, regardless of whether the device is owned by or located at the Company or connected to the Company network. Cyberbullying is also prohibited.

This policy in no way prohibits employees from engaging in activities that are protected under applicable state and federal laws, including but not limited to any activity that is protected under Section 7 of the National Labor Relations Act, which includes the right of employees to speak with others, engage in workplace debates and protest about their terms and conditions of employment.

### **Reporting and Response**

Employees who are subject to, or witness, workplace bullying are encouraged to notify their supervisor or Human Resources immediately. The Company will promptly investigate the complaint. The Company will maintain confidentiality to the extent possible, consistent with its commitment to investigating the complaint promptly and thoroughly.

If the complaint is verified, the Company will take appropriate remedial and disciplinary action, which may include, but is not limited to, verbal or written warnings, suspension, termination of employment, counseling, and other actions. The Company will also report to law enforcement, if appropriate. The complaining party will be advised of the results of the investigation.

### **Anti-Retaliation**

The Company strictly prohibits retaliation against an employee for making a good faith claim of bullying or for participating in good faith in an investigation of bullying.

### **EMERGENCY EVACUATION**

In the event of a fire or hazardous material emergency, the emergency fire alarm system should be activated by pulling one of the fire alarms. The source of a potential fire or hazardous material emergency should *not* be investigated. Any employee who suspects an emergency should report it immediately. In any emergency, reporting is the first essential step to protecting oneself and others.

When the emergency fire alarm system is activated, *all* employees and visitors are expected to evacuate the building by exiting in an orderly manner through the nearest exit.

When exiting, employees should not use elevators and should descend stairwells in an orderly manner. After exiting, employees should report to the area away from the building exits designated as the meeting location. Once employees arrive at the designated area, they should immediately report to their supervisor (for all office employees, report to Beckie Robey, or in her absence, Scott Broadbent, Jr.) and remain at that location until accounted for and authorized to leave.

No reentry to the building will be permitted until an official all-clear notification is given.

Employees should review this policy and the evacuation procedures and notify supervisor or Human Resources if they believe they might require an accommodation or assistance to comply with these procedures in the event of an emergency.

## **DRUG-FREE WORKPLACE**

The Company strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. Accordingly, each employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of illegal drugs, abused prescription drugs or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic consequences. Moreover, studies have shown that impairment by controlled substances may last long after the user believes the effects to have worn off. Substance abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the public and creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased health care and benefit costs, increased theft, decreased morale, decreased productivity, and a decline in the quality of products and services provided by Contemporary. For these reasons, the Company has adopted a policy that all employees must report to work and remain completely free of illegal drugs, abused or non-prescribed prescription drugs and alcohol.

### **Drug Use/Distribution/Possession/Impairment**

The Company strictly prohibits the use, sale, attempted sale, conveyance, distribution, manufacture, purchase, attempted purchase, possession, cultivation and/or transfer of illegal drugs or other unlawful intoxicants at any time, and in any amount or any manner, regardless of occasion. "Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, state, or local law. These include prescription medication that is used in a manner inconsistent with the prescription or for which the individual does not have a valid prescription. Marijuana remains illegal as a matter of federal law and therefore its use or possession violates this policy. The Company will endeavor to accommodate individuals with disabilities but will not accommodate the use of medical marijuana at work or excuse policy violations related to medical marijuana.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work.

Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained.

### **Alcohol Use/Distribution/Possession/Impairment**

All employees are prohibited from distributing, dispensing, possessing, or using any beverage or medicine containing alcohol while at work or on duty and from coming onto company premises,

reporting to work, or working with alcohol in their systems. Furthermore, lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's job performance.

### **Prescription and Over-The-Counter Drugs**

This policy does not prohibit the possession and proper use of lawfully prescribed or over-the-counter drugs. However, an employee taking medication should consult with a health care professional or review dosing directions for information about the medication's effect on the employee's ability to work safely, and promptly disclose any work restrictions to a supervisor or Human Resources. Employees are not required to reveal the name of the medication or the underlying medical condition.

The Company reserves the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect his or her ability to perform safely. The Company will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

### **Counseling and Rehabilitation**

Employees who voluntarily seek help for substance abuse (self-referral) by contacting Contemporary will be provided an opportunity to pursue counseling and rehabilitation. The Company will have information about counseling and rehabilitation services available to employees. An employee who is receiving counseling and/or treatment for substance abuse may use available vacation, sick leave, or, if eligible, family and medical leave. Health insurance often covers the costs of such services, but costs not covered must be paid by the employee. The employee cannot return to work until released by a treatment provider to do so, and when he or she receives a negative result on a return-to-work drug and/or alcohol test (as appropriate for that individual). In addition, the employee may be asked to submit to follow-up testing for a period following the return to work.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions, or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy.

### **Violation of Drug-Free Workplace Policy and Discipline**

Violation of Contemporary's Drug-free Workplace Policy may result in discipline up to and including termination.

## **Drug and Alcohol Testing Policy**

Contemporary Electrical Services is committed to providing a safe work environment. The illicit use, possession, distribution or sale of drugs or alcohol in the workplace jeopardizes this commitment to safety and will not be tolerated.

Accordingly, the Company bars the following conduct:

- Possessing, using, selling, dispensing or manufacturing controlled substances at work;
- Reporting to work under the influence of alcohol or illegal drugs; and
- Illegal use or abuse of prescription drugs.

Everyone shares in the responsibility for maintaining a safe work environment, and coworkers should encourage anyone who may have a drug problem to seek help. The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. Violations of this policy are subject to disciplinary action, up to and including termination.

In furtherance of this policy, employees may be subject to drug and/ or alcohol testing as a condition of continued employment as directed by Contemporary, at its sole discretion. This includes, but is not limited to, drug and/or alcohol testing: (1) on a for-cause basis; (2) as part of a post-incident investigation; (3) as a condition of employment, (4) during and post rehabilitation, including return-to-duty testing; (5) on a universal, neutral random-selection basis; (6) as contractually required by the government or clients and/or (7) as otherwise deemed necessary and appropriate by Contemporary.

Refusing to take any drug or alcohol test may result in termination of employment. If an employee tests positive for drugs or alcohol the employee may be terminated. If a job applicant tests positive for drugs or alcohol, employment may be denied in the absence of a plausible explanation.

Employees are encouraged to report the need for assistance with a drug or alcohol problem before being requested to take a test.

## **Pre- Employment and Post-Accident Drug Testing Policy**

This policy supersedes all previous policies on post-accident drug testing policies. Employees will be subject to pre-employment drug testing after given their offer of employment. The offer will stand on condition they pass their drug test.

Contemporary Electrical Services may require that an employee submit to post-accident drug and alcohol testing within 8 hours of notification of the accident.

CES Safety Director will conduct the initial drug tests. Positive cases will be reviewed by a medical review officer.

## Coverage

This policy applies to all employees and is intended to provide guidance on testing employees for the presence of drugs and/or alcohol after an accident has occurred while at work on or off company premises. This especially applies to all positions that consist of duties or activities that involve the requirement of employees to perform safety sensitive functions.

## Education

The major focus for a post-accident drug testing policy is to ensure that all employees support a drug-free work environment. Contemporary Electrical Services will continue to provide educational materials on the hazards of drug and alcohol use, including the effect it has on the workplace. Educational efforts may include informational brochures, guest speakers, films, and options for assistance in cessation of drug and alcohol use.

## Definitions

1. **Illegal Drugs:** any controlled substance, medication, or other chemical substance that (1) is not legally obtainable; or (2) is legally obtainable, but is not legally obtained, is not being used legally or is not being used for the purpose(s) for which it was prescribed or intended by the manufacturer. Thus, illegal drugs may include even over-the-counter medications if they are not being used for the purpose(s) for which they were intended by the manufacturer.
2. **Legal Drugs/Medication:** Legal drugs mean prescribed or over-the-counter drugs that are legally obtained and used for the purpose(s) for which they were intended by the manufacturer.

Employees may be required to submit to testing to determine the presence of drugs or alcohol if there is reasonable suspicion that drug or alcohol use contributed to the accident.

All information from an employee's drug and alcohol tests will be confidential to the extent required by law.

## Confidentiality

Contemporary Electrical Services will not disclose test results except as authorized by the test subject or as authorized, permitted or required by applicable law.

## Consequences of Refusal

Refusal to submit includes:

- Failure to provide adequate breath for testing without a valid medical explanation, after receiving notice of the requirement for breath testing,
- Failure to provide adequate urine for controlled substances testing without a valid medical explanation, after receiving notice of the requirement for urine testing,

- Engaging in conduct that clearly obstructs the testing process; and
- Leaving the scene of an on-the-job accident.

Employees may refuse to undergo drug and alcohol testing. However, employees who refuse to undergo testing or who fail to cooperate with the testing procedures may be subject to discipline, up to and including immediate termination pursuant to the Contemporary's discipline and dismissal procedures. Refusal to submit may also result in the denial of Workers' Compensation Benefits and the employee may be required to incur the medical and testing costs related to the accident, injury, or illness.

### **Consequences of Confirmed Positive Results**

Any employee who tests positive on a confirmatory drug and alcohol test required by Contemporary Electrical Services:

1. May be subject to discipline, up to and including immediate discharge; and/or
2. May be denied Workers' Compensation Benefits and the employee may be required to incur the medical and testing costs related to the accident, injury, or illness. A medical review officer will review all positive tests including those required for Worker's Compensation Benefits.

### **Employee Rights**

Any employee who tests positive on a confirmatory drug and alcohol test required by Contemporary Electrical Services may request, in writing, the opportunity to explain the positive test result in a confidential setting, if Contemporary receives the request within one calendar day after the employee has been informed of the positive test result.

Any employee who tests positive on a confirmatory drug and alcohol test required by Contemporary has the right to request, in writing, the confirmatory retest of the original sample, at his or her own expense, if Contemporary receives the request within one calendar day after the employees has been informed of the positive test result.

Confirmatory retests requested and paid for by the employee may be conducted only by laboratories that are properly approved to conduct drug and alcohol testing by the National Institute on Drug Abuse, the Department of Health and Human Services or the College of American Pathologists.

### **SMOKING POLICY**

Smoking is prohibited inside Contemporary Electrical Services' facilities. Smoking is only permitted outside in designated smoking areas. Smoking on jobsites is permitted only in smoking areas designated by the owner or the general contractor on the job.

All employees, clients, and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

## **COMPANY'S RIGHT TO SEARCH**

Contemporary Electrical Services wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Company prohibits the control, possession, transfer, sale or use of such materials on its premises to the extent permitted by applicable law. We require the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices are provided for the convenience of employees but remain the sole property of the Company. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the Company at any time, either with or without prior notice.

In addition, to ensure the safety and security of employees and customers, and to protect our legitimate business interests, we reserve the right to question and inspect or search any employee or other individual entering or leaving company premises or job sites. The inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, knapsacks, shopping bags, etc.

These items are subject to inspection and search at any time, with or without prior notice. We also may require employees to agree to reasonable inspection of their personal property and/or person while on the job or on the Company's premises. The individual may be requested to self-inspect his or her personal property or person by displaying the contents of any packages and/or turning out his or her pockets, etc., in the presence of a representative of the Company, typically a management employee of the same gender. The Company will not tolerate any employee's refusal to submit to a search.

## **CAMERAS AND VIDEO SURVEILLANCE**

For purposes of workplace safety and security and to prevent theft and other misconduct, Contemporary has installed video surveillance cameras at the external entrances to the main office. In addition, employees are to be aware that the buildings in which we work may have their own video surveillance cameras inside and outside the work areas.

If there is any reported incident of theft, trespass, workplace violence, employee misconduct or any type of safety violation (hereafter collectively referred to as "security incidents"), the Company will utilize the surveillance equipment as an investigatory tool. The Company will also make use of the surveillance equipment to deter any future security incidents.

Contemporary also reserves the right to actively monitor, through its existing surveillance cameras or any new surveillance cameras that may be installed in work areas, any areas for safety reasons (to protect against equipment failure, breakage, or accident) or confidentiality reasons (to protect documents or other proprietary information).

Although the video surveillance described in this policy is intended to monitor for security incidents and other safety reasons at the Company, it is possible that such surveillance may monitor activities not related to the Company's business.

The Company respects the privacy of its employees. Accordingly, no video cameras will be installed in the Company's restrooms or in any lactation or changing areas.

The surveillance cameras and any video footage from the surveillance are to be used solely for the purposes of this video surveillance policy. Any unauthorized use of these video cameras and/or video recordings is strictly forbidden and may result in discipline, up to and including termination of employment.

## **USE OF COMPANY EQUIPMENT AND RESOURCES**

### **Company Equipment**

When using company vehicles or other property, employees are expected to exercise care, maintain the property in safe working order, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisors if any equipment, machines, tools, or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Employees who have questions about their responsibility for maintenance and care of equipment or vehicles used on the job should consult their supervisor.

All employees are expected to comply with all local, state, and federal laws while operating company vehicles and other equipment. The Company may discipline employees who engage in unlawful conduct.

### **Company Resources**

The Company has significantly invested in telephone lines, fax machines, photocopiers and other types of business equipment, internet access and software that are vital to keeping our operations flowing smoothly and effectively. The Company's resources are limited and, except as provided in the Electronic Resources policy in this Handbook, should be used for business transactions only and not for personal use, unless explicitly authorized by a supervisor.

Employees should have no expectation of privacy in anything they create, store, search, send or receive using the Company's computer, tablet, or phone.

### **Scrap Materials**

It is the policy of Contemporary Electrical Services, Inc. that all materials, including scrap materials are the property of The Company and the use, disposition and disposal of the material will in all cases be decided by the project manager, superintendent, or officers of the company.

Scrap materials would be defined as aluminum, copper or any other material that would have monetary value or could be reused. Employees are never to remove any material, including Scrap Material from the jobsite. Employees who have scrap materials in their personal possession without proper approval will be subject to disciplinary action up to and including termination of employment.

### **Tools:**

These tools shall be on the job, or available on site as listed in the Collective Bargaining Agreement:

1 - 8" - 10" Adjustable End Wrench  
1 - Center Punch  
1 - Awl  
1 - 25' Tape Measure  
1 - Tap Wrench 1/4" 1 - Brick Chisel  
1 - Each 3", 6", and 12" Screwdriver  
1 - 8" Side Cutters with Insulated Handles  
2 - Channellock Pliers or equivalent  
1 - Adjustable Hack Saw Frame  
1 - Heavy Hammer (about 2 lbs.)  
1 - Claw Hammer  
1 - 600 Volt Tester (Wigginton Type)  
1 - Pair Diagonal Pliers  
1 - 18" Level or Torpedo Level  
1 - Long-nose Pliers  
1 - 6/32 thru 10/32 Bolt Cutters  
1 - Set Box Wrenches 1/4" to 3/4"  
1 - Tool Box  
1 - Hand Box  
1 - Allen Wrenches 1/16" - 5/8"  
1 - Plumb Bob  
1 - Flashlight – Complete  
1 - Combination Square  
1 - Phillips Screwdriver, 1-1/2", 6" and 10"  
1 - Fuse Puller  
All foremen shall also have: 1 - 50' Steel Tape and 1 - Current Code Book (NEC)

The employer may assume responsibility for tools not on the above list at Company discretion. Employees are expected to provide and pay for their own tools except when a prior arrangement has been made. Contemporary will provide hard hat, safety glasses, safety vest, and gloves.

### **DRIVING FOR COMPANY BUSINESS**

Contemporary Electrical Services provides company-owned vehicles for approved selected employees to drive on company-designated business. The Company will also reimburse these employees for business use of personal vehicles in accordance with this policy. All employees are expected to comply with all local, state, and federal laws while operating company vehicles and other equipment or driving a personal vehicle for business purposes. The Company may discipline employees who engage in unlawful conduct. For example, employees who are assigned to drive a company-owned vehicle or otherwise required to drive as part of their job duties are required to have and maintain a valid driver's license, wear seat belts, and travel at a safe speed. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment. Employees will be

responsible for all liabilities, fines, etc. that result from such traffic and parking violations to the extent permissible under the law.

Employees who are provided with a company-owned vehicle must use that vehicle to commute to and from work. They shall not be permitted to use their personal vehicle for work – related tasks or to transport tools, material, equipment, etc.

Employees are to use their company-owned vehicle for work-related purposes only, unless granted prior approval for personal use by the President or Vice President, but may run incidental, personal errands during their commute to and from work or during their meal break. This commuting and meal break time is the employee's time. Employees are not allowed to use company vehicles outside of normal work or commuting hours unless specifically authorized by senior management.

Company vehicles are to be driven by authorized employees only, except in the case of repair testing by a mechanic. Any accidents in company vehicles or while driving on company business, regardless of severity, must be reported immediately to the Safety Director and to the Human Resources Department. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action up to and including termination of employment.

Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.

### **Cell Phone Use / Texting While Driving**

Employees whose job responsibilities include regular or occasional driving and who are issued a company cell phone (including smartphones and other mobile electronic devices) or use their personal cell phone for business-related work are expected to put safety first. Therefore, personal, and company-supplied cell phones are not to be used while driving.

If an employee receives a call on a cell phone while driving, he or she must pull over safely, park, and then either answer the phone or return the call. Furthermore, if an employee needs to make a call, he or she must also pull over safely, park and then place the call. Employees also may not send or review text messages while driving as part of their job responsibilities.

The purpose of this policy is to ensure the safety of employees, other motorists, and company property. Employees who are charged with traffic violations, or cause accidents or injuries, resulting from their use of personal or company-issued cell phones or smartphones while driving will be solely responsible for all liabilities, fines, etc., that result, to the extent permissible under the law.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a company-provided cellular telephone for business use or who use their personal cellular telephone for business use, are also expected to abide by the provisions of this policy.

## **INCLEMENT WEATHER/OFFICE CLOSING**

This policy establishes procedures to close or delay opening of the Company due to hazardous or severe weather conditions, as well as procedures for notifying employees of a closure or delay.

When hazardous or severe weather conditions occur outside of regular business hours and an authorized representative of Contemporary decides to close the office or jobsites, the Field Supervisors, Division Heads and Foremen will make reasonable efforts to notify employees as early as possible on the day of the closure.

The Company will notify employees of any delay or closure in the following ways: phone call, voicemail, text message, email, website, hotline, etc. that we decide upon.

When hazardous or severe weather occurs during the day, an authorized company representative will decide whether to close early. If the Company closes early due to hazardous or severe weather, nonexempt employees will be paid for all hours worked and will otherwise be paid in accordance with applicable federal and state law. For hours not worked and not otherwise compensable, nonexempt employees can use available paid time off. Exempt employees who report to work but are sent home early due to hazardous or severe weather will receive pay for a normal working day.

When the Company is open, but an employee is unable to report to work because of hazardous or severe weather, the employee should report any delay or absence to his or her supervisor at the earliest possible time. Employees may use accrued vacation time or accrued Paid Time Off on days when the Company is open, but the employee does not report to work because of inclement weather, or the hours not worked will not be paid. For employees that do not have vacation available, nonexempt employees will be paid only for time worked. If the office remains open, employees must make a reasonable effort to report to work as scheduled.

Employees should not take unnecessary risks to report to work in unsafe conditions.

## ***LEAVING THE COMPANY***

### **TERMINATION OF EMPLOYMENT**

Employees of Contemporary Electrical Services are employed on an at-will basis. This means that employment may be terminated by either party at any time, with or without cause or notice. Nothing in this policy is intended to limit or alter the at-will nature of your employment.

Employees may leave the Company for a variety of reasons. Regardless of the reason, we strive to ensure that all separations from employment are handled fairly, efficiently and in compliance with applicable federal and state laws. Reasons for termination may include but are not limited to:

## **Voluntary Termination, Retirement, Involuntary Termination:**

A voluntary termination means an employee has made the decision to end the working relationship with the Company. Voluntary resignations include, but are not limited to, written or verbal resignation, retirement (more fully discussed below) and job abandonment. An employee is considered to have abandoned his or her job if he or she fails to return to a job within 3 days and has not notified the company of his or her intention to resign. Employees who voluntarily leave the Company are encouraged to provide their supervisor with a minimum of two weeks' notice, ideally in writing, to allow a reasonable amount of time to transfer ongoing work. Upon resignation, an employee must return all keys, uniforms, credit cards or other company-issued property. Employees in good standing who retire or resign from their positions may be eligible for re-hire.

Since the type and level of retirement benefits vary according to the terms of each plan and are subject to modification, they are not specifically set forth in this Handbook. Employees should contact Human Resources or IBEW Local 26 for additional information that will help to determine eligibility. Nothing in this policy shall be deemed to modify any employee benefit plan or plans referred to herein or that may subsequently be established.

An involuntary termination occurs when the Company decides to end the working relationship with an employee. Involuntary terminations may occur *for cause* or for reasons *other than cause*. Involuntary terminations *for cause* include, but are not limited to, terminations for violating company policy, misuse or theft of resources, the falsification of information, excessive absence/tardiness, or unsatisfactory work performance.

Involuntary terminations for reasons *other than cause* include, but are not limited to, a reduction in workforce.

Final wages will be paid in accordance with applicable law and the applicable Collective Bargaining Agreement.

Employees are required to return all company property (e.g., computers, vehicles, passwords, uniforms, ID badges, credit cards) that is in their possession or control in the event of termination of employment, resignation, retirement, or layoff or immediately upon request. When allowed by law, and in accordance with applicable law, the Company may withhold from the employee's paycheck the cost of any items that are not returned when required.

# ***INFECTIOUS DISEASE POLICY***

## **INFECTIOUS DISEASE POLICY**

It is the goal of Contemporary during a period of an infectious disease outbreak or pandemic to maintain essential functions and services and provide a safe and healthy work environment for employees, vendors, and the public. Contemporary is committed to establishing methods for monitoring the severity and duration of an outbreak or pandemic, implementing measures to minimize exposure in the workplace and sustaining essential functions until the organization can resume normal operations.

Human Resources will oversee the implementation of this policy and coordinate communications from management to employees and other stakeholders. Duties include:

- Monitoring and coordinating events and communications around an infectious disease outbreak or pandemic; and
- Creating work rules that could be implemented to promote safety through infection control.

Oversight includes the maintenance of a current list of contacts including:

- Government agencies.
- Emergency response and healthcare facilities and services; and
- Equipment suppliers and service contractors who can or have agreed to assist during and after an outbreak or pandemic.

### **Safety and Health Measures**

Contemporary will implement disease mitigation and protective measures for employees working onsite and offsite and for interactions with customers, vendors and the public during the outbreak or pandemic. Contemporary is committed to providing the most current and credible information about the disease, including the way it spreads, symptoms and measures to prevent its transmission.

*Reducing transmission.* To ensure a clean and safe workplace, Contemporary will conduct a regular cleaning of frequently used objects and areas, including:

- Conference rooms;
- Bathrooms;
- Cafeterias and break rooms;
- Door handles;
- Telephones; and
- Hand railings.

Employees and other individuals who enter the workplace will be advised to follow personal hygiene practices to prevent infection (e.g., hand washing with soap and water or the use of hand

sanitizer with at least 60% alcohol, avoid touching of the face) and will be provided access to basic hygiene supplies (e.g., soap, water, hand sanitizer, etc.).

*Exposure risk assessment.* Specific measures to minimize the spread of the infection at each work location may be based on the risk level of exposure to employees. Contemporary may install protective devices or adopt other interventions to prevent or mitigate exposure to an infectious disease when and where feasible. Controls may include:

- Physical barriers to control spread of the disease (e.g., plastic sneeze guards); or
- Administrative controls, such as staggered work schedules to minimize the number of individuals at the workplace or allow for thorough cleaning and disinfection between work shifts.

*Health monitoring.* Supervisors or other designated personnel will be trained to identify persons with signs and symptoms of an infectious disease as described in guidance provided by the Centers for Disease Control and Prevention (CDC) (e.g., fever, cough, and shortness of breath) and determine the course of action to separate the person or persons from others or remove them from the workplace (e.g., send them home). Such personnel will also be trained in other techniques to minimize disease exposure and direct person-to-person contact, including social distancing (i.e., avoiding large gatherings and maintaining distance (approximately six feet) from others when possible (e.g., breakrooms and cafeterias)).

All employees will be notified on how to self-monitor for symptoms and report to a supervisor or management when they are ill or experience infectious disease symptoms.

*Stay home when sick.* Employees are urged not to report to work when they are feeling ill or are experiencing symptoms of an infectious disease (e.g., fever, cough, or shortness of breath). An employee who appears to exhibit infectious disease symptoms upon arrival at work or who becomes sick during their time at work will be separated from others and sent home.

If an employee is confirmed to have contracted an infectious disease, Contemporary will inform other employees of their possible exposure in the workplace, but the confidentiality of the infected employee will be maintained as required by the Americans with Disabilities Act (ADA). The employee's co-workers will be instructed to self-monitor for symptoms and be provided with guidelines for doing so.

*Remote work.* Employees who normally work onsite and are also capable of performing work from home or remotely may be encouraged or told to do so during an infectious disease outbreak or pandemic. The arrangement may be temporary or long-term depending on pandemic-related/contagion-related conditions such as public shelter-in-place orders, quarantines, childcare service disruptions or school closings and other related factors.

All remote or telework arrangements or requests will be determined on a case-by-case basis, considering factors including:

- Appropriateness of the job for telecommuting;

- Tenure;
- Seniority;
- Employee performance;
- Flexibility;
- The reason(s) for telecommuting; and
- The ability to work independently.

Contemporary will determine what equipment, if any, to provide to the employee to facilitate the remote or telework arrangement.

The employee may designate a workspace or off-site work area for installing any equipment to be used while telecommuting. The employee will be expected to maintain the workspace in a safe condition, free from hazards to people and equipment.

*Social distancing.* Contemporary may implement social distancing guidelines to reduce the spread of the infectious disease in the workplace. In accordance with CDC recommendations, employees and other individuals who enter the workplace may be encouraged to maintain a minimum distance of 6 ft (or any other amount declared by CDC) from any other person during an infectious disease outbreak or pandemic. All business meetings may be held via phone or video conference. Employees and others may be prohibited from congregating in meeting rooms, common areas and all other onsite locations.

*Cleaning and disinfection after positive case.* In the event an employee or any other person at the workplace tests positive for an infectious disease, cleaning and disinfection protocols will be implemented in accordance with CDC recommendations, including instructions and supplies for employees to disinfect their personal work areas. Employees should make efforts to avoid using other employees' phones, desks, offices or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Contemporary will take steps to clean and disinfect all facility areas that have been used or may have been used by a person with a confirmed positive test result for the disease or who exhibited disease symptoms while at work.

*Travel restrictions.* Contemporary will evaluate the risk of employee exposure to the infectious disease from business travel, and may restrict, cancel, or ban business travel as necessary to minimize or prevent risk of infection. In making such determinations, consideration will be given to any travel bans or advisories issued by government agencies, including the US Department of State and the CDC.

*Nonessential activities.* During an infectious disease outbreak or pandemic Contemporary may postpone or cancel all nonessential activities, including meetings, gatherings, and training sessions. Affected employees would be notified as soon as practicable.

*Relocation of essential activities.* Contemporary will notify all affected employees in the event essential onsite facilities or activities must be relocated and will provide instructions to continue or resume essential functions.

## **Attendance and Leave:**

*Attendance.* Contemporary attendance policies will remain in place during an infectious disease outbreak or pandemic, unless otherwise notified. If an employee has a particular challenge (e.g., child-care issues in the event of a school closure), they should speak to their supervisor or Human Resources to determine an alternative plan.

Employees will be notified of any work schedule changes caused by an infectious disease outbreak or pandemic. Requests to adjust individual work schedules will be addressed on a case-by-case basis.

If an employee is out of work because of exposure to an infectious disease, or other illness or condition recognized by federal, state, or local law, the employee may be required to submit additional information for the absence. *Contact HR for more information regarding leave options.*

**Paid Time Off:** To the extent permissible by law, Contemporary may modify its leave policies in force during normal operations to reflect conditions during a declared infectious disease outbreak or pandemic.

## **Pay**

Employees will be notified if there are any changes in pay rates for nonexempt employee hourly rate of pay or exempt employee salary because of long-term business needs caused by significant business disruption or economic shutdown due to an infectious disease outbreak or pandemic.

## **Closings and Layoffs**

In the event of a temporary or permanent closing due to unforeseen business circumstances related to the infectious disease outbreak or pandemic, employees will be notified as soon as practicable concerning a layoff or termination of employment.

Employees will be provided with as much notice as practicable concerning a layoff or business closing due to unforeseen business circumstances related to the infectious disease outbreak or pandemic, including an explanation as to why notice was not provided if the layoff is implemented without advance notice.

Employees subject to a layoff under this policy will be notified about available benefits and where to obtain additional information and guidance.

## **Return to Work**

Employees who have tested positive for an infectious disease (e.g., COVID-19) or who have isolated or quarantined with symptoms of infection may return to work when they have met the following criteria:

- Provide documentation of confirmed negative results of an FDA-approved assay for the infectious disease (confirmed means a second test validates an initial positive test or screen); or
- Have met time / symptom guidelines as defined by CDC or other proper medical authority.

Contemporary understands that doctors and other health care professionals may be too busy during and immediately after an outbreak to provide fitness-for-duty documentation. Contemporary may rely on other credible sources such as local clinics to provide a form, a stamp, or an email to certify that an individual does not have an infectious disease.

### **Onsite Work Prohibited**

Contemporary reserves the right to prohibit an employee or another individual with a confirmed positive test for an infectious disease from entering onsite facilities, programs, and functions if a determination is made that the entry introduces a recognized hazard to the workplace and the restriction protects the safety and health of employees, customers, and others. Every effort will be made to accommodate such employees prohibited from onsite work with remote work, or other alternative work.

### **Confidentiality**

Infectious disease-related diagnostic information about employees will be treated as confidential, privileged information. All information about an employee's illness will be treated as a confidential medical record in compliance with the Americans with Disabilities Act (ADA). The employer will adhere to all federal, state, and local public health reporting requirements.

## Acknowledgement and Receipt

I acknowledge that I have received, read, and understand a copy of the Contemporary Electrical Services Employee Handbook. I understand that the Handbook set forth the terms and conditions of my employment with the Company as well as the duties, responsibilities, and obligations of employment with the Company. I have received, read, and understand the Code of Conduct included in this handbook. I agree to abide by and be bound by the rules, policies and standards set forth in the Employee Handbook.

I acknowledge that, except where required otherwise by applicable state law, my employment with Contemporary Electrical Services is at-will, meaning that it is not for a specified time and that the employment relationship may be terminated at any time for any reason, with or without cause or notice, by me or the Company unless prohibited by law, agreement, or contract. **I further acknowledge that only the President/Owner, Vice President/Owner or their authorized representative has the authority to enter into an agreement or contract that alters the fact that my employment with Contemporary Electrical Services is at-will. Any such agreement or contract must be in writing and signed by the President, Owner, or their authorized representative.**

I further acknowledge that the Company reserves the right to revise, delete and add to the provisions of the employee handbook and state supplement, but that all such revisions, deletions or additions must be in writing. No oral statements or representations can change the provisions of the handbook or supplement. Furthermore, the Company's policy of at-will employment can only be changed as stated in the prior paragraph.

I understand and acknowledge that nothing in this Handbook or in any other document or policy is intended to prohibit me from reporting concerns, making lawful disclosures, or communicating with any governmental authority about conduct I believe violates any laws or regulations. I also understand and acknowledge that nothing about the policies and procedures set forth in this Handbook should be construed as interfering with any employee rights provided under state or federal law, including Section 7 of the National Labor Relations Act. Any updates to this Employee Handbook will be sent in writing and all revisions will be updated with a copy located on our website.

I have read and understand the above statements. I have read and understand the Code of Conduct located in this handbook.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



\*\*Please read the Employee Handbook in its entirety. Each employee is responsible for abiding by our company policies and will be held accountable. \*\*

### **Employee Handbook Key Takeaways:**

- **At-Will:** Employment may be terminated for any or no reason, with or without cause or notice at any time by the employee or by the Company. Employment Agreements or contracts may alter At-Will and must be in writing signed by the Owner.
- **Equal Employment Opportunity:** We prohibit discrimination based on any legally-recognized basis including veteran status, race, color, religion, sex, age, pregnancy, national origin, ancestry, disability, genetic information, or any others protected by law.
- **ADA & FMLA:** CES is committed to complying with Americans with Disabilities Act and prohibits discrimination against an individual with a disability. Employees are to contact HR with accommodation requests. CES will grant family and medical leave in accordance with the requirements of applicable federal and state law. More information on page 34 of the handbook.
- **Worker's Compensation:** Employees may be eligible for worker's compensation when work-related injuries or accidents occur. Workers' compensation fraud is a crime and may also be ground for disciplinary action, up to and including termination of employment.
- **Progressive Discipline:** Discipline may vary depending on severity of the offense, circumstances, duties, length of service, record, and previous misconduct. Discipline can be warning, probation, suspension, or discharge.
- **Reporting and Anti-Retaliation:** CES encourages employees to speak up and raise questions and concerns promptly about any situation that may violate our Code of Conduct or policies. Employees who speak up and file a complaint through HR will not be retaliated against.
- **Code of Conduct & Standard of Conduct:** See page 6 and 23 for policies and expectations.
- **Attendance and Punctuality:** Employees are expected to be regular in attendance and to be punctual. Excessive absenteeism or tardiness may result in disciplinary action.
- **Workplace Violence:** CES has adopted a zero-tolerance policy concerning workplace violence. Violations of this policy by an employee will result in disciplinary action up to and including termination from employment.
- **Drug-Free Workplace:** All employees must report to work and remain completely free of illegal drugs, abused or non-prescribed prescription drugs and alcohol.
- **Drug and Alcohol Testing Policy:** CES reserves the right to conduct pre-employment drug screening, reasonable suspicion testing, post-accident testing, and testing after a leave of absence. Refusing to take a drug/alcohol test may result in termination of employment.
- **Company Vehicles:** Company vehicles must only be used for work-related purposes. Any individual granted a company vehicle must use that vehicle to transport to and from work. Individuals with a company vehicle must avoid cell phone use / texting while driving.

By signing below, I certify that I have read and understand the Safety and Health Manual:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_