



Lemberg Electric Company, Inc.

OFFICE EMPLOYEE HANDBOOK

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SECTION I:

INTRODUCTION

Welcome

I sincerely welcome you as a new employee of Lemberg Electric Company, Inc. (Lemberg). The success of our company is attributed to people who are committed to technical competence, are willing to work hard and have complete integrity. Your contribution will be important to the continued success of our company. Lemberg strives to provide an employee-friendly environment in which goal-oriented individuals thrive as they achieve demanding challenges.

Lemberg prides itself with its commitment to serving customers and providing quality work. Lemberg's policies, procedures and working conditions provide a work environment in which both customer interests and employee interests are served.

Lemberg values the talents and abilities of our employees and seeks to foster an open, cooperative and dynamic environment in which employees and the company alike can thrive and develop.

Regards,

David M. Washebek, President/CEO

History of Lemberg Electric Company, Inc.

William and Clara Lemberg founded Lemberg Electric Company, Inc. in 1928. The company has since grown to become Southeastern Wisconsin's largest employee-owned electrical contracting firm. At Lemberg, we provide a wide range of services including healthcare facilities, automated controls, programmable logic controls, sign installation, and high voltage work. We also offer design build services. Working with general contractors and owners we are able to design and install the electrical portion of any size project quickly and efficiently.

Our commitment to quality work completed on time has allowed us to develop a rapport with general contractors and customers. As our mission statement states Lemberg is *“An employee owned company providing a quality experience for its employees, customers and community.”*

Lemberg is a full service contracting firm providing the following services to our customers.

Offerings:

- Construction
- Design/Build
- Sign & Lighting (24 hour availability)
- Service Department (24 hour availability)
- Data Communication and Low Voltage Systems
- Energy Technologies

Disclaimer

Lemberg Electric Company, Inc, hereinafter referred to as "Lemberg" Employee Handbook establishes policies, procedures, benefits, and working conditions that will be followed by all Lemberg employees as a condition of their employment at the company.

The Standards of Conduct describe the expected actions and behaviors of employees while conducting company business. Lemberg's Employee Handbook is not a contract of employment nor is it intended to create contractual obligations for the company of any kind. The policies and procedures outlined in this handbook will be applied at the discretion of Lemberg. Lemberg reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook.

Furthermore, the company reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice. The company will make every effort to notify employees when an official change in policy or procedure has been made but employees are responsible for their own up-to-date knowledge about company policies, procedures, benefits, and working conditions.

No provision in this employee handbook and expected Standards of Conduct can be waived without written permission from the Company's President, or designee. Such a waiver, if granted, applies only to the employee for whom the waiver was granted at the time of the waiver. The company provides an Open Door Policy, your opinions, suggestions and questions are important to us. Please discuss any workplace issues that concern you with your Manager or Human Resources. If there are questions about aspects of your job, duties or position expectations, please contact your Manager. We will attempt to provide you with honest, straightforward responses to your questions and comments.

Your employment with Lemberg is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or Lemberg, with or without cause, with or without notice and at any time. Nothing in this policy or any other policy of Lemberg shall be interpreted to be in conflict with or to eliminate or modify in any way, the at will employment status of Lemberg employees. The at will employment status of an employee of Lemberg may be modified only in a written employment agreement with that employee which is signed by the President, or a member of the Board of Directors of Lemberg.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Lemberg employees have the right to engage in or refrain from such activities. Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of this employee handbook.

SECTION II:

**ABOUT YOUR
WORKPLACE &
COMPANY
EXPECTATIONS**

Equal Employment Opportunity Statement

Lemberg is an equal opportunity employer. Lemberg provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, gender identity, sexual orientation, marital status, religion, age, disability, gender, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resources. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of Human Resources.

Americans With Disabilities Act (ADA)

Lemberg Electric complies with all aspects of the Americans with Disabilities Act (ADA), as amended, and state disability laws. This means that we will not discriminate against qualified individuals with a disability in any phase of the employment relationship including application for employment, hiring, promotions and/or advancement opportunities, termination, compensation, training and any other conditions or privileges of employment.

All requests for reasonable accommodations will be considered consistent with the business needs of the company in accordance with state and federal law.

Immigration Status

Lemberg is a participant of the E-Verify program; in accordance with federal law, it is the policy of Lemberg Electric to employ only those persons who are legally eligible to work in the United States.

The Immigration Reform and Control Act of 1986 requires employers to verify the identity and the work eligibility of all persons hired by Lemberg Electric within three (3) days of employment. The required documentation will be consistent with the current immigration laws, as amended. Changes in immigration status must be reported to Human Resources as soon as they occur.

Whistleblower Policy

A whistleblower as defined by this policy is an employee of Lemberg who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state or

local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her Manager or the Human Resources Department. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to Human Resources Department. The department is responsible for investigating and coordinating corrective action.

For any questions regarding this policy please contact Human Resources.

Employment of Relatives/Nepotism

Lemberg wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism based on employment of relatives. This extends to practices that involve employee hiring, promotion and transfer.

Individuals will not be hired or promoted into a position that would create a conflict in Lemberg's policy. If employees begin a dating relationship or become relatives, partners or members of the same household, and one party is in a supervisory position, that person is required to inform Human Resources of the relationship. The employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to Lemberg, such as a transfer or employment outside the company, the employee's Manager will work with Human Resources to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination of one of the employees.

If there is a situation where an action of Lemberg, such as reduction in force, results in an involuntary circumstance in which two relatives, partners or members of the same household may be reporting to each other, one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee.

Lemberg reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved. In these situations, Lemberg will reassign one of the employees within 60 days.

Any exceptions to this policy must be approved by Executive Leadership and Human Resources. Written justification for the exception must be submitted to Human Resources prior to any employment decisions.

“Family Member” is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and relationships by marriage—husband, wife (as defined by state law), step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and co-habiting couples or significant others.

Employee Dating

Consensual Romantic or Sexual Relationships: Lemberg strongly discourages romantic or sexual relationships between a Manager or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the employee is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any employee of Lemberg enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the Human Resources and the Manager. Because of potential issues regarding quid pro quo harassment, Lemberg has made reporting mandatory.

Once the relationship is made known to Lemberg, the company will review the situation with Human Resources in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, Human Resources and Executive Leadership will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization as a whole.

If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

For any questions, please contact Human Resources.

Alcohol and Controlled Substance Abuse

It has been established that the abuse of alcohol and controlled substances (drugs) can constitute a real threat to those who use and/or abuse these substances and those who work with such individuals. Because of the possible effects to the individual, other employees and the company, it is the policy of the Lemberg to maintain a workplace that is free from the effects of illegal drugs and the misuse of alcohol. The company will not tolerate or condone alcohol misuse or substance abuse.

Under no circumstances is an employee of Lemberg to report to work, drive a company-owned vehicle or operate company equipment while under the influence of drugs or alcohol. Lemberg does not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees who engage in the sale of, possession, transfer, and offer to buy or sell illegal drugs/controlled substances, abuse prescribed drugs or use them without a prescription, are under the influence of drugs or alcohol during working hours or on company property will face disciplinary action up to, and including termination. Dependent upon the circumstance, employees may be referred to voluntarily seek help through the Employee Assistance Program (EAP).

Supervisors should immediately report to Human Resources any action by an employee that demonstrates an unusual behavior pattern or who is suspected of being under the influence of drugs and/or alcohol.

Employees may be tested for drugs and alcohol at the discretion of the company. Further details about prohibitions and requirements, including drug and/or alcohol testing, may be found in the Electrical Industry Drug-Free Alliance policy and procedures.

All employees are subject to Random drug screen testing through the IBEW. Human Resources will notify the employee and provide the information needed to complete the test.

Employees are subject to testing when they cause or contribute to accidents that damage a Lemberg vehicle, machinery, equipment or property. Employees will be drug tested if the incident results in an injury to themselves or another employee that requires off site medical attention in which there is a reasonable basis for concluding that drug use could have contributed to the incident. Drug testing must take place within two (2) hours following the incident and or within two (2) hours of when Human Resources has been notified.

Under no circumstance will an employee be allowed to drive himself/herself to the drug testing facility. A member of management must transport the employee or arrange for transportation.

Information and records relating to test results, EAP results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO will be kept as confidential as

possible to the extent required by law and maintained in secure files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee.

For any questions, please contact Human Resources.

Business Ethics

Lemberg will maintain the highest ethical standards in the conduct of company business. The intent of this policy is that each associate will conduct the company's business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain.

The following areas are intended to clarify the obligations of employees in these circumstances but may not include all circumstances.

Ethical behavior tends to be good for business and involves demonstrating respect for key moral principles that include honesty, equality, dignity, diversity and individual rights. To maintain our valuable reputation, and to build on our success, we must conduct our business in a manner that is legal as well as ethical.

Gifts, Favors, and Payments by the Company: The giving of gifts that otherwise comply with this gift policy is normally permitted as long as the gifts are properly recorded on expense statements and are appropriate for the individuals involved. Approval by management is needed for all expenditures that equal \$100.00 or more. Employees are required to report and record on expense reports in a proper and timely manner; all expenditures on favors, meals, gifts or entertainment. Reports should have a detailed explanation for the charges and provide the identification of the persons or entities receiving the favors, meal, gifts or entertainment. Never provide gifts or entertainment that violates the law and or influences or appears to influence the recipient's business decisions. Cash is not an acceptable gift and should not be given.

Accepting Gifts, Entertainment, and other Inducements from Third-Parties: Gifts, favors, entertainment and other such inducements may be attempts to "purchase" favorable treatment. Accepting such inducements could raise doubts about your ability to make independent business judgments and inability to display the company's commitment to treating people fairly. Keep in mind that certain inducements may be defined as bribes, payoffs or kickbacks, which are against company policy.

Gifts: Frequently, gifts and entertainment are given by vendors, customers, suppliers etc. throughout the year, especially during holiday time. If possible, these gifts should be shared with the company.

If you feel at any time that the gifts are being given for bribery, payoffs or kickbacks, respectfully decline and notify your Manager.

Cash: You may never accept cash or cash equivalents. You may not benefit personally from any purchase of goods or services for Lemberg or derive any personal gain from transactions made on behalf of Lemberg.

Always comply with the company's accounting procedures, controls and all applicable laws and properly record all financial data and transactions.

Noncompliance with this policy may result in disciplinary actions up to, and including termination.

Company Communication Systems

Lemberg provides and maintains the following forms of electronic communication, messaging agents and electronic facilities: internal and external electronic mail (E-mail) computer hardware and software, internet access, telephones, cell phones, fax and voicemail. As a condition of providing this technology, Lemberg enforces certain restrictions on its workplace use and restricts such use to company business purposes.

This policy must be followed in conjunction with other Lemberg policies governing appropriate workplace conduct and behavior. Lemberg complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

The internal communication systems, as well as the equipment and data stored, are and remain at all times the property of Lemberg. All messages and files created, sent, received or stored within the system should be related to company business and are and will remain the property of the company. Occasional personal use may be permitted provided it is done during non-working time, such as breaks and lunch periods, and in compliance with the company's communication systems policy. Employees are urged to use caution and discretion so that personal correspondence does not appear to be an official communication from the company.

The internal communication systems, as well as the equipment and data stored, are and remain at all times the property of Lemberg. All messages and files created, sent, received or stored within the system should be related to company business and are and will remain the property of the company.

Lemberg reserves the right to retrieve and review any message or file composed, sent or received. Although a message or file has been deleted or erased, it is still possible to recreate the message. Therefore, ultimate privacy of messages cannot be assured to anyone. Although e-mail and voice mail may use passwords for security, confidentiality cannot be guaranteed. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. Furthermore, all employee passwords are known to and accessible by the company even in the absence of an employee.

As the property of the company, Lemberg has the right to intercept, monitor, copy, review and download any communications or files created or maintained on these systems. Employees should have no expectation of privacy when using any of these systems.

Guidelines for Appropriate use of E-mail: When using Lemberg e-mail and other forms of electronic communication, appropriate workplace etiquette must be observed. The guidelines for appropriate and effective e-mail and other forms of electronic communication include but are not limited to:

- Communicating urgent matters for immediate response, communicating with several people quickly or communicating other time-sensitive matter.
- Using the simple rules of who, what, when, where and why to answer any anticipated questions.
- Avoiding sensitive subject matter that should be addressed in person, if possible.
- Checking message content for accuracy and good business writing style (i.e., using correct grammar, spelling and punctuation).
- Following up when a response is expected or requested and has not been received in a timely manner.
- Avoiding the “reply all” function (i.e., system-wide distribution) when not necessary or intended.

Guidelines for Appropriate use of the Internet: Though Lemberg encourages employee use of the Internet, its use is restricted to the following:

- Communicating with employees, vendors or clients regarding matters within an employee’s assigned job duties.
- Acquiring information related to, or designed to facilitate the performance of regularly assigned duties.
- Facilitating performance of any task or project in a manner approved by Lemberg policies.
- Research for company business purposes.

Prohibited use of E-mail, Voicemail, Internet and other Electronic Communications: E-mail, voice mail and other electronic communications transmitted on Lemberg equipment, systems or networks may not contain any content that would reasonably be considered offensive, harassing or disruptive to another individual. Offensive content would include sexual comments or images, racial slurs, gender-specific comments, or any comments that might be construed as offensive by a reasonable person on the basis of race, age, sex, sexual orientation, gender identity, religious or political beliefs, national origin or disability.

Regarding Internet and e-mail access and use, employees should be advised that the company expressly prohibits use of the Lemberg provided Internet and e-mail for the following activities:

- Dissemination or printing of copyrighted materials, including articles and software in violation of copyright laws.
- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of Lemberg or its business counterparts in violation of company policy or proprietary agreements.
- Using offensive or harassing statements, language, pictures including disparagement of others based on their race, national origin, sex, sexual orientation, gender identity, age, disability, religious or political beliefs.
- Sending or soliciting sexually oriented messages or images.
- Operating a business, usurping business opportunities, soliciting money for personal gain or searching for jobs outside Lemberg.
- Sending chain letters or emails.
- Solicitation.
- Gambling or engaging in any other activity in violation of local, state or federal law.
- Circulating jokes, comics or nonjob-related computer graphics.

Consequences for Violations of Electronic Communications Policy: Disciplinary actions including the possibility of termination may be taken for violation of this policy may include termination. In cases involving less serious violations, disciplinary action may consist of a warning or reprimand. Remedial action may also include counseling, changes in work assignments or other measures designed to prevent future misconduct. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on Lemberg and fellow employees.

Nothing in this policy should be construed to prohibit conduct that is expressly permitted or protected under applicable federal, state or local laws.

Human Resources should be notified should you receive any unsolicited, offensive materials on any of these systems.

Inappropriate use of any company communication system can be grounds for disciplinary action up to, and including termination of employment.

Social Media

At Lemberg, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making

responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for Lemberg.

Guidelines: In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's blog, personal web site and social media networking.

The same principles and guidelines found in Lemberg policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow co-workers or otherwise adversely affects customers, suppliers, people who work on behalf of Lemberg or Lemberg's legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules: Carefully read these guidelines, the Lemberg Statement of Ethics Policy, Standards of Conduct and the Lemberg Discrimination & Harassment Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful: Always be fair and courteous to fellow co-workers, customers, members and suppliers. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as threatening or intimidating, that disparage customers, members, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, gender identity, disability, religion or any other status protected by law or company policy.

Be Honest and Accurate: Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Lemberg, fellow co-workers, members, customers, suppliers and people working on behalf of Lemberg or competitors.

Maintain the confidentiality of Lemberg trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports or other internal business-related confidential communications. Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.

Express only your personal opinions. Never represent yourself as a spokesperson for Lemberg. If Lemberg is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Lemberg, fellow co-workers, members, customers, suppliers or people working on behalf of Lemberg. If you do publish a blog or post online related to the work you do or subjects associated with Lemberg, make it clear that you are not speaking on behalf of Lemberg. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Lemberg."

Using Social Media at Work: Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your Manager or consistent with the Company Communications Policy. Do not use Lemberg email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited: Lemberg prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another co-worker for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action up to, and including termination.

Media/Outside Source and Authorized Spokesperson(s): The news media can be an effective tool for distributing accurate and timely information. Responding to media inquiries in a timely manner is essential to maintaining good media relations. To ensure that media responses are accurate, comprehensive, and consistent with our company-wide messages and communications strategy, we have a recommended process outlined in this policy for responding to reporters and other representatives of the news media.

Press/media usually contact Marketing or Executive Leadership directly, but sometimes a reporter may ask an employee directly for an interview, statement or other information on behalf of Lemberg. If you receive such an inquiry, it's best to avoid spontaneous conversations. Warmly and professionally redirect that individual to Marketing or someone on the Executive Leadership team to help manage those interview and information requests.

Marketing or Executive Leadership will work with the reporter to try to fulfill the request. In most instances, the stated will be the designated spokesperson to the media. If your assistance as a subject matter expert is needed, the stated representative(s) will contact you directly.

If you have any questions related to this policy, please contact Human Resources.

Confidentiality

Lemberg employees may have access to confidential information including processes, machinery, product/job designs, customer/vendor lists, supplies, payroll, miscellaneous data from computer printouts, software, profits, costs, unpublished goals, forecasts and initiatives marked as confidential, services performed, pricing and any other information not available to the public.

While employed, or thereafter, you may not copy, discuss or distribute any confidential program, material, or other information which comes into your possession as a result of employment with Lemberg, other than for an approved use. Lemberg prohibits the replication of confidential documents and files as well as storing them on insecure devices. It is against policy to use confidential information for any personal benefit or profit.

In any communication with competitors, you must avoid conversations regarding pricing, production levels, marketing and sales strategies, goals and territories, inventories, product development, and any proprietary or confidential information. Exchange of customer information should be limited to what is necessary to meet customer needs.

You may be asked to sign and comply with the provisions of a trade secrets or confidentiality agreement with the company. Whether or not a trade secrets or confidentiality agreement is signed, all information related to Lemberg not available to the public, its products or customers must be treated as confidential. It is a condition of employment that such information be maintained on a confidential basis and used prudently to serve the best interest of Lemberg.

Requests for confidential information from any internal or external source should be referred to a member of Executive Leadership. If in doubt as to whether any program, material or other information is confidential, you must ask Executive Leadership prior to such disclosure.

Unauthorized release or misuse of company information will be investigated thoroughly. Any employee found to have violated this policy will face disciplinary action up to, and including termination as well as possible legal action.

Video or voice recording of investigations conducted by Lemberg is prohibited.

Any questions regarding this policy should be directed to Executive Leadership or Human Resources.

Company Property

Employees may be provided with various company property and/or equipment. This may include but is not limited to; company vehicles, computers, software, manuals, office supplies, cell phones, keys, credit cards, tools, machinery, safety equipment, etc. You are responsible for keeping the property in good working order and available for business use at all times. If any such property appears to be damaged, defective or in need of repair, you must promptly report this to your Manager. An employee who loses property, purposely damages property or commits theft of property, may be financially responsible for replacing the item(s). Worn or defective property will be replaced by Lemberg.

If Lemberg property has been stolen from an employee, it is the employee's responsibility to report the theft to Human Resources. Depending on the severity of the theft, the employee may need to contact the local police.

All equipment and materials are to be used for company business during scheduled working hours only and must not be removed from the premises without company approval. You should return all worn-out items to the company before replacements will be given.

Upon termination of employment, you will be required to account for and surrender all company property and equipment you have been provided. Failure to do so may result in the company taking legal action to obtain the return of its property.

Company Vehicle

Employees who may be eligible for a company car can fall into three (3) categories:

- Employees who need to travel excessively for their job to go to job sites and meet with customers or vendors.
- Employees who use company vehicles as an indispensable part of their job (e.g. service truck drivers)
- Employees who are given a company vehicle as a benefit attached to their jobs.

Lemberg will determine which employees will be assigned a company car/truck. Travel outside of the state during non-working hours will not be allowed. Those who drive service trucks that have the Lemberg logo will not be able to drive the vehicle outside of working hours nor are they able to drive to unassigned areas during working hours. Employees will need to consult their Manager to get prior approval to drive to an unassigned area. All Lemberg vehicles with logos have GPS systems. Lemberg has the right to monitor all driving actions and destinations.

We expect employees who drive a company vehicle or drive their personal vehicle on company time to follow the policy rules that include but are not limited to:

- Have a valid driver's license.
- Meet the established requirements under the MVR Guidelines.
- Drive safe and sober.
- Wear seatbelt.
- Respect traffic laws and fellow drivers.
- Carry car insurance.
- If possible, use a hands-free headset so that hands can remain on the steering wheel.
- Terminate the call if conditions become hazardous (e.g., traffic congestion, bad weather, etc.) so that full attention is on driving.
- Avoid making calls while driving.
- If applicable, wear glasses or contacts when driving.
- Check their vehicle regularly to ensure gas, tire pressure and all car fluids are at appropriate levels.

- Report any damages or problems with their assigned cars to Human Resources as soon as possible.
- If an employee's driver's license has been suspended or revoked, they must inform Human Resources.
- If an employee receives a fine for traffic, parking violations etc. The employee will be financially responsible.
- Schedule routine maintenance – oil changes, tire rotation, transmission flush, brakes etc.

Employees are not allowed to:

- Lease, sell or lend a company vehicle.
- Text while driving.
- Leave vehicle unlocked.
- Allow unauthorized people to drive a company vehicle.
- Take notes while driving. Pull off the road to write something down.

Accidents: If employees are involved in an accident with a company car they should contact Human Resources as soon as possible so we can get in touch with our insurance provider. Employees shouldn't accept responsibility or guarantee payment to another party in an accident without company authorization. Employees should follow legal guidelines for exchanging information with other drivers and call local police if accidents are serious.

Any employee found to have violated this policy may face disciplinary action up to, and including termination.

Cell Phone Use

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during non-work time when possible. Improper use of cell phones during working hours may result in disciplinary action. Continued use of cell phones at inappropriate times or in ways that distract from work may lead to having cell phone privileges revoked.

Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination. All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.

Employees in possession of company-owned cellphones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

Misuse, abuse and or excessive personal cell phone use may result in disciplinary action up to, and including termination. Please contact your Manager or Human Resources with questions regarding this policy.

Business Expense Accounts

At times, you may incur costs as a result of conducting company business. Some positions, such as our sales staff, involve frequent expenses for travel, lodging and meetings. Expense reports, along with original receipts, are to be submitted weekly and require the approval of your Manager. For excessive amounts, a written explanation will be needed. Falsification of expense reports or financial recordings will be grounds for immediate disciplinary action up to, and including termination.

For more information, please see the travel section, your Manager or Human Resources.

Travel

It is Lemberg's policy to reimburse employees for legitimate, necessary and reasonable travel expenses when directly connected with or pertaining to Lemberg business. Lemberg is committed to ensuring that all business travel is conducted responsibly and economically. Employees are required to exercise prudent business judgment regarding expenses covered by this policy.

Business travel procedures, responsibilities and practices are outlined below.

- Managers must approve any employee travel in advance.
- Employees should use the most appropriate form of transportation available, book the least expensive fares, and stay in and eat at moderately priced establishments.
- Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the Manager.
- Any travel expenses considered unreasonable or do not have prior approval will not be paid or reimbursed and are the employee's personal responsibility.
- Employees will not be reimbursed for the travel expenses of an accompanying spouse.
- Employees may use their personal credit card for approved business travel and should submit documentation for reimbursement.

Misuse or inappropriate expense reimbursement for expenses may result in disciplinary action up to, and including termination.

Travel Time:

- ***Travel During the Workday:*** Time spent by an employee traveling as part of his or her regular job duties, such as travel from jobsite to jobsite during the workday, is work time and will be paid as such.

- ***Travel for a One-Day Business Trip (conference, networking event, training, vendor site visit Etc.):*** An employee who regularly works at a fixed location and is travelling to a conference, training, vendor site or networking event and returns home the same day will be paid for the time spent traveling to and from the destination, except for the time the employee would normally spend commuting to and from the regular worksite.
- ***Travel Away from Home:*** Travel that keeps an employee away from home overnight is travel away from home. Travel time that takes place within normal work hours, regardless of the day of the week, is treated as work hours.
- The most economical mode of transportation should be used to and from airports and local destinations. Travelers will be reimbursed for personal car mileage to and from the airport and assigned destinations, less their normal home-to-office commute.
- All air travel is to be economy class, except when the airline elects to upgrade the passenger for no charge, personal mileage upgrade coupons or accounts are used or, in rare circumstances, when no other seating is available on a flight and no other flights with available economy seating depart within a reasonable time frame.

Lodging:

- Actual and reasonable expenses for lodging will be reimbursed on the basis of commercial type accommodations. Any excessive amounts will require Manager's approval and may be subject to payment by the employee. "Full service" or "luxury" hotels should be avoided unless it is required or alternatives are not available or practical for a show or convention.
- Travelers are required to reserve standard rooms only.
- Travelers are responsible for canceling their own hotel rooms and should request and record the cancellation number in case of billing disputes.
- Original receipts are required for all lodging expenses.

Vehicle Transportation:

- Intermediate size (or smaller) cars will be reimbursed for employees traveling alone, unless extenuating circumstances (i.e.: medical, physical, etc.) dictate otherwise. The proper size and type of vehicle shall be rented according to the number of passengers, luggage, etc.
- Employees may use their personal car for business purposes if they have not been issued a company vehicle.
- When employees use their personal vehicles on approved company business, Lemberg will reimburse the approved mileage at the IRS standard allowance.
- Under no circumstances will the payment of mileage allowance for use of a personal vehicle be permitted if the employee has a company vehicle and the vehicle is in operating condition.

- All reasonable and necessary taxi, Uber, Lyft, bus, trains, tolls and parking expenses will be reimbursed. Receipts are required for all reimbursement.

Meals:

- Meal expenses incurred by the individual traveler when on a business trip will be reimbursed according to actual and reasonable costs.
- Travelers will be reimbursed for actual documented meal expenses (i.e.: proper and original receipts). Reasonability should be exercised regarding the total meal expense; unreasonable meals will not be reimbursed.
- When dining as a representative of the company and on company business, no more than two alcoholic beverages will be reimbursed per person per dinner.
- Receipts are required on all meal expenditures. If reimbursement is requested for meals with others, the persons, location, and business purpose must be clearly specified.

All travel related expenses and mileage should be submitted for reimbursement through the company Mileage Form and or Expense Form. Itemization and original documentation will be needed. If an expense is questionable, additional explanation or documentation may be requested. The receipt amount must match the amount reported on the front of the expense report. If the amount does not match you will be asked to provide a written explanation.

Approved expenses will be reimbursed through the payroll system on every pay date, with the Expense Form due to the Accounting Department. Expense reports received after the cut-off date will be processed on the following payroll cycle.

Expense reports should be submitted for reimbursement promptly, generally within one (1) weeks following travel. Reimbursements will not be made for expenses older than eight (8) weeks.

Employees traveling on company business are representatives of the company and are expected to maintain a high level of professionalism and to follow all of Lemberg policies and practices. Deviation from this policy may result in disciplinary action up to, and including termination.

For any questions about this policy, please contact your Manager or Human Resources.

Searches

Lemberg reserves the right, when deemed necessary by management and or Human Resources, for authorized persons to search and inspect both company property and personal items, including vehicles brought onto company property.

The following may be searched. This is not a comprehensive list.

- Pockets
- Purses/wallets
- Briefcases/backpacks
- Cars/Trucks
- Boxes
- Files
- Computers
- Desks
- Lunch bags

In the event of a search, the employee may be present at the time the search is conducted. Searches may be done at any time without prior notice. An employee's refusal to cooperate in a search, inspection or investigation may result in disciplinary action up to, and including termination.

Solicitation

Lemberg prohibits the solicitation, distribution and posting of materials/literature on or at company property during working time. "working time" includes all time during which an employee is assigned to or engaged in the performance of job duties, but does not include scheduled breaks or meal periods during which time the employee is not assigned to or expected to perform any job duties. In addition, it does not include the time before and after the employee's shift. The sole exceptions to this policy are charitable and community activities supported by Lemberg management and company-sponsored programs related to Lemberg services.

Posting of materials/literature or electronic announcements are permitted with prior approval from Human Resources.

Non employees may not solicit employees or distribute literature of any kind on Lemberg premises at any time.

Violation of this policy should be reported to Human Resources.

Standards of Conduct

Business-like, professional conduct should be a standard held by all employees. To ensure the protection of its property, business interests and other employees, the company has established certain guidelines and procedures, which all employees are required to follow. No written list of company guidelines can be complete or can substitute for good judgment by employees or cooperation between employees and management.

These guidelines do not limit the company's right to impose discipline for other conduct detrimental to the interests of the company, its principals or other employees. If your conduct should become unacceptable, you will be advised privately about the situation and the methods to correct it.

Depending upon the circumstances involved, including the nature of the violation and surrounding circumstances, including, but not limited to, the employee's past or current work record, disciplinary record, current conduct and performance, discipline issued may be a minor counselling, verbal warning, written warning, suspension with or without pay or termination. Lemberg retains the right to repeat or bypass any step of the progressive discipline system or to create an alternative discipline system or improvement plan that may include all or none of the above steps. Under some circumstances, termination may be the first step of the discipline procedure.

Employees will be given a copy of all disciplinary and or improvement plan documents. Documents will be housed in the employees personnel file.

All questions regarding these guidelines of conduct or disciplinary action should be directed to the employee's Manager and or Human Resources.

The following are examples of prohibited activities. This list is not intended to be all-inclusive.

- Abuse of drugs or alcoholic beverages while on Lemberg premises, in Lemberg vehicles or at any time while on Lemberg business, or a violation of the Electrical Industry Drug-Free Alliance policy and procedures.
- False statements or material omissions in the Application for Employment and or hiring process.
- Falsification of other records including, but not limited to, expense records, financials, time worked or misrepresenting reasons for absence, tardiness, benefits.
- Belittling employees/management and or being disrespectful.
- Not following appropriate and lawful procedures created by management.
- Excessive absenteeism and/or tardiness.
- Fighting, horseplay, malicious pranks, intimidation or bullying.
- Using excessively abusive, threatening or obscene language.
- Using intimidation tactics and making threats.
- Deliberate damage to company property, including company vehicles or property of other employees.
- Insubordination. Slowing down, interfering with business operations or directing others to do so.
- Sexual or other unlawful harassment.
- Violating Lemberg policies on discrimination and harassment.

- Verbal or physical harassment or discrimination against any employee or customer on the basis of their protected classification.
- Making malicious, false and harmful statements about others.
- Creating a hostile work environment for employees, vendors or customers.
- Possession or use of weapons or explosives on company premises, violence or threats of violence or assault.
- Retaliation.
- Excessive or inappropriate use of the company's communication systems (e.g., email, Internet, telephones, cell phones, etc.)
- Outside employment with a competitor.
- Unauthorized disclosure of confidential information.
- Violation of safety, health and personal protection guidelines.
- Inappropriate behavior during networking and or company events.
- Theft, embezzlement, fraud, misappropriation of company property or funds or any other act of dishonesty.
- Voice or video recording of investigations.

Deviation from this policy may result in disciplinary action up to, and including termination.

Violence

At Lemberg, we are committed to maintaining a safe workplace free from workplace violence committed by or against employees. All Employees, customers and vendors are prohibited from making threats or engaging in violent activities. Our workplace is defined as all company owned and work sites.

The following are behaviors of conduct that are prohibited. This list is not intended to be exhaustive.

- Intimidating, bullying or threatening behaviors.
- Causing physical or verbal abuse.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.
- Use of weapons or carrying weapons onto company property
- Intentionally damaging employer property or property of another employee.
- Any other actions deemed by management to be threatening, abusive, offensive or that could cause injury.

Any potentially dangerous situations must be immediately reported to a Manager or Human Resources. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis.

Lemberg will actively intervene at any indication of a possibly hostile or violent situation. An employee who has been the subject of violent or threatening behavior or an employee who knows of a potentially violent situation, including seeing a weapon on company grounds should report the matter immediately to a Manager or Human Resources.

If an employee feels there is an immediate serious threat to himself/herself or to the safety of others, law enforcement authorities may be contacted directly. Managers have a responsibility to report to Human Resources, any acts of violence or threatening behavior. Complaints will be promptly and thoroughly investigated. Confidentiality will be maintained to the extent possible in light of the investigation. If the investigation reveals that an employee behaved in a violent or threatening manner, that employee will be subject to disciplinary action up to, and including termination.

An employee's refusal to cooperate in an investigation may result in disciplinary action up to, and including termination.

For any questions, please contact your Manager or Human Resources.

Conflict Resolution Procedure

Lemberg is committed to sustaining a positive work environment in which employees work constructively together. The Conflict Resolution Policy and process has been established as a foundation for ensuring that the work environment remains positive.

This policy is intended to:

- Provide the opportunity to resolve a conflict or complaint quickly, fairly and without reprisal.
- Improve communication and understanding between employees and or management.
- Ensure confidence in a thorough investigation by providing confidentiality to the best of the investigator's ability.
- Support a positive work environment by attending to the complaint in a timely manner.

All requests for conflict resolution, complaints and appeals shall be fully investigated by Human Resources with the support of management when needed. Replies will be given as quickly as possible.

Penalty or retaliation against an employee who initiates conflict resolution or makes a complaint, or participates in a problem resolution investigation will not be tolerated and will be subject to disciplinary action up to, and including termination.

An employee's refusal to cooperate in an investigation may result in disciplinary action up to, and including termination.

Conflict Resolution and Complaint Procedures: Employees who experience a work related conflict or who have a complaint should first attempt to discuss the matter with the involved party. In some situations, this may be difficult, inappropriate and or non-satisfactory; in these cases, the employee may discuss the matter with their Manager or may request a meeting with Human Resources to discuss the problem.

The Manager or Human Resources will analyze the merits of the conflict resolution request or complaint, and within a reasonable amount of time, Human Resources will conduct an investigation and prepare a written response of the findings and a further action plan if needed. Human Resources will forward a copy of the response along with a request that the employee can sign and date to confirm he or she has received the reply and agrees or disagrees with the plan of action.

For any questions regarding this procedure, please contact your Manager or Human Resources.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is Lemberg's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Lemberg employees by management, coworkers, or nonemployees who are in the workplace, at jobsites, accompanying the employee during business travel or at company events during normal working hours or outside of normal working hours is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Lemberg will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment: "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of a Hostile Work Environment: A hostile environment can result from continuous unwelcomed conduct of Managers, co-workers, customers, contractors, or anyone else with whom the victim interacts with on the job, at company events or networking events and the unwelcomed conduct renders the workplace atmosphere intimidating, scary, uncomfortable, hostile or offensive.

Some examples of behaviors that may contribute to an unlawful hostile environment include:

- Discussing sexual activities.
- Telling off-color jokes concerning race, sex, disability, or other protected bases.
- Unnecessary touching.
- Commenting on physical attributes.
- Displaying sexually suggestive or racially insensitive pictures.
- Using demeaning or inappropriate terms or epithets, including crude language.
- Using indecent gestures.
- Sabotaging the victim's work.
- Bullying.
- Engaging in hostile physical conduct.

Definition of Sexual Harassment: While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or offensive work environment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcomed, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not.
- Sexual favors suggested in return of promotion and or raise.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body and comments about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, or cartoons.

- Unwelcomed leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments.
- Inquiries into one's sexual experiences.
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Lemberg.

Complaint Procedure: Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment or a possible hostile work environment situation, is requested and encouraged to make a complaint. You may complain directly to your immediate Manager, Human Resources or any other member of management with whom you feel comfortable bringing such a complaint to.

Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above. No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

An employee's refusal to cooperate in an investigation may result in disciplinary action up to, and including termination.

All complaints will be investigated promptly by Human Resources, to the extent possible, with regard for confidentiality. If the investigation confirms conduct contrary to this policy has occurred, Lemberg will take immediate, appropriate, corrective action, including discipline up to, and including termination.

For any questions regarding this policy, please contact Human Resources.

Resignation and Termination

We hope you will find your employment with us to be both personally and professionally rewarding; however, we do recognize that the employment relationship may end at some point. As an at-will employer, we understand that either you or the company may terminate the employment relationship at any time, for any reason. If you decide to leave, the company would appreciate a two (2) week written notice provided to Human Resources so that we can begin the process to adequately fill the position. Lemberg reserves the right to accept an employee's resignation effective immediately after notice has been given.

Upon termination, all keys and other company property must be returned prior to or on your last day of employment. If you decide to resign from your position, an exit interview will be scheduled by Human Resources. When applicable, you will be contacted and offered the

opportunity to continue coverage through our group health and dental plans at your own cost.

All unused, accrued vacation will be paid out. Any used vacation that has not been accrued at the time of resignation or termination will be deducted from the employee's final pay check.

Upon termination, Lemberg will not provide verbal employment references. This policy does not pertain to employment verifications.

Dress Code

Lemberg strives to maintain a workplace environment that functions well and is free from unnecessary distractions. As part of that effort, the company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed.

All Lemberg employees are expected to present a professional, business casual like image to clients, visitors, customers and the public. Any staff member who does not meet the attire or grooming standards set by Lemberg will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly non-exempt employees will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

Lemberg employees are expected to care about their personal appearance and ensure that their personal hygiene and dress, project a positive self and company image. Our policy applies to both male and female employees.

Acceptable attire includes Khaki/chino-style pants, slacks, solid colored leggings with an appropriate length top, button down shirts with or without ties, casual shirts with collars (such as polo shirts), blouses or tops, company logo wear, sweaters, cardigans, dress shoes, boots, flats or mid-sized heels.

Dress wear that does not comply with Lemberg policy includes hoodies, crew neck sweatshirts, sweat suits, shorts of any kind, ripped jeans/pants, tank tops/spaghetti strap tops (without cardigan), beachwear, flip-flops, stretch pants (workout/yoga pants), printed leggings, boots with fur, suggestive attire or clothing that displays offensive or inappropriate slogans or pictures are not acceptable at any time. All clothing must be properly fitted and in good repair. Accessories such as jewelry, hairstyle, hair color and make-up should reflect good taste and present a pleasant appearance.

Currently Jean Fridays are accepted. Management has the right to discontinue this perk at any time. When casual dress days are designated, employees are asked to dress appropriately and use common sense when selecting apparel. The unacceptable clothing that is listed above still applies.

Violations of the policy can range from inappropriate clothing items and or body odor. If an employee comes to work in inappropriate dress, he or she will be required to go home and change into conforming attire or properly groom, and return to work.

If an employee's poor hygiene is an issue, the Manager or Human Resources should discuss the problem with the employee in private and should point out the specific areas to be corrected. If the problem persists, Managers should follow the normal corrective action process.

Lemberg recognizes the importance of individually held religious beliefs to persons within its workforce. Lemberg will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship.

Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for employees. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resources Department.

For any questions regarding this policy, please contact Human Resources.

Breastfeeding

In recognition of the documented health advantages of breastfeeding for infants and mothers, and in compliance with the Patient Protection and Affordable Care Act, as amended, Lemberg provides a supportive environment to enable nursing mothers to express their milk during work hours. This policy shall be communicated to all current employees and included in new employee orientation training.

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

Milk Expression Breaks: Breastfeeding employees are provided with reasonable break time to express milk during work hours. Such break time will be provided each time the employee needs to express milk for up to one (1) year after the child's birth. Break time that may be needed beyond the usual break times may be unpaid, if permitted by state law, or the employee may elect to use personal leave or make up the time as negotiated with her Manager.

A Place to Express Milk: Lemberg will make a private room (not a toilet stall or restroom) available for employees to express milk. The room will be private and clean, and have an electrical outlet. If employees prefer, they may express milk in their own private offices. It is expected each nursing mother will provide her own equipment for expressing milk, including breast pump and containers, in addition to a cooler or other device for refrigerating the milk.

Employees who wish to express milk during the work day shall keep their Manager informed of their needs so that appropriate arrangements can be made for the employee and the company.

Lunchroom

The company provides a kitchen and lunch area for the comfort of all employees. Vending machines, microwaves and kitchenware are company property and are provided for the convenience of all employees. It is everyone's responsibility to keep these areas clean and free from trash, dirty dishes and flatware. You are expected to clean up after yourself and to use recycle bins whenever possible.

Smoking

Lemberg is a tobacco-free facility. The use of tobacco products of any kind as well as electronic cigarettes (e-cigarettes) and vaping products by anyone where our employees work is prohibited.

Lemberg has a vital interest in maintaining a safe and healthy environment for its customers, visitors and all who work here. We recognize that smoking, vaping, breathing secondhand smoke and e-cigarette vapor and using tobacco products of any kind (to include chewing tobacco) contribute to serious health consequences.

Use of tobacco products, e-cigarettes and vapes is permitted only in designated areas. You may not use tobacco products, vaping products, chewing tobacco or e-cigarettes anywhere within the company's workspace.

Employees with inquiries, complaints or disputes about the use of tobacco products or e-cigarettes in the workplace should contact their Manager or Human Resources. Any employee who violates this policy is subject to discipline up to, and including termination.

Parking

Parking facilities are provided by the company for the convenience of its employees. Parking is not assigned and is available on a first-come, first-served basis; however, please do not park in the areas reserved for visitors or the disabled. You are expected to drive carefully and safely in our parking areas. The company assumes no liability for any theft, damage or personal injury incurred in the parking lots.

Visitors

For reasons of safety and security, Lemberg does not allow members of the public or unauthorized visitors beyond the reception area. By doing so, Lemberg helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information and avoids potential distractions.

Visitors must be escorted by a Lemberg employee at all times when on the premises. If you see any unfamiliar person in the facility who is not escorted by a Lemberg employee, you should report it immediately to your Manager.

Without prior approval from Executive Leadership, former employees are not permitted onto company property.

Questions regarding visitors should be directed to your Manager.

Outside Employment

Lemberg recognizes that some employees may need or want to hold additional jobs outside their employment with the company. Employees of Lemberg are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns. Lemberg applies this policy consistently and non-discriminatorily to all employees, and in compliance with all applicable employment and labor laws and regulations.

The following are actions that are against company policy when obtaining outside employment. The below applies to all employees. This is not an all-inclusive list.

- Work-related activities and conduct away from Lemberg must not compete with, conflict with or compromise the company's interests or adversely affect job performance and the ability to fulfill all responsibilities to Lemberg.
- Employees are prohibited from obtaining outside employment with competitors of Lemberg.
- Unauthorized use of any company tools or equipment is prohibited.
- Unauthorized use or application of any company confidential information.
- Lemberg employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at Lemberg, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).

For any questions, please contact your Manager or Human Resources.

Performance Evaluations

The Performance Review Process provides a means for discussing, planning and reviewing the performance of each employee. All full and part-time employees will receive performance reviews.

During an employee's first 30 and 90 days of employment, performance check-ins will be scheduled by Human Resources. Annual Performance Reviews are conducted in January followed by Mid-year check-ins in August. All performance reviews will be scheduled by Human Resources. Each Manager is responsible for the timely and equitable assessment of the performance and contribution of subordinate employees. Managers are to use the

company's standard Performance Review Form to document all formal performance evaluations.

Employment with Lemberg is considered, "at will", either the employee or the company may terminate the employment relationship at any time. If it is felt that an employee is not making significant progress or is performing unsatisfactorily, it is not necessary to wait for a formal performance appraisal or Performance Improvement Plan to initiate a termination. Managers should consult with the Human Resources anytime an employee is consistently not meeting the company's expectations. Performance evaluations will normally consider such factors as the experience and training of the employee and the employee's overall performance. Other factors that normally may be considered include, but are not limited to, quality of work, promptness in completing assignments, initiative, responsibility level, divisional goals, reliability, attendance and conduct.

Personnel Records

In an effort to keep our records current, please keep the Human Resources and or the Accounting Department informed of any change in status such as name, marriage, address, telephone number, number of dependents, divorce, separation, births, deaths and emergency contact information. These changes are necessary and could also potentially affect your tax withholding.

A personnel file consists of documentation such as:

- General employment information.
- Trainings.
- Promotions/transfers.
- Compensation/raises.
- Misc. Payroll information.
- Medical-housed in a separate file.
- Disciplinary/terminations.

Lemberg holds the highest regard for confidentiality with personnel and medical records. For any medical needs, concerns or inquiries regarding accommodations, leave of absences, ADA, FMLA or personal medical issues, please contact Human Resources.

A past or current employee has the right to view and copy their personnel records at least two (2) times per calendar year. Employees must request their personnel file in writing to Human Resources. Upon the received request, Human Resources will provide the opportunity for the employee to inspect the documents within the personnel file within seven (7) working days.

If an employee disagrees with any information contained in the records, the employer and employee may agree to correct or remove the information. If agreement cannot be reached, the employee may submit a written statement explaining his or her position. Human Resources will attach the statement to the disputed item.

Employment Classifications

It is the intent of Lemberg to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will at any time is retained by both the employee and Lemberg. All employees are designated as either non-exempt or exempt under state and federal wage and hour laws:

- **Non-exempt employees** are full or part time employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from minimum wage, overtime and timekeeping provisions of the Fair Labor Standards Act as amended. Our non-exempt employees receive overtime pay for work performed over 40 hours per week.
- **Exempt employees** are generally Executives, Officers, Managers, Technical, Professionals, Administrative or Outside Sales who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Lemberg has established the following categories for both non-exempt and exempt employees:

- **Regular full-time employees** are regularly scheduled to work the company's full-time schedule. They are eligible for the full benefits package, vacation, holiday, sick and personal day offerings, subject to the terms, conditions and limitations of each benefit program.
- **Regular part-time employees** are regularly scheduled to work less than the full-time 40 hour schedule. Regular part-time employees are eligible for health benefits if they meet a consistent 20 hours per workweek. Part-time employees will not be eligible for vacation or holiday pay.
- **Contract employees** are through a temporary agency and are not a Lemberg employee. They will not receive Lemberg provided health benefits. They will not be eligible for holiday, sick, personal and vacation days.

If you are unsure of your employment classifications, please see your Manager or Human Resources.

Compensation

It is the policy of Lemberg to pay wages that are competitive with rates being paid for similar jobs by other employers within our industry and the community. Our company compensation policy decisions must take into consideration the company's overall economic condition and competitive wage rates, as well as employee performance.

Wage Plan: New employees will generally be hired at the starting rate assigned to their position with consideration of current market trends, economic condition and level of experience. Managers are then responsible for conducting compensation reviews with each employee, generally on an annual basis. Recommendations for wage adjustments are normally based on performance, length of service, position within the wage grade and budget considerations. Our compensation policy should not be regarded as a guarantee of a wage increase or continued employment.

Pay Day: Currently, pay stubs are issued on a weekly basis; every Wednesday. Automatic deposit is required. An employee's first week of employment will be paid by a manual check. All further weekly compensation will be directly deposited into the bank account on file. Under certain circumstances, such as a conflict with a holiday, your paycheck may not be available until the next business day.

For your protection, checks can only be released to the individual whose name appears on the check. An exception to this will be made when an employee has given written authorization and has then verified this with the Department Manager or the Accounting Department.

Lemberg is required to deduct the Federal and State Withholding Taxes (income tax) from your paycheck. These deducted amounts are turned over to the United States Treasury and the State you reside in. You are given credit for them toward payment of your income taxes. Your salary, your marital status, and the number of your exemptions determine the amount of these tax deductions. Deductions for Social Security (FICA) will also come out of your paycheck at the rate established by law. Each year you will receive a form showing your total earnings for the year and the amount of taxes and FICA already deducted. This statement of earnings, Form W-2, is delivered to you by January 31st of each year reflecting the total wages paid for the preceding year.

Time Recording: All hourly non-exempt employees are required to record their hours worked using the correct company form. Hourly nonexempt are expected to work 8 hours as well as take a 30 minute unpaid lunch break. No work is to be performed during that time-no exceptions. Managers are responsible for collecting all time cards and submitting to payroll no later than noon every Monday. The company complies with all state and federal regulations for proper payment of its employees, and takes every precaution to determine the appropriateness of each deduction. Corrections to time cards are to be made by the employee. Managers are unable to make corrections and or fill out an employee's time card without written consent from the employee.

Any employee who believes that an error was made on his/her paycheck, must notify the company within 15 days of the pay period in which the error was allegedly made. If it is determined that an adjustment is necessary, the adjustment will normally be made on the next paycheck. Further, the company will take actions to remedy any processes necessary to ensure future errors will not occur.

Falsification of time records is a serious offense. Anyone found knowingly to have falsified a time record, or who fails to follow proper payroll reporting procedures, will result in disciplinary action up to, and including termination.

Hours of Work (updated April 2021): Normal business hours are between 6:00 a.m. to 5:00 p.m., Monday through Friday. Additional hours worked outside of the normal business hours are allowed when coordinated with your manager. A regular workday for a fulltime employee consists of 8 hours of work with a 1-hour lunch period (9 hours total). A regular workweek at Lemberg consists of 40 hours worked Monday through Friday. Your normal workday, including starting and ending times, will be explained to you prior to your start date. Employees are expected to be at their work areas, ready to work, at starting time.

If adjustments need to be made to an employee's set hours, please see your manager. Your manager will work with you, to the best of their ability, and will determine the schedule based on business needs and position requirements.

Overtime: Lemberg compensates all non-exempt employees time and one-half for all hours worked in excess of 40 hours each workweek. To be eligible for time and one-half for Saturday work, you must complete 40 hours within the regular workweek. To qualify for double time for Sunday work, you must complete 40 hours within the regular workweek. The workweek begins at midnight on Sunday (12:01 a.m.) and ends on Saturday at midnight (12:00 a.m.). Only hours actually worked will be considered in the calculation of overtime.

Depending on the business needs of Lemberg, there may be times when it will be necessary for you to work overtime. Your Manager will notify you as early as possible regarding our scheduling needs.

Voluntary overtime requests are to be approved by your Manager prior to working hours over 40 per workweek. Unauthorized overtime will result in disciplinary actions up to, and including termination. Managers are to initial overtime on time cards to acknowledge prior approval.

For any questions, please contact your Manager or the Accounting Department.

Attendance and Punctuality (Updated January 2022)

Lemberg expects prompt and regular attendance from all employees. This means that all employees must be at their work area, on time, fully ready and able to work at their starting time. Hourly nonexempt employees are to work their complete 8 hours unless approval by Management states otherwise. Proper attendance and punctuality are expected of every employee.

Excessive tardiness and absenteeism have a disruptive impact on company operations, fellow employees, and customer relationships. Your attendance record is reviewed on a regular basis. If a problem develops, your manager will discuss the source of the problem. Our objective is to develop reliable work habits.

An unscheduled absence is defined as any absence your manager/supervisor is not informed of prior to the employee finishing their shift on the day prior. Any unscheduled absence must be reported to HR, and you will not be able to return to work until cleared by HR.

Any absence related to an illness or personal injury must also be reported to HR and you will not be able to return to work until cleared by HR.

If you are taking an unscheduled day off, you are expected to notify your manager within one (1) hour prior to your normal start time. In the case of an emergency, you must notify your manager as soon as possible. Responsible management of vacation, sick and personal hours is an employee's responsibility. Please refer to the vacation policy regarding the accrual of hours for time off.

For absences of three (3) or more days that are due to injury or illness, your manager or Human Resources may request a doctor's certificate indicating that you are released to return to your normal job duties, with or without restrictions, before allowing you to return to work. If you believe your absence may be covered under the Family and Medical Leave Act (FMLA), it is your responsibility to notify Human Resources of your intent to apply for FMLA Leave.

An employee who fails to report to work for a period of three (3) consecutive workdays without notifying their manager will be considered to have abandoned the job and has voluntarily terminated their employment unless the reason for the absence is protected under state and federal laws.

Chronic or excessive absenteeism and or tardiness will be cause for corrective action up to and including termination.

For any questions, please contact your manager or Human Resources.

Personal Appointments

All Employees are encouraged to schedule personal appointments outside of regularly scheduled hours of work. If it is necessary to be absent, or if you have to leave for a personal appointment, please notify your Manager as soon as possible, but no later than the day before such an appointment.

Hourly Non-Exempt:

- If you are an hourly, non-exempt employee, you must record your time out on your timecard when leaving for an appointment, and you must record your time in upon your return. All Employees must use vacation, personal or sick time for appointments (sick time will be utilized dependent on the nature of appointment). All employees must utilize applicable paid time prior to approval of unpaid time off.
- If paid time is not available, employees will not be paid for time missed from work

for personal appointments.

- Determination as to whether employees will be able to make up their time will be under the Manager's discretion and on a case-by-case basis. The Manager will decide as to whether the employee can make up time by coming in early and or staying late for that workweek. The employee will not be allowed to work through their unpaid lunch.
- Missed time (paid or unpaid) will be deducted in 30 minute increments.

Salaried-Exempt:

- Salaried-exempt employees are required to use vacation, personal or sick time for appointments (sick time will be utilized dependent on the nature of appointment) if an appointment equals to one half of a day (partial day) or more.
- If an employee has exhausted all available paid time off, his or her salary will be deducted for any time off that equals to one full day or more. All employees must utilize applicable paid time prior to approval of unpaid time off.

A record is maintained of each employee's attendance, and an unacceptable record could have an effect on continued employment.

For any questions, please contact your Manager or Human Resources.

Inclement Weather

On rare occasions, unusual conditions may cause interruption of the normal work schedule. The President/CEO or the VP of Operations/COO have the authority to determine closure of the office. Lemberg has arranged to provide emergency closing information to employees through WTMJ4 and Fox 6 News channels. Managers will be notified and will be directed to inform their team as well.

If in the event of a closure due to a snowstorm, utility failure, or other interruption or emergency, with direction from the President and or Vice President of Operations/COO, all employees who are at work and are given the option to leave for the balance of the day will be paid for their full scheduled workday.

If the office is closed prior to the start of the normal workday, hourly non-exempt employees will not be paid for the workday. If requested, under Management's discretion, the employee may be given the option to make up their hours. If make up hours are not requested or granted, the day may be used as a paid vacation/personal time off in order to be paid for the day.

Salaried-exempt employees will be paid for the day in accordance with the Fair Labor Standards Act and are expected to make productive business use of time away from work during inclement weather conditions or other circumstances that may affect the normal in office work schedule.

Part-time and temporary employees will generally not be paid for time lost due to inclement weather or other emergency closings.

Safety Policies & Guidelines

An injury to an employee always means a loss to both the individual and to the company. Lemberg has a definite responsibility to maintain a safe work environment to prevent injuries. To meet this responsibility, we have made every effort to eliminate hazards in the workplace and to provide policies and training to our employees. We expect that all employees will accept their responsibility to comply with our commitment to providing and maintaining a safe working environment and will practice only safe work habits. Compliance with the company's safety policies and practices is required and employees who violate our policies or do not follow sound safety practices will be subject to disciplinary action up to, and including termination.

A complete safety program has been established. Please reference and carefully read the guidelines of Lemberg's Electric Safety Manual. For injury reporting, please see the Workplace Injury section of this handbook. For any questions, please contact your Manager or Safety Director.

On-the-Job Injury and Illness

Lemberg strives to provide a safe and healthful place of employment. In the event of an injury or illness while at work, procedures must be followed to ensure proper medical treatment and potential coverage under the company's Workers' Compensation Insurance program. Therefore, we expect complete cooperation from employees.

An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a pre-existing condition. All injuries or illnesses that occur on the job must be reported to your Manager and Human Resources at once, regardless of the nature or severity. The injury and/or illness must be documented on an Internal Incident Report or Record Only Form immediately after the occurrence or as soon as practical. See Human Resources for the appropriate form. The form should be filled out as soon as possible, but not later than the next business day after the incident for follow-up and/or historical purposes.

All work-related injuries and illnesses are covered under state Workers' Compensation laws. This insurance is paid for by the company and may cover medical costs, as well as partial income replacement, if you are unable to work. Lemberg is required by law to maintain accurate and complete records concerning work-related injuries and illnesses. Currently, the company's Workers' Compensation Insurance carrier is responsible for processing and investigating work-related claims that result in medical treatment away from the workplace and/or lost time. When an employee is injured as a result of an on-the-job accident or is involved in an accident that results in injury to another individual or damage to company property, the employee may be required to take a test to screen for the presence of drugs or alcohol in his/her system. Further details about post-accident drug and alcohol testing may be found in the Electrical Industry Drug-Free Alliance policy and procedures.

Workers' Compensation claims and supporting documentation will be maintained by Human Resources in an "Active Workers' Compensation" file until it has been closed or resolved. Workers' Compensation records will be kept for a minimum of 12 years from the date of the incident.

SECTION III:

BENEFITS

Holidays

Lemberg recognizes the following (8) paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (1/2 day)
- Christmas Day
- New Year's Eve (1/2 day)

All full-time employees who have completed 30 days of employment and who work the full scheduled day before and the full scheduled day after the holiday are eligible for holiday pay. Employees will be paid eight (8) hours of pay at the regular rate of pay.

If a paid holiday occurs during a pre-approved scheduled vacation or paid leave of absence, you will receive pay for the holiday in lieu of using vacation, personal or sick time. If you are on an unpaid leave of absence, you will not be paid for the holiday.

If a designated holiday falls on a Saturday, the Friday before will normally be recognized as the holiday. If a designated holiday falls on a Sunday, the Monday after will normally be recognized as the holiday.

The company reserves the right to modify this holiday schedule on an as-needed basis.

For any questions regarding this policy, please contact your Manager or Human Resources.

Vacation

Lemberg believes that each employee that is eligible for paid vacation time should take an annual vacation/time-off for the purposes of rest and relaxation. The amount of vacation granted depends upon the employee's years of continuous service.

All full-time employees are eligible to accrue paid vacation time based on the schedule below. Our vacation year is from January 1st through December 31st.

Based on when an employee is hired, vacation will be prorated.

Years of Continuous Employment	Days of Vacation
0 – 3 Years	5 Days
4 – 10 Years	10 Days
11 – 25 Years	15 Days
25 Years +	20 Days

Vacations should be scheduled as far in advance as possible with your Managers approval. Every effort will be made to accommodate your preference of vacation; however, work demands and business operations may affect the scheduling of vacations.

Non-exempt employees may take vacation in 30 minute increments while exempt employees must take vacation in half-day or full-day increments. You will be paid at your regular rate of pay for each day or week of vacation taken. Vacation pay will be paid on normal payroll periods. All employees must utilize vacation time prior to approval of unpaid time off.

Vacation days do not roll over to the next year. Please contact Human Resources for any questions regarding this policy.

Personal Days

Lemberg recognizes that there may be times when an employee needs to take care of personal business that cannot be handled outside of your normal working hours.

Lemberg provides full-time employees two (2) personal days per calendar year that can be used for additional sick time or to attend to personal matters. A new employee is eligible for two (2) personal days following the completion of 30 days of service. Each year, two (2) personal days will be given to eligible employees at the first of every year.

Personal days must be used prior to the end of the calendar year. Unused personal days left at the end of the calendar year will be lost. Unused personal days are not paid out upon termination of employment. Based on when an employee is hired, personal days will be prorated.

The use of any personal time must be pre-approved by your Manager with advance notice. Dependent on business needs, Managers may deny a personal day. All Employees must utilize personal days prior to management approval of unpaid time off.

For any questions, please contact your Manager or Human Resources.

Sick Days

Lemberg recognizes the need for employees to be off of work at times to recuperate from a personal illness or injury. Therefore, the company provides full-time employees three (3) sick days per calendar year. This policy does not apply to work-related illness/accidents.

Sick days are for the express purpose of an employee's illness or serious injury and are not to be used as vacation days. Availability of sick days does not necessarily exempt an employee from the company's attendance standards. If an employee is out for more than three (3) days due to injury or illness, the employee's Manager or Human Resources may ask for a return to work slip.

A new employee is eligible for three (3) sick days following the completion of 30 days of service. Each year, three (3) sick days will be given to eligible employees at the first of every year. Based on when an employee is hired, sick days will be prorated. Sick days must be used prior to the end of the calendar year. Unused sick days left at the end of the calendar year will be lost. Unused sick days are not paid out upon termination of employment.

For any questions, please contact your Manager or Human Resources.

Continuing Education/Tuition Reimbursement

Lemberg strives to provide an opportunity for professional growth through educational assistance and certification programs for eligible employees. Tuition reimbursement is available to Exempt and full-time non-exempt employees in the amount of \$3,000.00 per calendar year.

Lemberg will reimburse you for tuition if your request meets the following considerations:

- Employee must have been employed with Lemberg for six (6) months prior to the start of class.
- Course(s) must have a direct job-related application in the opinion of the President/CEO or Vice President/Chief Operating Officer.
- The Reimbursement Request Form has been approved and signed by President/CEO or Chief Operating Officer prior to the first day of class.
- Costs incurred must be verified by original receipts.
- Must receive a grade of "C" or better or a "pass" in a "pass/fail" course.
- Reimbursement will be made upon confirmation of grade or "pass" Approval of official grade(s) will be made once an official transcript is presented.

- You remain employed with the company for the duration of the course and continue employment for 12 months after course completion or must refund entire amount reimbursed.

Reimbursement will not be made for late fees, student activity fees, books, supplies, computers, transportation to and from classes, parking or other non-tuition expenses.

Employee Stock Ownership Plan (ESOP)

Lemberg offers an Employee Stock Ownership Plan (ESOP). In an ESOP, the company contributes shares to a trust fund, which are then allocated to individual employee accounts. The shares become vested to you over a period of five (5) years of working for Lemberg.

You are eligible to participate in this plan after completing 12 full months of continuous service, working 1000 hours each year and being 21 years of age or older. Other enrollment conditions must be met and will be provided in a separate FAQ document which will outline specific benefits, allocation and vesting. You are encouraged to read the information given.

For any questions, please contact the Chief Financial Officer or Human Resources.

401(k) Plan

Our 401(k) Savings Plan is a voluntary, pre-tax savings plan. Individual contributions are made through payroll deductions and are subject to IRS limitations. Employee contributions apply to direct pay, consisting of base, overtime earnings, incentives, commissions and bonuses. A Summary Plan Description is available. Please see Human Resources for additional information.

Insurance and Disability

All full-time employees are eligible for medical, dental and vision coverage on the first of the month following 60 days of service. All full-time employees are eligible for Short Term Disability. All full-time employees are automatically covered by employer paid Long Term Disability Insurance after 60 days of employment. Employees do not have to enroll. Employees must work at least 30 hours per week on a regularly scheduled basis in order to be covered.

All full-time employees are automatically covered by employer paid Basic Life and AD&D Insurance after 60 days of employment. Employees do not have to enroll. Coverage for non-executive positions is \$25,000 and \$50,000 for executive positions. The option for supplemental insurance is available.

Please see Human Resources for the Summary Plan Description for insurance benefits.

Social Security

In addition to the amount you contribute to Social Security (FICA) automatically through your paycheck, Lemberg contributes an equal amount each pay period. A full description of Social Security benefits is available through the Social Security Administration.

Unemployment Insurance

The purpose of Unemployment Insurance is to replace part of your income if you are laid off or terminated through no fault of your own. The company pays the full cost of Unemployment Insurance but it does not decide who is eligible for benefit payments or the amount of the payments. This eligibility and payment amount is decided by state law.

COBRA

COBRA is a continuation of rights for health benefits upon termination. Upon hire, a Fact Sheet will be mailed to the address we have on file. Please see Human Resources if you would like a copy of the detailed summary regarding COBRA information.

Types of Leave of Absences

Bereavement: Lemberg recognizes that a time of bereavement is a very difficult for an employee. In this regard, every effort will be made to ensure that the employee is able to attend to family matters.

Bereavement leave will be granted due to the death in an employee's immediate family. The immediate family is defined as the employee's spouse, domestic partner, sibling, step-sibling, parent, step-parent, child, step-child, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents and grandchildren. Fulltime employees may be granted time off up to a maximum of three (3) paid days. Part time employees may be granted one (1) paid day off.

Employees are allowed up to four (4) hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the company, provided such absence from duty will not interfere with normal operations of the company.

For each day of absence, the employee will be paid at his/her normal base rate of pay up to a maximum of eight (8) hours per day.

For any questions, please contact your Manager or Human Resources.

Jury Duty/Court Appearances: Lemberg encourages all employees to be civic-minded. If you serve on a jury or testify as a subpoenaed witness in a judicial proceeding, you will be granted a paid leave of absence based off of this policy.

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify his or her Manager. The employee is required to provide copies of the subpoena or jury summons to his or her Manager and to Human Resources.

Fulltime and part time employees will be paid the difference between their base wage and the amount received for jury duty or court attendance for the first 10 working days. It is required that you present authorized evidence to Human Resources of jury duty or court attendance and the amount paid.

You must return to work on any workday when court duty dismisses prior to what would be considered a half day based upon your schedule. If you do not report to work when dismissed, you will not be paid for any time that is not authorized jury or court duty.

Employees appearing in their own case as a plaintiff or defendant or for a non-subpoenaed court appearance will not receive paid time off.

For any questions, please contact your Manager or Human Resources.

Voting: Lemberg believes that each employee should have the opportunity to exercise his/her right to vote in a general election. Since the polls are open extended hours, in most instances, you may vote before or after work. However, if your work schedule does not provide you with time to vote during non-working hours, you will be granted reasonable unpaid time off to vote during work hours. The company asks that you notify your Manager prior to Election Day if you anticipate a need to take time off to vote.

For any questions, please contact your Manager or Human Resources.

Military Leave: An unpaid military leave of absence will be granted for employees who enlist, are inducted, are called for training or called to active duty for a period of up to five (5) years. Employees who perform in and return from service will retain their rights with respect to reinstatement, length of service, vacation and compensation continuation of health benefits as required by the applicable state and federal laws.

Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide Human Resources and their Manager with notice of the need for leave as far in advance as is reasonable under the circumstances.

Written notice is preferred, but not required under the law or this policy. Employees on temporary or extended military leave may, at their option, may use any or all vacation or personal days during their absence.

For any questions, please contact Human Resources.

Civil Air Patrol Leave: An unpaid leave of absence will be granted to an employee who is a member of the Civil Air Patrol for purposes of participating in a Civil Air Patrol Emergency Service Operation. In advance of any emergency service operation, the employee must notify the company in writing that he or she is a member of the Civil Air Patrol and, at the time of the operation, may be required to provide a written statement from his or her commander certifying the employee's participation in an emergency service operation.

An employee may take up to five (5) consecutive workdays of unpaid leave, or up to 15 days of leave in a calendar year, to participate in an emergency service operation. The employee's status with regard to benefits, pay and seniority is considered to be uninterrupted by the leave.

Employees that are on Civil Air Patrol leave, at their option, may use any or all vacation or personal days during their absence.

Family Medical Leave (FMLA): Lemberg will provide Family and Medical Leave to its eligible employees. The company posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in – see Human Resources for location.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

Under this policy, Lemberg will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Coverage: Under Wisconsin law, employees are eligible if they have worked at least 52 consecutive weeks and for at least 1,000 hours in the preceding 52 week period. Employees are allowed to take up to two (2) weeks of leave for their own serious health condition in a calendar year, up to two (2) weeks for a serious health condition of a parent, parent in law, child or spouse (including domestic partner), and up to six (6) weeks for the birth or adoption of a child. Leave may be taken in full, blocks, or intermittently.

Employees have the option of taking paid leave (utilizing short term disability (when applicable), personal, vacation and sick days) or unpaid leave.

Under Federal law, employees are eligible if they have worked for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles. Leave may be taken in full, blocks, or

intermittently. Employees have the option of taking paid leave (utilizing short term disability (when applicable), personal, vacation and or sick days) or unpaid leave. All FMLA covered leave will be measure the 12 month period as a rolling 12 month period measured backward from the date an employee uses any leave under this policy.

Definitions:

Birth or Placement for Adoption or Foster Care: Family leave will be available to eligible male and female employees for the birth of a child or for placement of a child with the employee for purposes of adoption or fostercare.

Leave must be taken all at once, unless the company agrees otherwise, except to the extent state law allows partial absence during the state law entitlement. Such leave must generally be completed within 12 months of the birth or placement; however, for leave taken under Wisconsin law, the leave must commence within 16 weeks.

Serious Health Condition of Employee: An eligible employee, who experiences a serious health condition as defined by the state and/or federal law, may take up to 12 weeks of medical leave under this policy. A serious health condition will generally occur when the employee:

- Receives inpatient care in a hospital, hospice or nursing home.
- Suffers a period of incapacity of more than three (3) consecutive full calendar days accompanied by continuing outpatient treatment/care by a health-care provider;
- Is pregnant, including severe morning sickness;
- Has a history of a chronic condition which may cause episodes of incapacity.
- Has a permanent or long-term condition which requires continuing treatment by a health care provider.

Medical leave may be taken all at once or, when medically necessary, intermittently. The need for leave must be documented by the employee's treating health-care provider through the medical certification process. A fitness-for-duty statement will be required in order for an employee to return from a medical leave. Failure to provide the statement will result in a delay in the return to work.

Serious Health Condition of Immediate Family Member: An eligible employee may take up to 12 weeks of family leave under this policy in order to care for a son, daughter, spouse with a serious health condition (definition of son or daughter includes individuals for whom the employee stood or is standing in loco parentis). A serious health condition will generally occur when the employee:

- Provides care for a qualifying family member who, because of a serious health condition, is unable to care for his or her own basic medical, hygienic, nutritional or safety needs, or is unable to transport himself or herself to the doctor, etc.;

- Provides psychological comfort and reassurance that would be beneficial to a child, spouse or parent with a serious health condition who is receiving inpatient or home care.
- Fills in for others who normally care for the family member or to make arrangements for changes in care (transfer to a nursing home, for example).
- The employee need not be the only individual or family member available to care for the qualifying family member.

Leave may be taken all at once or intermittently. It will be necessary for the family member's treating health-care provider to document the need for leave through the medical certification process. An employee will be required to provide certification of relationship.

Qualifying Exigency for Military Family Leave: An eligible employee may take family leave under this policy while the employee's spouse, son, daughter, or parent (the "covered military member") is on active duty or call to active duty status for deployment to a foreign country for any qualifying exigency under federal law.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following:

- Short-notice deployment
- Military events and activities
- Child care and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation
- Post-deployment activities, and
- Additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Leave may be taken all at once or intermittently. It will be necessary to submit a complete and sufficient certification for FMLA leave due to a qualifying exigency.

Leave to Care for a Covered Service member with a Serious Injury or Illness: An eligible employee may take up to 26 weeks of family leave in a single 12-month period.

In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member – see additional description and qualifications:

- Caring for a current member of the Armed Forces.
- Includes a member of the National Guard or Reserves, or, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty (or existed before the beginning of the member's active duty and was aggravated by active duty) for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list.
- A covered service member may also be a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. This entitlement will be applied on a per-covered-service member, per-injury basis.
- The covered service member must be the eligible employee's spouse, son, daughter, or parent, or next of kin.
- A "son or daughter of a covered service member" means the covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.
- A "parent of a covered service member" means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents "in law."
- The "next of kin of a covered service member" is the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

Employees are required to provide confirmation of covered family relationship to the covered service member. It will be necessary for the covered service member's treating health-care provider, as defined by law, to document the need for leave through the medical certification process.

In certain instances, this leave may be combined with all other FMLA leaves, limiting the employee's FMLA leave entitlement for all purposes to no more than a total of 26 weeks of leave during the single 12 month period.

Leave may be taken all at once or intermittently.

Notifying the Company of the Need for Family or Medical Leave: Generally, an application for leave must be completed for all leave taken under this policy. When the need for leave is foreseeable, the employee should provide notice at least 30 days in advance. When this is not possible, notice should be provided as soon as the employee learns of the need for leave. In cases of emergency, verbal notice should be given as soon as possible (by the employee's representative if the employee is incapacitated) and the application form should be completed as soon as practicable.

Employees must return the proper documentation to Human Resources within 15 days or provide a written explanation for the delay. Within five (5) business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

Generally, the company will require medical certification to verify that an employee or family member's illness meets the definition of serious health condition or serious illness or injury of a covered service member and to determine the nature and duration of the leave. In the case of a family illness, the provider must also verify that the employee is needed to care for the family member.

Periodic recertification to verify that a condition is ongoing may be required as provided by the law.

The appropriate forms should be obtained from the Human Resource Department and should generally be returned within 15 days. Failure to provide this certification may result in delay or denial of the continuation of leave.

Intermittent Leave: Employees may qualify for the use of intermittent leave (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or

employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the company before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Use of Paid and Unpaid Leave: FMLA is an unpaid leave. Employees may take paid leave by applying for short term disability or using vacation, personal or sick days.

Benefit Continuation during Leave: While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Rights upon Return from Leave: An employee who takes leave under this policy will be reinstated to the same job or an equivalent position upon completion of the leave. If an individual has exhausted all leave under this policy and is still unable to return to work, the situation will be reviewed on a case-by-case basis to determine what rights and protections might exist under other company policies.

The law provides that an employee has no greater rights upon a return from leave than the individual would have had if he/she had continued to work. Therefore, an employee may be affected by a layoff or other job change if the action would have occurred had the employee remained actively at work. In such cases, the official date of the layoff will mean the end of FMLA leave for the employee. If the employee is recalled, if FMLA leave is still required, it may then continue.

Acknowledgement & Receipt

I hereby acknowledge that I have received a copy of Lemberg's Employee Handbook. I understand that the contents of this handbook are for general information and guidance and it does not constitute a contract. I understand that it replaces and supersedes any previous policies, manual or communications, whether written or oral. I further understand that all contents in this Employee Handbook are subject to change in accordance with applicable laws but employees will be advised of any changes.

I have entered into my employment relationship with Lemberg voluntarily and acknowledge that there is no specified length of employment. Employees have the right to terminate the employment relationship with Lemberg at any time, with or without notice, for any reason. The company has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. Lemberg retains sole discretion to add, delete, or change anything contained in this handbook except employment-at-will.

No employee or representative of Lemberg has the authority, at present or in the future, to promise any benefit or enter into an agreement for employment, oral or written, which in any way conflicts with this Employee Handbook or any of these statements, for any specified period of time and no person other than the President/CEO has the authority to change any policy, agreement, benefit, rule or procedure as stated in this handbook.

I understand it is my responsibility to read and understand the contents of this Employee Handbook including the topics on harassment, Conduct, attendance, drug and alcohol use, and safety. If I do not understand any provision of the handbook, I shall contact my Manager or Human Resources for clarification.

Employee Signature: _____

Print Name: _____ Date: _____

Note: All employees are required to acknowledge receipt of the Employee Handbook by signing this acknowledgement.

This copy will be placed in the employee's personnel file.