



**Lemberg
Electric
Company, Inc.**

**Union EMPLOYEE HANDBOOK
2022**

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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.

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 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 and working conditions described in this handbook.

Furthermore, the company reserves the right to withdraw or change the policies, procedures 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 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 Foreman, Project Manager or Human Resources. If there are questions about aspects of your job, duties or position expectations, please contact your Foreman. We will attempt to provide you with honest, straightforward responses to your questions and comments.

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 and working conditions 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 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, Human Resources will 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 site 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 on the same site/job in which the other party works, the parties must notify their Foreman and Human Resources. 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 site/job. If it is determined that one party must be moved, and there are jobs on other sites available for both, the parties may decide who will be the one to request the transfer. If the parties cannot amicably come to a decision the Foreman, Project Manager and Human Resources 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).

Foreman 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 Foreman or Project Manager 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.

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

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, gas 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 Foreman and or Project 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 two (2) 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)

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 Project 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 – includes puck-locks.
- 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 Human Resources with questions regarding this policy.

Business Expense Accounts

At times, you may incur costs as a result of conducting company business. Expense reports, along with original receipts, are to be submitted weekly and require the approval of your Project 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 Project 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.

- Executive Leadership and Project 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.
- Any travel expenses that 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.

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

Lodging:

- 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.

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 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 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.
- No selling or discarding of scrap which includes but is not limited to copper, aluminum, etc. All materials are to be brought to the shop.
- 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 your Foreman, Project Manager and 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 your Foreman, Project Manager or Human Resources.

If an employee feels there is an immediate serious threat to himself/herself or to the safety of others, instances should be reported immediately to Human Resources. Law enforcement authorities may be contacted directly. 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 Foreman/Project Manager or may request a meeting with Human Resources to discuss the problem.

The Project 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 Project 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 Project 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. Lemberg reserves the right to accept an employee's resignation effective immediately after notice has been given.

Upon termination, all keys, tools 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.

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

Dress Code

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 Project 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, Project 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.

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.

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.

Compensation

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. Foreman and or Project 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. Foreman/Project 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.

Attendance and Punctuality (Updated January 2022)

Lemberg expects prompt and regular attendance from all employees. 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 Foreman, Project Manager, and the vacation line within 24 hours prior to your normal start time. In the case of an emergency, you must notify your Foreman/Project Manager as soon as possible.

For absences of three (3) or more days that are due to injury or illness, your Project 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 his or her Foreman/Project 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 Project 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 Foreman and or Project Manager as soon as possible, but no later than the day before such an appointment.

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

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 the 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 Foreman 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

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.

Types of Leave of Absences

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 foster care.

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 company 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. 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 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.