



ALEXANDER MECHANICAL INCORPORATED (AMI) GUIDE TO HUMAN RESOURCE POLICIES

TABLE OF CONTENTS

SECTION	TITLE	PAGE
A	<u>EMPLOYMENT DISCLAIMERS</u>	3
B	<u>SCOPE AND COVERAGE</u>	4
C	<u>NON-DISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION</u>	5
D	<u>ANTI-HARASSMENT</u>	9
E	<u>ANNUAL SALARY AND PERFORMANCE REVIEWS HIRING AND SALARY APPROVAL PROCESS</u>	13
F	<u>EMPLOYMENT CATEGORIES</u>	16
G	<u>WORK HOURS AND REPORTING</u>	17
H	<u>ATTENDANCE</u>	18
I	<u>TERMINATION</u>	19
J	<u>SEVERANCE PAYMENTS / AGREEMENTS</u>	22
K	<u>CONFIDENTIALITY</u>	23
L	<u>DRESSCODE</u>	24
M	<u>VACATION</u>	25
N	<u>HOLIDAYS</u>	26
O	<u>JURY DUTY</u>	27



P	<u>TRAVEL AND ENTERTAINMENT</u>	28
Q	<u>COMPANY VEHICLES</u>	36
R	<u>SOLICITATION AND DISTRIBUTION OF LITERATURE</u>	41
S	<u>EMPLOYEE PURCHASES</u>	42
T	<u>MILITARY SERVICE</u>	43
U	<u>FAMILY AND MEDICAL LEAVE</u>	44
V	<u>SICK LEAVE</u>	48
W	<u>GROUP INSURANCE BENEFITS</u>	49
X	<u>CONTINUATION OF MEDICAL / COBRA</u>	50
Y	<u>RETIREMENT PLANS</u>	51
Z	<u>SAFETY AND ACCIDENT RULES</u>	52
AA	<u>SUBSTANCE ABUSE AND DRUG TESTING</u>	54
BB	<u>SMOKING / NO SMOKING</u>	62
CC	<u>Pay Scale</u>	64





Employment Disclaimers

Section A Page 1 of 1

While Alexander Mechanical, Inc. hereto refer to as (AMI), values each of its employees and wishes them success; employment at AMI has always been and is, in all respects, a “Terminable At-Will” relationship of indefinite duration. In other words, employment may be terminated by AMI or by an employee at any time, with or without cause, with or without notice, for any reason, good or bad (including reasons violative of or contrary to public policy, or malicious and/or bad faith reasons) or for no reason at all, and with or without formal process.

No present or past practice, no procedure or course of dealing and no assurance, commitment, communication, representation, inducement, offer or promise of AMI and/or its management, whether written or oral, express or implied, including, without limitation, those contained in these policies or those made during the hiring process or after the commencement of employment, shall have any legal force or binding effect upon Alexander Mechanical to alter in any way the “At-Will” nature of the employment relationship.

All communications, documents, memoranda or other writings, including, without limitation, these policies and any offers of employment, made or issued by AMI, its managers or agents and relating to or affecting employment (“Statements”) are unilateral expressions by AMI which AMI is free to change, modify, supplement and/or revoke, in whole or in part, retroactively and/or prospectively, with or without notice, as it chooses in its sole discretion.

These policies and other statements issued by AMI do not form and are not contracts of employment, express or implied, between the employee and AMI. Nor are they guarantees or commitments to applicants, employees or other individuals of any particular kind of treatment, management process or practice.

The interpretation application and meaning of these policies and/or any other statements relating to or affecting employment are exclusively reserved to the management of AMI.

No representative of AMI has the authority to enter into any agreement of contract, whether verbal or written, concerning terms and conditions of employment which alters in any way the “At-Will” employment relationship, except the Executive Leadership Team of AMI and such an agreement must be in writing and signed by the President of AMI and the employee to have any legal force or effect, no other person shall have authority to form such agreements or contracts.

No oral assurances, modifications, commitments, promises, inducements or representations of any kind (“Oral Statements”) shall have any force or effect upon AMI nor shall any applicant, employee or other individual place any reliance upon such oral statement.



Scope and Coverage

Section B
Page 1 of 1

1. Alexander Mechanical

These Human Resources Policies are intended to cover Alexander Mechanical.

2. Hourly and Salaried Employees of AMI

2.1 This guide covers both hourly and salaried employees of AMI

2.2 Exclusion: Employees represented by a Labor Organization for purposes of collective bargaining are not covered by this Guide.





Non-Discrimination, Equal Employment Opportunity and Affirmative Action

**Section C
Page 1 of 4**

Introduction

There are numerous federal laws that prohibit employers, including employment agencies and unions, from discriminating in employment based on race, color, religion, sex (including pregnancy, gender identity and expression and sexual orientation), national origin, disability, age or genetic information.

These laws also prohibit retaliation against people who complain of discrimination or participate in an equal employment opportunity (EEO) investigation.

Federal Discrimination Laws

Title VII of the Civil Rights Act, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), the Equal Pay Act (EPA), the Lilly Ledbetter Fair Pay Act and the Genetic Information Nondiscrimination Act (GINA) are federal laws that protect employees from discrimination, harassment and retaliation.

These laws prohibit employers with at least 15 employees (20 for the ADEA), including employment agencies and unions, from discriminating in employment based on race, color, religion, sex (including gender identity and expression, pregnancy and sexual orientation), national origin, disability, age or genetic information. The EPA covers virtually all employers.

They also prohibit retaliation against people who complain of discrimination or participate in an EEO investigation. These federal laws help create a workplace where employees are treated with respect and dignity.

Title VII, the ADA, the ADEA, the EPA, the Lilly Ledbetter Fair Pay Act and GINA prohibit discrimination in all aspects of pre-hire and the employment relationship including:

- Recruiting
- Interviewing
- Hiring
- Promotion
- Demotion
- Job transfer
- Compensation
- Training
- Discipline
- Benefits administration
- Termination/dismissal



Non-Discrimination, Equal Employment Opportunity and Affirmative Action

**Section C
Page 2 of 4**

Definition of Discrimination

Discrimination is any policy or action taken related to recruiting, hiring, promotion, pay or training practices that results in an unfair disadvantage to either an individual or group of individuals who are considered part of a protected class.

It is illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity or expression, and sexual orientation), national origin, age (40 or older), disability or genetic information.

- State laws may further define discrimination to include additional protections, such as:
- Marital status
- Domestic partnership.
- Parenthood.
- Political affiliation.
- Criminal or arrest record.
- Victim of domestic violence, stalking or sexual assault.
- Matriculation.
- Personal appearance
- Smoking or tobacco use.
- Use of medical marijuana.
- Receipt of public assistance.

Discrimination includes:

- Retaliation against an individual for filing a charge of discrimination, participating in an investigation or opposing discriminatory practices.
- Employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex (including sexual orientation and gender identity or expression), race, age, religion or ethnic group, or individuals with disabilities.
- Denying employment opportunities to a person because of marriage to, or association with, an individual of a particular race, religion or national origin or an individual with a disability. Title VII also prohibits discrimination because of participation in schools or places of worship associated with a particular racial, ethnic or religious group.
- Retaliation against an individual for filing a charge of discrimination, participating in an investigation or opposing discriminatory practices.
- Employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex (including sexual orientation and



Non-Discrimination, Equal Employment Opportunity and Affirmative Action

Section C
Page 3 of 4

gender identity or expression), race, age, religion or ethnic group, or individuals with disabilities.

- Denying employment opportunities to a person because of marriage to, or association with, an individual of a particular race, religion or national origin or an individual with a disability. Title VII also prohibits discrimination because of participation in schools or places of worship associated with a particular racial, ethnic or religious group.

The employment action must result in a “tangible employment action” that is a change in employment status or the privileges of employment, *and* the basis for doing so must be due to the employee’s protected status.

Discrimination is:

- Illegal
 - Costly
 - Disrespectful
1. During orientation of new personnel, the company’s Affirmative Action Program shall be emphasized. A printed brochure explaining all aspects of the policy will be provided to all new employees.
 2. The following clause shall be affixed to Alexander Mechanical, Inc. subcontracts and purchase orders with other companies: “To extent that this order is subject thereto the “Equal Opportunity Clause’ set forth in 202EO 11246 and 41CFR 60-1.4 and the “Affirmative Action Clauses’ set forth in 41CFR 60-250.4 and 41CFR 60-741.4 are incorporated herein by reference.”

RECRUITMENT AND SELECTION

1. Per agreement with Pipefitters Local #533, Plumbers Local #8 and Sheet Metal Local #2: The Union shall select and refer applicants for employment without discrimination against such applicants because of race, color, religion, national origin, age, sex, disability, genetic information, disabled veteran, or Vietnam Era veteran, or in any way affected by Union membership, by-laws, regulations, constitutional provisions or any other aspect or obligation of Union membership, policies, or requirements.
2. Consider applicants on the basis of those able to be qualified to perform the job. If minorities, women, disabled veterans, Vietnam Era veterans or individuals with disabilities applicants have qualifications to perform the job, they shall be given equal consideration for employment with any other applicant.



Non-Discrimination, Equal Employment Opportunity and Affirmative Action

**Section C
Page 4 of 4**

RECRUITMENT AND HIRING POLICIES FOR OTHER THAN UNION VACANCIES

Alexander Mechanical, Inc. will make every effort to inform all employees and the community at large about vacant positions. To this end, it will follow the following policies:

1. All vacancies will be announced.
2. The local state employment office will be notified as vacancies occur.
3. The company will accept personal referrals.
4. Employment or placement agencies will be used only as needed.

OTHER

Alexander Mechanical, Inc. adheres to the requirements of the Federal antidiscrimination law pertaining to pregnancy, which will be explained, in detail, to all female employees before their maternity leave.

AUDIT

The Equal Opportunity Officer, Wanda M. Alexander, shall prepare an annual Affirmative Action report including all personnel within each department. This will indicate the number of persons employed, position of employment, race and sex.



Definition of Harassment

According to the EEOC, harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the ADEA and the ADA.

Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual orientation and gender identity and expression), pregnancy, national origin, age (40 or older), disability or genetic information.

Harassment becomes unlawful where:

- Enduring the offensive conduct becomes a condition of continued employment, or
- The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws or for opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Categories of Harassment Related to Protected Status

National Origin

It is illegal to discriminate based on an employee's birthplace, ancestry, culture or linguistic characteristics common to a specific ethnic group. For example, it would be discriminatory harassment to require employees to speak only English unless an employer shows that the requirement is necessary for conducting business.

Disability

The ADA prohibits workplace discrimination on the basis of disability. Illegal harassment occurs when a worker with a disability is constantly subjected to pervasive and severe harassment due to his or her disability, resulting in a hostile work environment for the employee.

Sex Discrimination

It is illegal to discriminate on the basis of sex, gender identity or expression or sexual orientation. Requests for sexual favors in exchange for preferential treatment and workplace conditions that create a hostile environment for persons of either gender constitute sexual harassment.



Anti-Harassment

Section D Page 2 of 4

Pregnancy-Based Discrimination

Pregnancy, childbirth and related medical conditions must be treated in the same way as other temporary illnesses or conditions and not be used for discriminatory treatment. Harassment for this protected status, for example, would be ridiculing an employee for her appearance during pregnancy.

Age Discrimination

The ADEA protects individuals who are 40 and older from discrimination. An example of harassment based on age would be repeatedly referring to an older worker as “gramps” or “granny,” creating a hostile work environment.

Race/Color

It is illegal to discriminate on the basis of race or color. Slurs or jokes, offensive or derogatory comments, or other verbal or physical conduct based on an employee’s race or color constitutes discriminatory harassment if that conduct creates an intimidating, hostile or offensive work environment and prohibits an employee from performing his or her job.

Religion

An employer cannot discriminate based on an employee’s religious beliefs or practices. Harassment based on religion occurs when an employee is antagonized or ridiculed because of his or her religious, moral or ethical beliefs. Another type of religious harassment occurs when a co-worker or supervisor “preaches” or proselytizes to an employee and the employee perceives that behavior to be unwanted and offensive, amounting to a hostile work environment.

Examples of Harassment

- Flirting, advances or propositions of a sexual nature.
- Demeaning remarks, insults, humor or jokes, including statements about an individual’s body or clothing, national origin, culture, sex, race, age, religion or disability.
- Offensive displays, texts or images of sexually suggestive objects or pictures.
- Offensive touching, such as patting, pinching, hugging or repeated brushing against an individual's body; sexual assault; or suggestions that submission to or rejection of sexual advances will affect decisions regarding an employee’s work assignments, status, salary, benefits or other terms or conditions of employment.



Anti-Harassment

Section D Page 3 of 4

Definition of Retaliation

In the employment context, retaliation occurs when an employer takes an adverse action against a covered individual because the employee engaged in a protected activity.

Retaliatory actions include terminating employment, demoting employees or illegal harassment of employees for their filing a charge of discrimination, for participating in a discrimination investigation or proceeding, or for their opposing discrimination.

Retaliation is illegal, disrespectful and costly.

Responsibility of Supervisors

- Know and comply with our policy and procedures.
- Immediately report any complaint that you receive from your employees or incidents that you witness involving other supervisors' employees to member of the Executive Leadership Team.

When handling harassment complaints from your employees:

- Respond to employees' complaints as soon as possible.
- Demonstrate your willingness to hear and objectively discuss complaints.
- Inform the employee that you must report all complaints to a member of the Executive Leadership Team.
- Tell the employee that confidentiality will be respected as much as possible but cannot be ensured in order to fully and properly investigate employee concerns/allegations.
- Do not object if an employee prefers to or actually bypasses the standard chain of command.
- Do not engage in retaliation against an employee who complains of harassment or discrimination.
- Inform the employee that you must report all complaints to member of the Executive Leadership Team.
- Tell the employee that confidentiality will be respected as much as possible but cannot be ensured in order to fully and properly investigate employee concerns/allegations.
- Do not object if an employee prefers to or actually bypasses the standard chain of command.
-



Anti-Harassment

Section D Page 4 of 4

- Do not engage in retaliation against an employee who complains of harassment or discrimination.

Summary

Title VII, the ADA, the ADEA, the Equal Pay Act, the Lilly Ledbetter Fair Pay Act and GINA are federal laws that protect employees from discrimination, harassment and retaliation.

Discrimination is any policy or action taken related to recruiting, hiring, promotion, pay or training practices that results in an unfair disadvantage to either an individual or group of individuals who are considered part of a protected class.

In the employment and legal context, harassment is defined as conduct or actions, based on race, religion, sex (including gender identity and expression, sexual orientation and pregnancy), national origin, age, disability, or genetic information severe or pervasive enough to create a hostile, abusive or intimidating work environment for a reasonable person.

In the employment context, retaliation occurs when an employer takes an adverse action against a covered individual because the employee engaged in a protected activity.

Penalties/damages for violations of federal laws may include prospective or back pay, lost benefits and punitive damages.

Supervisors are responsible for knowing and complying with our policy and procedures, immediately reporting any complaints or incidents, and cooperating with investigations and any disciplinary action.



Annual Salary and Performance Reviews Hiring and Salary Approval Process

Section E
Page 1 of 3

1. Current Practice

It has been the Company's practice to provide each regular salaried administrative employee with an annual salary and performance review on the employee's anniversary date. Employee's will receive salary increases June of the yearend review.

2. Reporting and Approval Process

It has been the Company's policy to require completion of a personnel action form and certain levels of approval prior to hiring, terminations, salary increases, position changes and grade modifications, The Company has also adopted a salary structure and mandated that employee salaries be maintained within the ranges established for each position, grade and location. See attached pay scale for each position update 2021.

The following shall be reporting and approval process:

- 2.1 A properly completed and approved personnel action form must support every new hire, termination and salary, position or grade change. The supervisor recommending the action should initiate the form
- 2.2 An employee may not be advised of any proposed personnel action (i.e., salary increase) until all required levels of approval have been obtained.
- 2.3 Regardless of the level of approval required a copy of the personnel action form must be submitted to Alexander Mechanical's Executive Leadership Team for advance review.
- 2.4 New hires require the following approval levels:
 - 2.4.1 If the position hired is included in the operating unit's approved budget and the salary to be offered is at or below the midpoint of the salary range set forth in the salary structure, the highest level of approval required is a member of the Executive Leadership Team.
 - 2.4.2 If the position hired is not included in the operating unit's approved budget and/or the salary to be offered is above the midpoint of the range set forth in the salary structure, the highest level of approval required is the Executive Leadership Team of Alexander Mechanical.
 - 2.4.3 If under Section 2.4.2, the salary offered is more than 10% greater than the maximum salary under the salary structure, the highest level of approval required is from the President of AMI.



Annual Salary and Performance Reviews Hiring and Salary Approval Process

Section E Page 2 of 3

- 244 If under Section 2.4.2, the salary offered is more than 10% greater than the maximum salary under the salary structure, the highest level of approval required is the President of AMI
- 245 In addition to the approvals required in subsections 2.4.1 through 2.4.3 the supervisor of the employee to whom the new hire reports must approve each new hire.
- 2.5 Salary increases require the following approval levels:
 - 251 If the salary increase is included in the operating units approved budget and the revised salary is within the ranges set forth in the salary structure, the highest level of approval required is the Executive Leadership Team of Alexander Mechanical.
 - 252 If the salary increase is greater than that included in the operating unit's approved budget and/or the revised salary is not within the salary structure, the highest level of approval required is the Executive Leadership Team of Alexander Mechanical.
 - 253 If under Section 2.5.2, the salary increase is more than 10% greater than the budgeted increase or the revised salary is more than 10% greater than the maximum salary under the salary structure, the highest level of approval required is the President of AMI.
 - 254 In addition to the approval required in subsections 2.5.1 through 2.5.3, each salary increase must be approved by the supervisor of the employee recommending the salary increase.
- 2.6 Terminations initiated by management, whether for cause or lack of work, and unfavorable or negative performance review should be brought to the attention of the Executive Leadership Team of Alexander Mechanical in advance to discuss potential legal considerations and to ensure proper documentation of the pertinent facts and circumstances.



**Annual Salary and Performance Reviews
Hiring and Salary Approval Process**

**Section E
Page 3 of 3**

3. Salary Review Process

- 3.1 60 days prior to anniversary date, a member of the Executive Leadership Team to advise of listing.
- 3.2 30 days prior to anniversary date, a member of the Executive Leadership Team to receive completed review form.
- 3.3 Requirement to have direct deposit. All employees of AMI are required to have direct deposit to the financial institution of their choice. Direct deposit information is to be provided to payroll prior to receiving first paycheck.



Employment Categories

Section F
Page 1 of 1

Permanent Full Time is an employee who has no termination date and who is regularly scheduled to work 40 hours per week.

Permanent Part Time is an employee whose position has no termination date and is scheduled to work no more than 24 hours per week.

Temporary Full Time is an employee who is hired or promoted for a certain length of time and who is scheduled to work 40 hours per week.

Temporary Part Time is an employee who is hired or promoted for a certain length of time and is scheduled to work no more than 24 hours per week.

Non-exempt positions are classified as hourly positions. Exempt positions are classified as salary positions.



Work Hours and Reporting

Section G
Page 1 of 1

Workday

The normal workday is eight (8) hours for hourly workers, with 40 hours being a normal workweek. Salaried employees generally work the same hours, but may be required to work more hours as the work dictates.

Overtime is only performed when necessary and **approved in advance** by your supervisor. You are expected to work necessary overtime when requested to do so. Hourly employees will receive time and one-half pay for time worked exceeding 40 hours in any given workweek.

Salaried employees are not entitled to overtime pay.

For employees required to complete time cards, the cards must be filled out with all hours worked and turned into payroll every Monday by 9:30 a.m. Vacation days, sick days, holidays and absences such as jury duty, funeral leave or military training, must be specifically noted on the time card for days on which they occur.



1. Attendance Essential

Attendance by employees is an essential aspect of employment and its critical to the wellbeing of the Company. Regular attendance and punctuality by every employee are key requirements of job performance for each and every position in the Company.

- 1.1 work a full eight hours each day or as otherwise directed by management; (any employee hours worked less than 8 per day, will/can be supplemented by PTO hours to receive a full 8 hours for that day).
- 1.2 remain at their assigned work area during their assigned work hours; (unless on Lunch break or 1 of 2, 15 min short breaks)
- 1.3 manage their personal affairs so as not to have any adverse impact on their attendance; and
- 1.4 call their immediate supervisor directly when unable to attend work. (at least 1-2 hours prior to scheduled report time to work)

2. 2 Day Automatic Discharge Rule

Employees who are absent for two or more days without calling in will be considered to have abandoned their job and will be processed for termination unless there are extenuating circumstances.

3. Unavoidable Absences

When absences are unavoidable, the Company's policies on vacation, sick days, short term and long-term disability, and family and medical leave provide guidance to managers and supervisors responsible for handling individual employee circumstances.

4. Managers' Responsibility

Managers and supervisors have the responsibility to:

- 4.1 review and monitor on a regular and periodic basis the attendance and absences of their employees;
- 4.2 treat attendance as a major factor in performance assessment and as an essential aspect of all positions within the Company;
- 4.3 set work schedules, assignments and work locations;
- 4.4 approve all discretionary time off;
- 4.5 remove employees from their positions in the event of chronic and repeated excused or unexcused absences after appropriate discussion or warning; and
- 4.6 discipline and/or discharge employees for attendance problems.



Attendance

Section H
Page 1 of 2

5. Employees' Responsibility

Employees have the responsibility to:

- 5.1 arrive each day at work on time;
- 5.2 work a full eight hours each day or as otherwise directed by management;
- 5.3 remain at their assigned work area during their assigned work hours;
- 5.4 manage their personal affairs so as not to have any adverse impact on their attendance; and
- 5.5 call their immediate supervisor directly when unable to attend work.



Terminations

Section I Page 1 of 3

1. Purpose

This policy guide serves to ensure that the below listed termination steps and procedures are followed:

- 1.1 Involuntary terminations, written warnings and negative performance review are reviewed and approved in advance by the Executive Leadership Team.
- 1.2 Company property is recovered/returned at point of separation, including company vehicles.
- 1.3 Security clearances, computer and company access privileges are terminated at separation.
- 1.4 Outstanding expenses and advances are checked, reconciled and recovered as part of the separation process.
- 1.5 Final wages and accrued unused vacation are paid at point of termination or as soon thereafter as possible, less outstanding advances or other employee indebtedness.
- 1.6 Exit interviews are conducted, whether terminations are voluntary or involuntary.

2. Employment Terminable at-Will

- 2.1 While Alexander Mechanical values each of its employees and wishes them success, employment at Alexander Mechanical is terminable at-will and may be terminated by Alexander Mechanical or by the employee at any time, with or without cause, with or without notice, for any reason (good or bad) or for no reason at all, and with or without procedural formality.
- 2.2 These HR Policies and other documents issued by Alexander Mechanical related to employment do not form and are not contracts of employment, express or implied, between Alexander Mechanical and the employee nor are they guarantees or commitments or any particular kind of treatment or management practice, process or procedure. (See **Disclaimer** at beginning of HR Policies for a complete statement concerning “employment at-will status”.)



Terminations

Section I Page 2 of 3

3. Advance Review and Approval

3.1 For Involuntary Terminations

The Executive Leadership Team must first review and approve in advance all involuntary terminations, whether layoffs, office closures, job elimination, discharges or other dismissal actions. The purpose of this review and approval process is to ensure legally sufficient and defensible employment actions and proper documentation of all involuntary terminations. Final determinations on Terminations must be approved by a member of the Executive Leadership Team.

3.2 For Disciplinary Warnings and Negative Performance Reviews

Prior to the issuance of a written warning or a negative performance review, the Executive Leadership Team must be contacted and advance review and approval obtained. Because such actions often lead to or serve as the basis for involuntary terminations, advance review is an important part of insuring legally sufficient and properly documented involuntary terminations. (See Section 2.01.)

4. Recovery of Company Property and Employee Advances, Cessation of Access and Privileges, Final Paycheck and Exit Interview

As part of the termination process, the following steps must be followed:

- 4.1 an inventory of all company property in the custody or control of the employee must be done and immediate arrangements made for recovery of all property, including any company vehicle;
- 4.2 outstanding expenses and employee advances must be checked, reconciled and collected;
- 4.3 all security clearances, computer and company access privileges must be terminated at or immediately before termination to protect company assets and proprietary information; and
- 4.4 final wages and accrued vacation must be paid at point of involuntary terminations in most states; in some jurisdictions, employers may deduct from final wages and accrued vacation outstanding employee advances and other documented employee indebtedness.



Terminations

Section I Page 3 of 3

5. Exit Interviews

5.1 Involuntary Terminations

The employee's manager/supervisor shall conduct an exit interview with the separating employee with the assistance of a member of the Executive Leadership Team. The manager/supervisor shall briefly explain the company's decision to terminate the employee's employment and provide the employee with a copy of a completed form indicating the termination date the reason or reasons for termination, accrued vacation, and if any, to be paid as part of the employee's final paycheck. A form or letter should be completed and signed by the terminated employee and should include an inventory of company property and reconciliation of outstanding advances and employee expenses.

5.1.1 At the conclusion of the exit interview, the employee must be given his or her final paycheck, including accrued vacation, if any, less outstanding advances and other indebtedness. Should the employee have any outstanding expenses, the employee shall prepare a final employee expense report and a check shall be issued separately by mail as soon as practicable.

5.2 Voluntary Terminations

With voluntary terminations or resignations, a member of the Executive Leadership Team or other designate should conduct the exit interview. In addition, inquiry should be made as to the underlying reasons for the voluntary separation and whether the employee wishes to reconsider his or her decision to leave. In the absence of a resignation letter setting forth the reasons for the voluntary quit, the employee should be requested to complete and sign a form indicating in writing the reasons for resignation. If the employee suggests or implies that inappropriate, unlawful or discriminatory treatment or a hostile, intimidating, threatening or demeaning environment is the reason or any part of the basis for the resignation, a member of the Executive Leadership Team should be contacted for purposes of undertaking a further investigation of the circumstances.

5.2.1 A final paycheck, including an accrued vacation, less outstanding employee advances and other indebtedness, should be prepared during the next immediate payroll and mailed to the employee's home address. Should there be any outstanding employee reimbursable expenses, a final expense report shall be completed by the employee and submitted for payment. A check shall be issued as soon as practicable.



Severance Payments/Agreements

Section J
Page 1 of 1

1. Scope

Alexander Mechanical and all its operating companies and subsidiaries.

2. Policy Guideline

2.1 There is no entitlement to severance pay at Alexander Mechanical.

2.2 No manager shall have authority to commit Alexander Mechanical to any severance-related payments or separation agreements (whether pre-hire, employment, layoff or termination commitments, including stay-on bonuses or other special payment) without the prior written approval of Alexander Mechanical.

3. Procedure

Any and all proposed severance payment or separation agreements shall be submitted to the Alexander Mechanical Executive Leadership Team for review at least [2] weeks in advance of any proposed employment action.

4. Practice

4.1 There shall be no verbal or written communication with or commitment to employees regarding severance or other special payments prior to the issuance of written approval by the Executive Leadership Team.

4.2 In the event discretionary severance or other special payments are to be made, they shall be processed at corporate headquarters and made only after the execution of a written Separation, Waiver and Release Agreement approved in advance by a member of the Executive Leadership Team.



Confidentiality

Section K Page 1 of 1

Due to the possibility of being privy to information which is confidential and/or intended for company use only; all employees are required to maintain such information in strict confidence. This policy benefits you, as an employee, by protecting the interests of Alexander Mechanical in the safeguard of confidential, unique and valuable information that is part of our competitive advantage in the marketplace.

Confidentiality also applies to any Internal/External investigations and is only disclosed to company executives on a need-to-know bases. No employee is authorized to discuss private, confidential or close-hold information without receiving prior authorization from the company Executive or Administrative staff appointed to oversee the matter.

Should the occasion arise in which you are unsure of your obligation under this policy, it is your responsibility to consult with you supervisor. Failure to comply with this policy could result in disciplinary action, up to and including termination.



Dress Code

Section L Page 1 of 1

As an employee of Alexander Mechanical, we expect you to present a clean and professional appearance when you represent us, whether that is in, or outside the office. Management, sales personnel and those employees who come in contact with the public, are expected to dress in accepted corporate tradition.

In a casual work setting, employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged. Sports team, university and fashion brand names on clothing are generally acceptable.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional, casual appearance at work.

Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear, is not appropriate for a place of business.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable casual attire for work, please ask your supervisor or your Human Resources manager.



Vacation

Section M Page 1 of 1

After one (1) year of service full time employees are entitled to one (1) week of paid vacation and after two (2) years of service full time employees are entitled two (2) weeks of paid vacation, unless other specified by Human Resources.

Vacation is earned and credited on the anniversary of your hire date each year and is available for immediate use.

A vacation request change must be submitted in writing to the supervisor two weeks prior to the anticipated vacation date.

Every effort will be made by Alexander Mechanical to accommodate vacation requests, unless business circumstances do not permit. Vacation may be taken in full or half days only.

Employees who resign in good standing and give proper notice of termination, are entitled to receive payment for accrued vacation, not yet taken. If the employee has taken more vacation than actually accrued at the time of resignation, the unearned vacation will be deducted from the employee's final paycheck.

In 2015, the Obama Administration enacted Executive Order 13706, a paid sick leave requirement for federal contracts. Below is a summary of what is required under the order as well as a breakdown of what contracts and employees are covered. Additionally, an information sheet ideal for distribution to employees has been attached.



Federal Contract PTO addendum (Handbook).pdf



Holidays

Section N Page 1 of 1

Alexander Mechanical recognizes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

When a holiday falls on a weekend, the Friday preceding or Monday following as the observed holiday will be designated as the holiday at the discretion of Alexander Mechanical.

Regular full-time employees are paid eight (8) hours for each holiday, regular part time employees are paid for holidays based upon the number of hours they are normally scheduled. Temporary employees are not paid for holidays, unless specified and authorized by Human Resources.



Jury Duty

Section O
Page 1 of 1

1. Jury Duty Service

All employees shall be permitted time off for jury duty service.

2. Notice to Company by Employee

Upon notification/selection for jury duty, employees are to immediately notify their manager of the dates of such service.

3. Managers' Responsibility

Upon notice by employee, managers are to promptly communicate the dates of such service to the Human Resources Department and to the Payroll Department.

4. Treatment of Wages During Jury Duty Period

Employees who regularly work between 20 and 40 hours per week shall be compensated as set forth below. All other employees will not be compensated for jury duty time except as required by law.

4.1 For full time employee, if jury duty pay is less than their regular base pays for the same period, the company will pay them the difference between their jury duty pay and their regular base pay.

4.2 For employees working less than eight hours per day, the company will pay for the number of hours regularly worked, less jury duty pay received for the same time.

5. Procedure

Upon return from jury duty, employees shall immediately submit copies of any jury duty paycheck (s) or other proof of jury duty compensation received to the Payroll Department and to the Human Resources Department. The total amount received as jury duty pay will be deducted from the employee's next paycheck.

6. Witness Duty

Employees required by subpoena to appear in court or for deposition shall be treated in the same fashion as those serving jury duty. *Any subpoena (Divorce, Child Support, etc.,*



Travel and Entertainment Expenses

Section P Page 1 of 8

1. Purpose

- 1.1 To provide employees with a uniform method of reporting and accounting.
- 1.2 To set standards identifying acceptable expenses that the company will reimburse.
- 1.3 To improve the management and control of travel and entertainment expenses incurred on company business.

2. Policy Statement

- 2.1 It is the policy of Alexander Mechanical to reimburse employees for bona fide travel and entertainment expenses. In order to qualify, expenses must meet the reporting requirement of this policy and be directly related to the active conduct of business. As a general practice, employees are to use the most cost-effective alternatives in making travel and entertainment commitments.
- 2.2 The corporation will not pay for purely personal expenses nor permit the use of its property for personal benefit except as expressly provided in this policy. Employees are expected to spend money carefully and it should not result in lavish or unusually high expenditures.
- 2.3 Periodically, notices will be issued on major travel-related activities. Employees are expected to follow the notices except in isolated cases, when doing so would cause undue hardship.
- 2.4 The expense report approver, as well as the employee, is responsible for seeing that all provisions of this policy are complied with, and for justifying, with adequate and reasoned explanations, any exceptions to the policy.

3. Administration of Policy

- 3.1 Responsibility and authority to implement and enforce this policy is placed with each supervisor who has employees who incur reimbursable travel and entertainment expenses. This responsibility includes effective communication of the policy and related procedures to all personnel affected.
 - 3.1.1 **Vice President of Finance**—the Alexander Mechanical Vice President of Finance is responsible for the publishing, interpreting and modification of this policy and its provisions.
 - 3.1.2 **Vice President of Finance**—the Alexander Mechanical Vice President of Finance is responsible for establishing the forms and controls necessary for proper administration of this policy.
 - 3.1.3 **Exceptions** – there may be employees for whom strict adherence to this policy may cause an undue hardship due to the nature and extent of business travel required.



Travel and Entertainment Expenses

Section P Page 2 of 8

- 3.1.4 **Other Exceptions** – whenever an employee requests a travel itinerary that fails to meet the guidelines stated in this policy (e.g., request to use other than the lowest airline fare), an exception report may be required.

4. **Approval Procedures**

- 4.1 A member of the Executive Leadership Team of Alexander Mechanical must approve all business expense reports of Department Heads and other employees reporting to the President.

5. **Corporate Credit Card**

- 5.1 AMI Credit cards will be issued to all eligible business travelers. This card is to be used for all airline tickets, lodging, car rentals, meals and other business expenses.
- 5.2 A member of the Executive Leadership Team will determine which employees have need of a credit card. The employee will be liable for all charges to the card, and the credit card should be used for business purposes only.
- 5.3 Reimbursement for expenses charged on the credit card will be made following completion and approval of a “Business Expense Report”.

6. **Cash Advances**

It is company policy to not issue cash advances.

7. **Transportation**

- 7.1 Employees must use Human Resources in making airline, hotel and rental car reservations and the purchase of airline tickets. If it is not possible for the employee to use this service, a full explanation of this action must be included in the expense report.
- 7.2 There will not be individual air travel cards.

8. **Air Travel**

- 8.1 When making reservations, the lowest available airfare is to be used without regard to frequent flyer programs or giveaway incentives. For purposes of achieving the lowest fare, Human Resources with research flights within two hours before and after the requested time.
- 8.2 Reservations should be made and tickets purchased as far in advance as possible to take advantage of advance purchase discounts. While most of the discounts are for 30 days advance purchase, there are may be 3- or 7-day discounts available. Schedule same day return trips whenever a one-day trip is justified.



Travel and Entertainment Expenses

Section P Page 3 of 8

- 8.3 When making reservations, the lowest available airfare is to be used without regard to frequent flyer programs or giveaway incentives. For purposes of achieving the lowest fare, Human Resources with research flights within two hours before and after the requested time.
- 8.4 Reservations should be made and tickets purchased as far in advance as possible to take advantage of advance purchase discounts. While most of the discounts are for 30 days advance purchase, there are may be 3- or 7-day discounts available. Schedule same day return trips whenever a one-day trip is justified.
- 8.5 Employees must use coach class when traveling.
- 8.6 Free upgrade coupons may be used if the full fare or the fare required by the airline for coupon use is less than \$50.00 more than the lowest available fare.
- 8.7 It is not the policy of Alexander Mechanical to reimburse employees for the purchase of airline upgrade coupons.
- 8.8 Travel vouchers (including cash) received from the airlines due to enroute delays or overbooking are the property of the Corporation. Upon receipt, the travel voucher should be endorsed and forwarded to Human Resources to reduce the cost of future travel. If cash is received, it should be treated as a travel advance and recorded in the employee's expense report.
- 8.9 Airline mileage credits are the property of the employee and may be used for personal travel.
- 8.10 Company will not reimburse the cost of membership in airline-sponsored clubs.
- 8.11 Personally, owned or rented aircraft operated by employees is not an authorized means of transportation for employees on corporate business.

9. Ground Transportation

Public transportation and hotel provided transportation should be used whenever possible.

- 9.1 **Rail Travel** – employees traveling by rail must use coach accommodations for trips that are not overnight.
- 9.2 **Rental Cars** – rental cars should be used only when more economical than public transportation (including taxis) or if required for entertaining customers. Employees should request no larger than a mid-sized car, unless travel circumstances and the number of people traveling require a larger vehicle.



Travel and Entertainment Expenses

Section P Page 4 of 8

- 9.2.1 Car rentals should be arranged through Human Resources using negotiated corporate rates, if available. Employees should always ask for lowest available rates upon arrival at the car rental agency.
- 9.2.2 Insurance coverage offered by the rental car company should not be purchased, except when renting vehicles in a country outside of the United States or Canada, or when unusual circumstances warrant its purchase.
- 9.2.3 The gas tank should be refilled where practical before returning car and the expense shown in the miscellaneous section as “gas”.
- 9.3 **Other Transportation** – local transportation charged for taxis, airport transportation, commuter trains or other related travel expenses are reimbursable if incurred for a valid business purpose. Transportation costs including parking, tolls, etc. incurred during normal commuting will not be reimbursed. The use of private limousines is not a reimbursable expense. Individuals are to use the most cost-effective means of transportation.
- 9.4 **Private Automobiles** – It is Alexander Mechanical’s policy to discourage the use of an employee’s personal auto for business purposes. A member of the Executive Leadership Team may authorize employees to use their personal autos for business, but only on an occasional basis when absolutely necessary.
 - 9.4.1 Employees will be reimbursed per mile based upon IRS deductible mileage guidelines.
 - 9.4.2 Expense reports should show all miles traveled, the rate and total dollar amount. Bridge, highway or parking tolls are fully reimbursable and should be entered in expense reports as separate items.
 - 9.4.3 Cost for repairs or damages to an employee’s private auto while traveling on company business are considered included in the mileage allowance.
 - 9.4.4 It is recommended that an employee using a personal automobile for company business carry \$100,000/\$300,000 public liability and \$25,000 property damage insurance or more, but employee must carry at least the minimum legal limit of liability insurance as specified in the state where the car is registered.

10. Lodging

- 10.1 Reasonable lodging expenses will be allowed when employees are traveling on corporate business. The hotel or motel should be in the area where the employee will work. Reservations should be made through Human Resources.
- 10.2 Charges to the hotel bill, other than room expense and taxes, must be itemized separately under the appropriate categories on the expense report form.



Travel and Entertainment Expenses

Section P
Page 5 of 8

11. Meals

- 11.1 Expenses for traveling days are allowed at actual costs within reason.
- 11.2 No meals before your departure or after your return to your home city will be reimbursed by the company. Gratuities and refreshments must be included in the meal expense categories.
- 11.3 When dining with other company employees, any member of the group may pay for meals as long as the traveler records the names of those people, he is paying for on the expense report.

12. Entertainment and Meals

- 12.1 Entertainment expenses and business meal expenses will be reimbursed to employees if they are directly related to the active pursuit of business, and are reasonable and customary for the purpose at hand. To substantiate such expenses (and to meet IRS requirements), the employee must account for:
 - 12.1.1 Cost, date, place and description of the entertainment;
 - 12.1.2 Business purpose of such entertainment;
 - 12.1.3 Names, titles and business relationship of all guests; and
 - 12.1.4 Specific meals, e.g., breakfast, lunch or dinner.
- 12.2 In addition, itemized receipts supporting each separate expenditure are required by the company. When a receipt is not available, a full explanation of the expense and the reason for lack of receipt is required.
- 12.3 Casual lunches, retirement functions, birthdays, personal occasions and other entertainment of fellow employees are not generally reimbursable business expenses. If a business purpose exists the senior member at the luncheon must always pick up the check for the luncheon.

13. Telephone

- 13.1 When traveling each employee will be reimbursed for one, non-emergency, personal phone call of reasonable length per day of domestic travel. For international travel, two non-emergency calls per five-day week are reimbursable. One additional call is allowed if you are out of the country over the weekend. All business calls are reimbursable.
- 13.2 Calls should be made collect, charged to a credit card or made from a public phone to avoid hotel surcharges. Internationally, it is cost effective to direct dial the office and have them call you back.



Travel and Entertainment Expenses

Section P
Page 6 of 8

14. Club Memberships

- 14.1 All dues and assessments with private club memberships are the responsibility of the employee/club member and will not be reimbursed by the corporation unless specifically approved by a member of the Executive Leadership Team of Alexander Mechanical.
- 14.2 The corporation will reimburse employees on their expense reports for the variable club usage when a business function or authorized purpose is involved. Only direct charges, such as restaurant, guest fees, gratuities, etc., are acceptable.
- 14.3 Employees are required to document club usage consistent with the entertainment and business-meals expense reporting procedure outlined earlier.

15. Tickets to Theater or Athletic Events

- 15.1 As a general practice, the company discourages the purchase of season tickets or other long-term commitments for entertainment purposes. Season tickets or tickets for individual events may be acquired for business purposes only. The location that obtains such tickets will be required to retain a log showing the number of tickets used and the employee requesting the tickets.
- 15.2 Employees requesting the tickets shall, on their expense report, indicate receipt of such tickets and show the following information to substantiate the deductibility for the use of the tickets:
 - 15.2.1 Name and title of recipient;
 - 15.2.2 Business relationship of recipient;
 - 15.2.3 Cost of tickets (if purchased outside the company);
 - 15.2.4 Date tickets were used; and
 - 15.2.5 Business purpose and benefit to be derived.
- 15.3 Tickets that are surplus and unclaimed for business entertainment at the close of the business day preceding the event may be distributed to employees for personal use rather than wasted. Surplus tickets will be distributed to all employees regardless of position and are not considered compensation to the employee. The Executive Leadership Team must keep a log of all employees receiving tickets.



Travel and Entertainment Expenses

Section P

Page 7 of 8

16. Seminars, Conventions, Conferences, Roundtables and Committee Meetings

- 16.1 The corporation will reimburse the expenses of certain employees, who with prior approval (before registration) attend seminars, conventions, conferences or industry committee meetings that have a definite business purpose,
- 16.2 The expenses subject to reimbursement include transportation, room, meals, registration fees and other miscellaneous expenses associated with the particular meeting.

17. Miscellaneous

- 17.1 All miscellaneous expenses must be categorized and itemized by day.
- 17.1.1 **Gifts** – business gifts to any one person during the year are to be limited to \$25 and must have prior approval from a member of the Executive Leadership Team. Excluded from this category are sales promotional items and advertising specialties, bearing the company's name. All business gift expenditures must be supported by a receipt attached to the expense report.
- 17.1.2 **Laundry** – personal expenses for laundry, dry cleaning or pressing are reimbursable only when the travel is in excess of one week or when unusual circumstances justify this type of expense.
- 17.1.3 **Tips** – tips for meals and refreshments should be included in the meals or entertainment section, should fairly represent the level of service received and should generally conform to the following guidelines:
- Breakfast, lunch, refreshments – no more than 15%
 - Dinner – no more than 20%
- Tips for taxi or limousine rides *see exclusion in 9.3* should be in the local transportation section and should not exceed 20%. Tips to document baggage handlers, etc. are at the discretion of the spender and should be grouped together in a line item labeled "tips". Lavish or unreasonable gratuities will not be reimbursed.
- 17.1.4 **Other** – expenses, other than those outlined above, may, on occasion be incurred and reimbursed. These expenses are to be entered in the miscellaneous section of the expense report and further explained or detailed and supported by a receipt attached if over \$25.00. *Are subject to approval.*



Travel and Entertainment Expenses

Section P
Page 8 of 8

18. Other Non-Reimbursable Expenses

- 18.1 Reimbursement will not be approved for purely personal entertainment or personal expense. Toilet items, personal theater tickets, hotel movie rentals and special travel accident insurance are examples of such non-reimbursable expenses.
- 18.2 Any employee who takes his or her spouse on a business trip will do at his or her own expense. In such circumstances, the employee will be reimbursed only for those authorized, reasonable expenses that would have been incurred if traveling alone.
- 18.3 Employees assume legal responsibility for the loss of or damage to their personal property.

19. Employee Expense Reports

[Download Expense Form Here](#)

- 19.1 Expense reports must be submitted on a timely basis on designated forms signed, and dated to attest the expenses were incurred in the best interest of the Company. Expense reports, with required receipts attached, are to be submitted by employees to their supervisors for approval on completion of travel assignment.
- 19.2 The following information is required for all travel expenses:
 - 19.2.1 Amount of each separate expenditure;
 - 19.2.2 Dates of departure and return;
 - 19.2.3 Method of transportation;
 - 19.2.4 Destination or locality of travel;
 - 19.2.5 Number of days spent on business;
 - 19.2.6 Business reason or purpose for travel; and
 - 19.2.7 Corporation or organization and person visited.
- 19.3 Expenses are to be itemized daily.
- 19.4 Original receipts for items such as lodging, plane fare, auto rental, entertainment expense, etc., should always be included with the expense reports. Any expenditure of \$25.00 or more must be supported by an original receipt.



Company Vehicles

Section Q Page 1 of 5

1. Purpose of Policy

- 1.1 To establish the authorization and approval process for assigning company owned and leased vehicles to employees who require vehicles to conduct company business.
- 1.2 To establish which employees are eligible for assignment of company vehicles or car allowances in lieu of company vehicles.
- 1.3 To establish standards and guidelines for acquiring maintaining and utilizing company vehicles.

2. Policy Statement

- 2.1 It is the policy of Alexander Mechanical to provide automobiles or other vehicles only to employees who have a legitimate business need for such vehicles. As a general rule, a legitimate business need exists if:
 - 2.1.1 The employee, due to the nature of his/her job, is required to use a vehicle for visiting job sites, customers or vendors
 - 2.1.2 This travel is expected to exceed 10,000 miles per year.
- 2.2 Commuting from home to office or job site does not constitute a legitimate business need.
- 2.3 Vehicle assignments will be reviewed annually during the business planning process to determine if a business need exists, vehicles will be sold or reassigned.
- 2.4 Use of company vehicles is limited to company business. Company vehicles may only be driven by Alexander Mechanical employees. Employees driving company vehicles must comply with all applicable laws.
- 2.5 Company vehicles shall be leased through a single source in order to obtain standard vehicles and volume-based pricing.

3. Administration of and Responsibility for Policy

- 3.1 All requests for automobiles and other vehicles must be submitted in writing to and approved by a member of the Executive Leadership Team prior to initiating or renewing a vehicle lease agreement.
- 3.2 Requests for autos and other vehicles for use by Executive Leadership Team and Alexander Mechanical staff must be submitted in writing to and approved by the President.
- 3.3 An employee being considered for a company vehicle is subject to a background check of his/her driving record. An unsatisfactory driving record is ground for denying a company vehicle.



Company Vehicles

Section Q Page 2 of 5

- 3.4 Employees who are assigned company vehicles must be notified that the assignment of the vehicle is in effect only so long as considered necessary by the company and may be revoked at any time and for any reason.
- 3.5 The Executive Leadership Team is responsible for the publishing interpretation and modification of this policy. Exceptions to any of the provisions of this policy must be approved by the Executive Leadership Team.
- 3.6 The Executive Leadership Team is responsible for establishing the accounting procedures for administering the vehicle assignment and car allowance policy including ensuring proper tax treatment. Your Executive Leadership Team is responsible for establishing procedures for acquiring, transferring and selling company vehicles and shall maintain fleet records and analyze company requirements. Controllers are responsible for ensuring that these procedures are implemented and complied with.
- 3.7 Your Executive Leadership Team is responsible for periodically auditing compliance with this policy.
- 3.8 The Executive Leadership Team is responsible for conducting and reviewing driving background checks, as well as, evaluating the driving record of an employee being considered for a company vehicle.

4. Guidelines

4.1 Eligibility

Eligibility for a company vehicle assignment is based exclusively on need as defined at Section above. Title and grade are not determining factors. However, it is understood that vehicle assignment is generally limited to employees who have responsibility for managing a “profit center” (company, district, line of business or job), or manage job site labor (superintendents) or perform business development involving local business travel that exceeds the 10,000-mile limit. It is intended that field project managers and similar job specific assignments will be offered a “car allowance” in lieu of a leased vehicle, the allowance will terminate upon the individual’s reassignment to the office or in the case of a leased vehicle, the vehicle will be reassigned to another job site.



Company Vehicles

Section Q Page 3 of 5

4.2 Vehicle Standards

Two sizes of automobiles are available. Personnel not assigned full-sized automobiles. Operations Managers, Project Managers and Service Manager will be assigned mid-sized automobiles, pickup trucks, vans or station wagons. Superintendents and other eligible project personnel will be assigned pickup trucks (1/2 ton or 3/4 ton) or vans depending on the requirements of the particular jobs and local custom. A member of the Executive Leadership Team must approve non-conforming vehicles. Vehicle acquisitions should be made through Alexander Mechanical's Vice President of Operations with sufficient time to take advantage of factory and volume discounts.

4.3 Pool Cars

Pool cars are encouraged particularly for larger offices where a number of employees not eligible for vehicle assignment may need occasional access to a company vehicle to carry out company business.

Pool cars may not be taken home by employees and must remain at the company's place of business after business hours.

4.4 Vehicle Expenses

Alexander Mechanical will pay for insurance, gasoline, maintenance and repairs on assigned vehicles. Approval must be obtained from the Line of Business Manager prior to obtaining repairs in excess of \$500. Alexander Mechanical's Fleet Manager must be advised in writing of repairs in excess of 1,000.

4.5 Company Gasoline Credit Cards

Company gasoline credit cards must be controlled and may only be issued with the approval of a member of the Executive Leadership Team. A vehicle mileage report must be submitted to substantiate charges made on the account.

4.6 Personal Use of Company Vehicles

Employees with assigned vehicles are permitted to use them for commuting to and from work and for other local personal trips. This benefit will be treated as non-cash compensation to the employee and is subject to taxation. No other personal use is permitted.

Company vehicles may only be driven by an Alexander Mechanical employee. No family members or non-employees may drive company vehicles.



Company Vehicles

Section Q Page 4 of 5

4.7 Compliance with Applicable Laws

Employees assigned company vehicles must be advised in writing of the provisions of Section 4.7 of the policy.

Employees driving company vehicles are expected to obey all applicable local, state and federal laws particularly speed limits and reckless driving statutes. Employees driving company vehicles and their passengers must wear seat belts at all times.

It is absolutely mandatory that employees not operate a company vehicle while under the influence of alcoholic beverages, illegal drugs or other controlled substances. Furthermore, employees assigned company vehicles must not permit open containers of alcoholic beverages or any illegal drug or controlled substance in the company vehicle at any time. Failure to comply with this provision of the policy will result in immediate revocation of the vehicle assignment and could result in *disciplinary action up to and including* termination of employment.

4.8 Return and Sale of Company Vehicles

If an assigned company vehicle is no longer required by an employee, the vehicle may be reassigned to another employee or returned to the leasing company for sale.

As a general rule, company vehicles should not be sold to employees. In those cases where exceptions to this rule are appropriate, the vehicle will be sold for the higher of the Fair Market Value or the “book” value (the amount remaining on the lease.)

4.9 Car Allowances

In lieu of assigning a company vehicle a member of the Executive Leadership Team may grant monthly allowances for employees who must travel frequently in the course of company business using their personal vehicles. The same eligibility criteria used to determine the assignment of a company vehicle must be used when granting a car allowance. Car allowance amounts must be in the range of \$200-\$600 per month depending on the amount of business use required. Allowances may not exceed \$600 per month.



Company Vehicles

Section Q Page 5 of 5

Employees granted car allowances will be required to pay for their own gasoline, maintenance, repairs, insurance and will not be reimbursed by the Company for these expenses. In unusual situations, the company may reimburse the employee for gasoline expenses.

Employees granted car allowances are required to carry personal auto insurance in the minimum amounts required by state law.

Car allowances must be paid through the payroll system and are subject to withholding taxes. Car allowances are understood to be temporary in nature, continuing only as long as the employee is required to drive his or her own vehicle on company business. Employees receiving car allowances must be notified that the allowance is in effect only so long as considered necessary by the company and may be revoked at any time and for any reason.



Solicitations and Distribution of Literature

Section R
Page 1 of 1

1. **Solicitations by Employees**

Employees are not to solicit other employees or other persons for any non-business-related purpose during working time. Break time and mealtime are not considered working time.

2. **Distribution of Literature by Employees**

Employees are not to distribute literature of any non-business-related kind at any time in working areas.

3. **Solicitations and Distribution of Literature by Non-Employees**

Individuals who are not employees of the Company are prohibited from soliciting employees or other persons and/or distributing literature to employees or other persons for any purpose at any time on Company property.



Employee Purchases

Section S Page 1 of 1

All employee purchases whether through a vendor or directly from Alexander Mechanical must be approved by a member of the Executive Leadership Team prior to purchase. Approved employee purchases from a vendor must have a P.O. issued to vendor and the P.O. forwarded to the Accounting Manager or Vice President of Finance.



Military Service

Section T Page 1 Of 1

Alexander Mechanical grants time off work for employees in the military reserve training program.

You may elect to utilize accrued vacation for the time you are away at training, if desired. If they are employed less than one (1) year, leave will be granted without pay for the time away for reserve duty.

All employees in the military reserve training program should provide a copy of their report orders to their supervisor as immediately as possible.



Family and Medical Leave

Section U Page 1 Of 4

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. This fact sheet provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave.

COVERED EMPLOYERS

The FMLA only applies to employers that meet certain criteria. A covered employer is a:

- Private-sector employer, with 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including a joint employer or successor in interest to a covered employer;
- Public agency, including a local, state, or Federal government agency, regardless of the number of employees it employs; or
- Public or private elementary or secondary school, regardless of the number of employees it employs.

ELIGIBLE EMPLOYEES

Only eligible employees are entitled to take FMLA leave. An eligible employee is one who:

- Works for a covered employer;
- Has worked for the employer for at least 12 months;
- Has at least 1,250 hours of service for the employer during the 12-month period immediately preceding the leave*; and
- Works at a location where the employer has at least 50 employees within 75 miles.

* Special hours of service eligibility requirements apply to airline flight crew employees. See Fact Sheet 28J: Special Rules for Airline Flight Crew Employees under the Family and Medical Leave Act.

The 12 months of employment do not have to be consecutive. That means any time previously worked for the same employer (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count unless the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA), or there is a written agreement, including a collective bargaining agreement, outlining the employer's intention to rehire the employee after the break in service. See "FMLA Special Rules for Returning Reservists".



Family and Medical Leave

Section U Page 2 Of 4

LEAVE ENTITLEMENT

Eligible employees may take up to 12 workweeks of leave in a 12-month period for one or more of the following reasons: FS 28 2

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active-duty status.

An eligible employee may also take up to 26 workweeks of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. The "single 12-month period" for military caregiver leave is different from the 12-month period used for other FMLA leave reasons.

See Fact Sheets 28F: Qualifying Reasons under the FMLA and 28M: The Military Family Leave Provisions under the FMLA.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval. Under certain conditions, employees may choose, or employers may require employees, to "substitute" (run concurrently) accrued paid leave, such as sick or vacation leave, to cover some or all of the FMLA leave period. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy.

NOTICE

Employees must comply with their employer's usual and customary requirements for requesting leave and provide enough information for their employer to reasonably determine whether the FMLA may apply to the leave request. Employees generally must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances.



Family and Medical Leave

Section U Page 3 Of 4

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. If an employee later requests additional leave for the same qualifying condition, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

See Fact Sheet 28E: Employee Notice Requirements under the FMLA .

Covered employers must:

- (1) Post a notice explaining rights and responsibilities under the FMLA. Covered employers may be subject to a civil money penalty for willful failure to post. For current penalty amounts, see www.dol.gov/whd/fmla/applicable_laws.htm;
- (2) Include information about the FMLA in their employee handbooks or provide information to new employees upon hire; 3
- (3) When an employee requests FMLA leave or the employer acquires knowledge that leave may be for a FMLA-qualifying reason, provide the employee with notice concerning his or her eligibility for FMLA leave and his or her rights and responsibilities under the FMLA; and
- (4) Notify employees whether leave is designated as FMLA leave and the amount of leave that will be deducted from the employee's FMLA entitlement.

See Fact Sheet 28D: Employer Notice Requirements under the FMLA.

CERTIFICATION

When an employee requests FMLA leave due to his or her own serious health condition or a covered family member's serious health condition, the employer may require certification in support of the leave from a health care provider. An employer may also require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition.

See Fact Sheet 28G: Certification of a Serious Health Condition under the FMLA. For information on certification requirements for military family leave, See Fact Sheet 28M(c): Qualifying Exigency Leave under the FMLA; Fact Sheet 28M(a): Military Caregiver Leave for a Current Servicemember under the FMLA; and Fact Sheet 28M(b): Military Caregiver Leave for a Veteran under the FMLA.

JOB RESTORATION AND HEALTH BENEFITS

Upon return from FMLA leave, an employee must be restored to his or her original job or to



Family and Medical Leave

Section U Page 4 Of 4

an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave cannot be counted against the employee under a "no-fault" attendance policy. Employers are also required to continue group health insurance coverage for an employee on FMLA leave under the same terms and conditions as if the employee had not taken leave.

See Fact Sheet 28A: Employee Protections under the Family and Medical Leave Act .

OTHER PROVISIONS

Special rules apply to employees of local education agencies. Generally, these rules apply to intermittent or reduced schedule FMLA leave or the taking of FMLA leave near the end of a school term.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under the FLSA regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to an eligible employee's use of FMLA leave.

ENFORCEMENT

It is unlawful for any employer to interfere with, restrain, or deny the exercise of or the attempt to exercise any right provided by the FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any 4 proceeding, related to the FMLA. See Fact Sheet 77B . The Wage and Hour Division is responsible for administering and enforcing the FMLA for most employees. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. If you believe that your rights under the FMLA have been violated, you may file a complaint with the Wage and Hour Division or file a private lawsuit against your employer in court.

Protections for Individuals under the FMLA For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4-USWAGE (1-866-487-9243). This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.



Sick Leave

Section V Page 1 of 1

Alexander Mechanical provides payment of income (sick leave) for eligible employees when that employee is away from work due to illness. Employees will be eligible for sick leave after completion of 90 calendar days of service, if they work at least thirty (30) hours per week unless specified otherwise by a member of the Executive Leadership Team. Sick leave is the same as the employee's regular salary, and is subject to the same withholding elections.

The balance of unused, but accrued, sick leave days as of December 31 of the current year will **not** be carried forward from one year to the next. All sick leave used by employees will be charged against the employee's total sick leave balance. Employees eligible for retirement from Alexander Mechanical will be paid for all accrued, but unused, sick leave.

Any employee that is out on sick leave longer than three days must return to work with a doctor's certificate stating the nature of the illness and the employee's fitness to return to duty.

If an employee is unable to work due to illness, the employee must notify their immediate supervisor as soon as possible after the onset of the illness, and certainly by the time the employee was to report to work. It is not permissible to be gainfully employed elsewhere while out on sick leave. Any employee doing so will be considered to have voluntarily quit without notice and to not be in good standing at the time of resignation.

Sick leave may be taken in hourly increments for hourly employees, while salaried employees will be charged for sick leave for full day absences only, as salaried employees are not paid for overtime.

Alexander Mechanical permits use of available sick leave for use during absence due to the birth or adoption of a child to an employee. The sick leave will be in addition to other available time (see Maternity section).

Industrial accidents and illness are covered by Worker's Compensation Insurance pursuant to the requirements of the laws in the various states in which Alexander Mechanical operates. The sick leave policy outlined above does not apply to those illnesses or injuries that are covered by an applicable worker's compensation policy.



Group Insurance Benefits

Section W Page 1 of 1

Alexander Mechanical makes health insurance, life insurance and accidental death, vision and dental coverage (group benefits) available to eligible employees and their eligible family members.

The Company pays 90% of the premiums on the employee and 50% of the premiums on family, spouse or child(ren) coverage for the group medical and vision benefits, with the employee sharing the balance of the cost.

The Company pays 50% of the premiums on the employee, family, spouse or child(ren) coverage for group dental benefits, with the employee sharing the balance of the cost.

Life insurance and accidental death group coverage is 100% employer paid for eligible employees.

The low cost of these benefits is an important part of each eligible employee's compensation package.

Eligible employees are all full-time employees who have completed ninety (90) calendar days of employment, and part time employees who work at least thirty (30) regular hours a week and have completed ninety (90) (we need to change this to 60 or less with the new healthcare reform legislation, we will have to pay a penalty if over 60 days) calendar days of employment.

Please see the Human Resources Manager for specific details on coverage and benefits.



Continuation of Medical/COBRA

Section X Page 1 of 1

Upon termination from Alexander Mechanical for any reason other than gross misconduct, an employee may elect to continue group medical coverage at group rates as long as the employee pays the required monthly premium. It is also possible to convert other group plans to individual plans. Details on the conversion of any benefits will be discussed with you at the time of your termination by a personnel representative. You may, of course, request information on this subject at any time prior to actual termination.



Retirement Plans

Section Y
Page 1 of 1

Alexander Mechanical employees have the opportunity to participate in a retirement plan which allows employees to save a portion of their compensation for retirement. After one year of service, employees are eligible to participate in the plan. Contributions to this plan are pre-tax dollars, which means the amount specified by the employee is taken from their salary before federal and state income taxes are taken out. The employee is then taxed on the remaining salary, resulting in additional savings. It should be noted that any distribution from the 401(k) plan will be subject to tax, whether that be early or qualified distribution. Early distribution may also carry a monetary penalty. See your personnel representative for more details and a copy of the Alexander Mechanical Employee Savings Plan.

Contributions by the company are based on the amount contributed by the employee, with Alexander Mechanical matching your payroll contribution not to exceed 4% of the employee's contribution.

Vesting refers to your "ownership" of a benefit from the plan. You are always 100% vested in your payroll contributions, rollovers if applicable, and any earnings they generate. You are also 100% vested in the "safe harbor" contributions Alexander Mechanical makes on your behalf; plus, any earnings they generate. Other employer contributions to the plan, plus any earnings they generate, are fully and immediately vested.



Safety and Accident Rules

Section Z Page 1 of 2

Corporate Safety Policy

It is the policy of Alexander Mechanical to provide a safe and healthful work environment for each of its workers. Each employee in this company from top management to field personnel shall strive for zero injuries and illnesses.

The Executive Leadership Team shall evaluate safety performance continuously by comparing the following criteria with current industry averages:

- number of injuries/illnesses requiring medical attention;
- number of lost workday cases; and
- number of lost workdays

Assignments of responsibility are as follows:

Management shall:

- conduct pre-job/pre-task planning for every new job or task;
- establish safe work rules;
- provide all workers with appropriate safety and health training;
- provide personal protective equipment required;
- record and report job site injuries and illnesses as required;
- implement the company's disciplinary action policy;
- provide incentives for workers to perform their work task safely;
- implement the company's substance abuse and drug testing program;
- investigate accidents and reported close call incidents;
- continuously address the most common hazards in mechanical construction;
- encourage worker participation in establishing company safe work practices;
- obey all established safe work rules;
- participate in safety orientation training session;
- immediately address all unsafe or unhealthy acts or conditions they observe;
- immediately address all safety and/or health issues raised by any worker;
- not report to work under the influence of alcohol or drugs;
- not have any alcohol or illegal drugs in their possession.

Safety and Accident Rules

Section



Safety and Accident Rules

Section Z
Page 2 of 2

Workers shall:

- obey all established safe work rules;
- attend and participate in all required safety training sessions;
- immediately report any unsafe or unhealthy acts or conditions they observe;
- not report to work under the influence of alcohol or drugs; and
- not have alcohol or illegal drugs in their possession.

Disciplinary Action

As a matter of policy all employees of Alexander Mechanical are required to:

- obey all established safe work rules and company policies;
- attend and participate in designated safety training sessions; and
- immediately report any unsafe acts, conditions or company policy violations.

Failure to comply with any of these requirements will result in immediate disciplinary action as follows:

1st offense -The supervisor addressing the violation shall take immediate action to ensure that the unsafe act is stopped or the unsafe/unhealthy condition is abated and the worker responsible for the violation receives a verbal warning. The supervisor will document the warning and place it in the worker's personnel file.

2nd offense -The supervisor addressing the violation shall take immediate action to ensure that the unsafe act is stopped or the unsafe/unhealthy condition is abated and the worker responsible for the violation receives a written warning. A copy of the written warning shall be placed in the worker's personnel file.

3rd offense -The supervisor addressing the violation shall take immediate action to ensure that the unsafe act is stopped or the unsafe/unhealthy condition is abated and the worker responsible for the violation is suspended for three days without pay. Documentation regarding the suspension shall be placed in the worker's personnel file.

4th offense -Occurrence of the same violation a fourth time shall be documented and placed in the worker's personnel file. The worker shall be discharged.



Substance Abuse and Drug Testing

Section AA
Page 1 of 8

PURPOSE AND SCOPE

The purpose of this procedure is to address the dangers that the use of drugs and alcohol can have on the performance of employees and on the safety and security of the work environment. To maintain productivity and especially, to protect the safety and well-being of our employees, direct action must be taken when employees are under the influence of drugs or Alcohol on company property, company work sites, or while on company business.

AMI recognizes that substance abuse is treatable. We are committed to making an effort to help current employees who may be experiencing problems due to substance abuse. We will help them to recognize, understand, and correct substance abuse. We will help them find an appropriate, approved rehabilitation facility.

Department Manager

The Department Manager is responsible for;

- Ensuring that all department employees are aware of the requirements of this procedure.
- Ensuring that the department management Leadership Team is trained in the detection of alcohol and drug abuse.
- Properly reporting and acting upon any suspected alcohol or drug issues brought to their attention.

Project Superintendent

The Project Superintendent is responsible for;

- Implementing and enforcing this procedure.
- Reporting all suspected drug or alcohol problems to their Department Manager.
- Ensuring subcontractors are aware of the requirements of this procedure.

Safety Specialist

The Safety Specialist is responsible for;

- Conducting jobsite inspections for signs of drug and alcohol use/abuse.
- Training the management staff in methods for detecting and dealing with drug use and alcohol abuse use by workers on or off the job.
- Monitoring compliance with this procedure.

General Foreman

The General Foreman is responsible for;

- Ensuring all personnel under their direction is familiar with the requirements of this procedure.
- Ensuring all personnel under their direction is familiar with, and capable of identifying signs of drug use and alcohol abuse.
- Informing their superintendent of suspected drug use or alcohol abuse.



Substance Abuse and Drug Testing

Section AA
Page 2 of 8

Foreman

The Foreman is responsible for;

- Monitoring workers and sub-contractors for signs of drug use and alcohol abuse.
- Ensuring all personnel under their direction is familiar with the requirements of this procedure.
- Informing their supervisor of suspected drug use or alcohol abuse.

Employees

The Employee is responsible for;

- Abiding by the terms of this policy.
- Reporting suspected drug use and alcohol abuse to their Foreman.

POLICY

It is the policy of the AMI Companies to maintain an AMI Human Resource. As a condition of continued employment, all employees must abide by the terms of this policy.

Drug and Alcohol on Company Property or Work Site

The use, sale, manufacture, distribution, purchase, possession, dispensing, having the metabolites of drugs in the urine, blood or other body tissues, being under the influence of illegal drugs, non-prescribed controlled substances, or alcohol on company property, job sites, while on company business, operating company owned or leased vehicles, or equipment is strictly prohibited.

Legal Drug Use

The use of legal drugs, prescribed by a licensed physician, for a specific treatment purpose will not result in disciplinary action, however some such prescriptions can have a direct impact on vigilance, judgment, and coordination. It is important, particularly in our safety sensitive industry for AMI to assure itself that there is not a threat to the safety of employees or the company because of the medication. It is therefore, imperative that any employee taking such medication notify their supervisor and AMI Human Resources section. Violation of this policy will result in disciplinary action as prescribed in the attached policy statement on discipline.



Substance Abuse and Drug Testing

Section AA
Page 3 of 8

DRUG AND ALCOHOL DETECTION AND TESTING

In order to detect the use of these substances, as described above, employees may be directed to submit to a urinalysis drug test, blood test, hair test, breath test and/or other tests which may be approved in the future. Further, the companies may employ the use of detection equipment or trained drug detection dogs to inspect companies' vehicles, employee change areas, parking lots, and at the entry gates to identify individuals which should submit to a drug test. Individuals under the influence of alcohol, or with illegal or non-prescribed controlled substances in their system are violating this policy and will be subject to discipline as prescribed in the attached policy statement on discipline. Any employee that receives unacceptable drug and alcohol test results will not be allowed to work on a Client/Host site or facility.

Procedure

AMI uses a *urinalysis drug test, blood test, hair test, breath test and/or any new tests which may be approved later* under the following circumstances:

Pre-Employment Testing

- For all applicants before employment. The applicant may be allowed to begin work prior to the receipt of results from the lab.
- If the results of the test are not received within twenty-four (24) hours of the test, the applicant will be furloughed until the results of the test are available.
- This does not afford the applicant "employee Status", and such applicant will be terminated immediately upon the company's receipt of a positive confirmed drug test.

Current Employee Testing

- For current employees on a for cause basis where there is reasonable, articulable suspicion that an employee has violated this policy. Testing will only be done with the approval by a member of the Executive Leadership Team.
- On a job site or department basis where there has been an unusual number of accidents, thefts or other incidents that may be associated under some circumstances with substance abuse.

Post-Accident

Drug and/or alcohol testing will be required after any jobsite accident where there is an injury that requires medical attention. It will also be required for any accident where there is damage to companies or customer owned or leased property, material, tools, machinery, equipment, or vehicles.



Substance Abuse and Drug Testing

Section AA
Page 4 of 8

- If an employee is injured, the specimen collection will be made as soon as initial treatment is complete (not later than 8 working hours after the accident or 4 hours after being notified to take a drug test, whichever is shorter).
- In the case of DOT regulated drivers that are not within 8 working hours of the nearest collection site, the test must be done within 32 hours of the accident. The employee is responsible for taking the test within the time limit and will be terminated for failure to do so.
- All uninjured employees involved in an accident as described in section will be given the name and address of the nearest drug test collection site. The employee will be given a maximum of two (2) hours to complete the test and return to the job site. The employee will not be paid for more than two (2) hours to take the test and will not be allowed to return to work until he/she has completed the test. A properly filled out "Chain of Custody" form will be their return slip to work. NO ONE WILL BE ALLOWED TO RETURN TO WORK UNTIL HE/SHE HAS COMPLETED THE TEST.
- Should the collection not take place within 8 working hours of an accident or 4 hours of being directed to submit to a drug test. The employee will be deemed to have refused to submit to a test for drugs and/or alcohol and will be terminated.
- **Refusal to submit to a test** for drugs and/or alcohol by an employee involved in an accident **will result in the employee forfeiting eligibility for all medical indemnity benefits, workers compensation benefits.**

Random Testing

Random testing will be done on a percentage basis and by employee group or on a random site selection basis. This will be done on a fair and equitable basis. The selection will be done by a member of the Executive Leadership Team Any employee that refuses to participate in random testing will be terminated. Some employees covered by a collective bargaining (Union) unit may be excluded if that unit has an effective random testing program.

Post Drug/Alcohol Treatment Testing

When an employee **returns to work after treatment** for substance abuse, testing will be conducted on a follow-up basis for up to two years. Testing of the hair for drug use history may be used.



Substance Abuse and Drug Testing

Section AA
Page 5 of 8

TESTING PROTOCOL

The initial screen for all drugs will be conducted by independent labs, contracted by AMI to perform such test. Employee does not have the right to determine which facility will perform their drug test.

A positive finding will generate a confirmation through the Executive Leadership Team and the results will be kept confidential. Employees and job applicants may consult with the Executive Leadership Team for to be directed to technical information regarding the effect that certain prescription and non-prescription medications may have on the outcome of a drug test. A copy of any positive can be received by the employee by submitting his/her request in writing.

As drug testing technologies are constantly improving and state and federal laws governing said testing are changing almost as rapidly, the companies may change to new testing procedures and cut off levels without notice.

EMPLOYEE ARRESTED ON DRUG OR ALCOHOL CHARGES

Any employee who is arrested, indicted, or convicted of a drug or alcohol related violation, must report this information to a member of the Executive Leadership Team not later than five (5) days after such arrest, indictment, or conviction. Failure to notify the Executive Leadership Team within the specified period will result in termination of employment. An employee convicted of a drug or alcohol related charge or arrested or indicted on such charges where an independent company's investigation finds a violation of this policy, will be terminated.

EMPLOYEE ASSISTANCE PROGRAM

The reasons for drug experimentation, such as curiosity and social pressure, have different reasons than those for occasional drug use. Dependency and fear of withdrawal are different still. The AMI Companies will provide information on drug awareness to encourage abstinence from substance abuse. Below is a list of resources that are available. This is not a comprehensive list. The employee may choose any facility that is an HRS approved substance abuse treatment and/or counseling center.

Substance Abuse & Addiction Treatment Locations

Gateway Community Services	Phone Number
<i>SAMHSA National Helpline</i>	<i>800-662-436a</i>
Midwest Institute for Addiction	<u>(816) 407-9596</u>



Substance Abuse and Drug Testing

Section AA
Page 6 of 8

Employees experiencing problems because of substance abuse should contact a member of the Executive Leadership Team for referral for treatment and/or counseling. This discussion will be kept strictly confidential and will have no influence on the evaluation of an employee's work performance. Work performance alone will be evaluated. The fact that an employee may be granted an unpaid medical leave to undertake drug or alcohol rehabilitation treatment will have no bearing on the evaluation of the employee's performance. After consultation with the treatment facility's counselor(s), the Executive Leadership Team of AMI will decide whether the employee may continue to work during treatment or whether and unpaid medical leave should be granted.

The employee must cooperate fully with the approved treatment and/or counseling program and if he or she is granted leave, the employee will not be allowed to return to work until a satisfactory release from the treatment program is given to a member of the Executive Leadership Team certifying that the employee can return to work and has met the requirements of the program to date.

An employee who undergoes treatment under this policy will be required to sign and comply with the Substance Abuse Commitment Letter. Upon returning to work, such an employee will be subject to periodic randomly timed (follow up) testing to verify recovery from substance abuse

PRESERVATION OF RIGHTS

AMI Companies Inc. is solely responsible for the content and administration of this Substance Abuse Policy and reserves the right to interpret, change, rescind or depart from this policy in whole or in part with appropriate notice.

TRAINING

All employees shall be trained in the requirements of this policy.

Supervision and personnel required to implement this policy shall be trained in;

- The handling of drug and/or alcohol abuse issues.
- The recognition of signs and symptoms of drug and alcohol abuse. Retraining shall be provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired through the initial training.



Substance Abuse and Drug Testing

Section AA
Page 7 of 8

APPENDIX 1 OVER THE COUNTER AND PRESCRIPTION DRUGS THAT COULD ALTER OR EFFECT THE OUTCOME OF A DRUG TEST

ALCOHOL: All liquid medications containing ethyl alcohol (ethanol).
Please read the label for alcohol content. As an example, Vicks Nyquil is 25% (50 proof) ethyl alcohol. Comtrex is 20% (40 proof). Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).

AMPHETAMINES: Obetrol, Biphetamine, Desoxyn, Dexedrine, Didrex.

CANNABINOIDS (Marijuana): Marinaol (Dronabinol, THC)

COCAINE: Cocaine HCl topical solution (Roxanne)

PHENCYCLIDINE: Not Legal By Prescription.

METHAQUALONE: Not Legal By Prescription.

OPIATES: Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (hydromorphone), M-S Contin and Roxanol (morphine sulphate), Percodan, Vicodin, etc.

BARBITURATES: Phenobarbital, Tunial, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgis, Butisol, Mebaral, Butabarotal, Butabital, Phrenilin, Triad, etc.

BENZODIAZEPINES: Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcoin, Paxipam, Restoril, Centrax.

METHADONE: Dolphine, Methadose,

PROPOXYPHENE: Darvocet, Darvon N, Dolene, etc.



Substance Abuse and Drug Testing

Section AA
Page 8 of 8

APPENDIX 2 AUTHORIZATION FOR USE OR DISCLOSURE OF MEDICAL INFORMATION

EXPLANATION:

This authorization for use or disclosure of medical information is requested of you to comply with the terms of the Confidentiality of Medical Information Act of 1981.

AUTHORIZATION:

I hereby authorize the Medical Review Officer, any counselor or treatment facility I may be referred to and the testing laboratories to furnish the AMI Companies, Inc. with results of all tests run. I further authorize any doctor that has written a prescription which I may be using to disclose the purpose of the prescription, the conditions under which it is to be taken, and any other pertinent information to the Medical Review Officer to assist in the MRO's determination of my fitness for duty.

USES:

The AMI Companies, Inc. may use the medical information authorized only for the following purpose: To determine my ability to do my job or my qualifications for employment or continued employment and to defend the companies in any legal proceedings in which my employment or actions are at issue. They may also disclose the results to the BA/BM of my local union.

DURATION:

This authorization shall become effective immediately and shall remain in effect throughout the duration of my employment with the AMI Companies, Inc.

RESTRICTIONS:

I understand that the AMI Human Resource Administrator may not further use or disclose the medical information unless another authorization is given by me, or in the case of post-accident testing, or disclosure is required or permitted by law.

ADDITIONAL COPY:

I further understand that I have a right to receive a copy of this authorization upon my request.



Substance Abuse and Drug Testing

Section AA

Marijuana In Missouri Amendment #3

On November 8, 2022, Missouri voters passed Amendment 3, legalizing recreational marijuana for adults aged 21 and older. Missouri voters previously legalized the use of marijuana for medical reasons by adopting a prior amendment to the state constitution in 2018. (Marijuana remains illegal under federal law). In addition to legalizing recreational marijuana under Missouri law, Amendment 3 also modifies the existing medical marijuana law by adding some employment protections for users with valid medical marijuana ID cards. The changes will go into effect on December 8, 2022.

Changes related to Medical Marijuana while the pre-election attention on Amendment 3 was focused on the recreational marijuana aspect, the changes related to medical marijuana are particularly significant for employers. – New Employment Protections for Medical Marijuana Users Amendment 3 specifically prohibits discrimination against a person in hiring or any term or condition of employment if the discrimination is based on: (a) “[t]he person’s status as a qualifying patient or primary caregiver who has a valid identification card, including the person’s legal use of a lawful marijuana product off the employer’s premises during nonworking hours”; or (b) “[a] positive drug test for marijuana components or metabolites of a person who has a valid qualifying patient identification card,” unless the individual is excepted from coverage under an enumerated card. – Federal Contract or Licensing Exceptions Employers may continue to take adverse action against employees who are medical marijuana users if a failure to do so would cause an employer to lose a monetary or licensing-related benefit under federal law (e.g., Department of Transportation regulations). The Builder’s Associations 2 – Exception for Employees in Certain Positions Amendment 3 specifically provides that the employment protections do not apply to “an employee in a position in which legal use of a lawful marijuana product affects in any manner a person’s ability to perform job-related employment responsibilities or the safety of others, or conflicts with a bona fide occupational qualification that is reasonably related to the person’s employment.” This exception may have relevance for construction employees, given the inherent safety risks of many positions in the industry. Employers may wish to review and document which positions at their company would fall under this exception.

Consultation with legal counsel may be helpful in identifying such positions. – Limitation on Private Right of Action Missouri law continues to state that employees may not sue employers for wrongful discharge, discrimination, or any similar case of action if employers prohibit employees from working or attempting to work while under the influence of marijuana or discipline them from doing so.



Smoking/No Smoking

**Section BB
Page 1 of 1**

Alexander Mechanical employees are required to abide by the State of Missouri's Indoor Clean Air Act which prohibits smoking in all enclosed public places (including workplaces) and public meeting, except in designated smoking areas. For office employees, the designated smoking area is located outdoors on the south side of the building within the concrete patio area.

Smoking breaks must be taken only at the designated break times throughout the day and shall not infringe on company time.

Employees are required to abide by the rules and regulations, as set forth by the General Contractor and/or property owner, for the specific project or work location in they are visiting or assigned to at the time.



Alexander Mechanical Employee Handbook Acknowledgement Page

This employee handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of Alexander Mechanical. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to your supervisor by the due date. A copy of this acknowledgment appears at the back of the handbook for your records.

I, _____, have received and read a copy of the Alexander Mechanical Employee Handbook which outlines the goals, policies, benefits and expectations of Alexander Mechanical, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me by Alexander Mechanical. I understand this handbook is not intended to cover every situation which may arise during my employment but is simply a general guide to the goals, policies, practices, benefits and expectations of Alexander Mechanical.

I understand that the Alexander Mechanical Employee Handbook is not a contract of employment and should not be deemed as such.

Employee Print

Employee Signature

Please return by: _____
(Enter date to be returned)



TITLE: Accounting Clerk
Hours: 40/+ hrs. weekly

Pay Band: 1 Pay Range: \$37,442-52,000 annually
Medical, Dental, Vision and 401K

GENERAL RESPONSIBILITIES: Safeguards company assets and serves as the financial advisor to the manager. Oversees and performs accounting and administrative functions ensuring compliance with company procedures.

SPECIFIC RESPONSIBILITIES:

- **GENERAL ACCOUNTING FUNCTIONS** – Oversees and participates in general accounting functions. Coordinates with management as required.
- **ACCOUNTS PAYABLE**- Scans and quality checks all invoices, packing slips, and formal purchase order. Processes invoices and indexes in Computer Ease. Researches and reconciles vendor statements. Handles vendor inquiries.
- **JOB ACCOUNTING MANAGEMENT** – Oversees proper job set up and contract information for projects. Reviews job forecasts and assists project managers in preparation. Reports irregularities to manager.
- **WORKING CAPITAL**– Maintains working capital by performing credit checks on customers, reviewing over/under billings, reviewing inventory levels, and by overseeing and participating in the collection of accounts receivable.
- **BUDGETING** – Assists the Manager in the development of business plans and overhead budgets. Prepares budget for administrative department.
- **MONTHLY FINANCIAL STATEMENTS** – Assists corporate Manager of Financial Reporting with review of preliminary monthly financial statements. Reviews monthly financial statements for any deviations from forecasts and budgeted amounts.
- **CONTRACT ADMINISTRATION** – Assists with contract administration including obtaining insurance certificates and bonds.
- **PAYROLL** – Inputs, reviews, and transmits payroll. Performs the time keeping, time card/service report reconciliation, and job number assignment.
- **CUSTOMER SERVICE**- As required, answers incoming calls. Maintains good customer relations and provides clear communication to all external and internal customers.
- **COLLECTIONS** – Assists with calling on past due accounts after 45 – 60 days. Maintains thorough notes regarding collection calls in Computer Ease.
- **CASH RECEIPTS** – Assists with processing cash receipts and electronic deposits as required. Researches questionable receipts and discrepancies to ensure accurate postings.
- **FILE MAINTENANCE** – Maintains accurate and organized records as required for the branch
- **OTHER DUTIES** - Performs other duties and tasks as assigned by the Manager.

Education/License/Certifications/Experience-Requirements:

- High School Diploma Required
- Bachelor's Degree Preferred (**but not required**)
- Experience with accounting systems **Preferred but not required** (Computer Ease or Accounts Payable and Receivable)

Physical Requirements:

- Must pass a pre-employment drug screening.



Title: Mechanical Construction Estimator
Hours: 40/+ hrs. weekly

Pay Band: 2 Pay Range: \$50,000-75,000
annually / Bonus Program
Medical, Dental, Vision and 401K

Prepares cost estimates by analyzing proposals and requirements.

Estimator Job Duties:

- Prepares work to be estimated by gathering proposals, blueprints, specifications, and related documents.
- Identifies labor, material, and time requirements by studying proposals, blueprints, specifications, and related documents.
- Computes costs by analyzing labor, material, and time requirements.
- Resolves discrepancies by collecting and analyzing information.
- Presents prepared estimate by assembling and displaying numerical and descriptive information.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Maintains cost data base by entering and backing up data.
- Maintains technical knowledge by attending educational workshops, reviewing technical publications.
- Contributes to team effort by accomplishing related results as needed.

Estimator Skills and Qualifications Preferred:

- Professional certification—including PMP/PRINCE II, FE and PE
- Previous success in producing deliverable software platforms, BIM, Quote Soft, Rivett
- Analyzing Information, Estimating, Planning, Reporting Research Results, Data Center Experience, Strategic Planning, Attention to Detail, Informing Others, Requirements Analysis

Education/License/Certifications/Experience-Requirements:

- High School Diploma Required
- Bachelor's Degree Preferred (can be substituted for experience)
- 2+years' Experience in Mechanical/HVAC

Physical Requirements:

- Must pass a pre-employment drug screening.



TITLE: Project Manager
Hours: 40/+ hrs. weekly

Pay Band: 3 **Pay Range:** \$65,000-100,000
annually / Bonus Program
Medical, Dental, Vision and 401K

GENERAL RESPONSIBILITIES: Project Managers are responsible for marketing the company's services, as well as the contract administration and performance of awarded projects. The project manager procures material, equipment, and labor, and negotiates subcontracts to perform the contract at the maximum profit for the company, and in conformance with the contract documents.

SPECIFIC RESPONSIBILITIES:

- Build and develop the project team to ensure maximum performance, providing purpose, direction, and motivation.
- CUSTOMER RELATIONS - Builds relationships on assigned projects that effectively promote the company's interests with owners, prime contractors, subcontractors, and architect/engineers.
- SAFETY - Maintains a safe working environment on assigned projects through proper planning and safety policy enforcement / discipline.
- FINANCIAL RESULTS- Consistently manages projects to a successful financial conclusion.
- MARKETING - Takes advantage of and creates opportunities to market the services to owners, architects/engineers, and prime contractors.
- PROJECT DOCUMENTATION - Identifies and appropriately documents contractual requirements including project schedules, delays, changes, and other customer communications.
- CHANGE ORDERS - Effectively performs preparation of change order estimates and quotations, price negotiation, performance of the change, and accounting processing.
- FINANCIAL FORECASTS - Prepares project financial forecasts that are accurate.
- CLOSE OUT - Minimizes working capital through aggressive billing, collection, and close-out performance of the change, and accounting processing.
- ESTIMATING – Assist in estimating in preparing proposals.
- OTHER DUTIES - Performs other duties and tasks as determined by the Department Manager.

Physical Requirements:

- Must pass a pre-employment drug screening.



TITLE: Sales Person
Hours: 40/+ hrs. weekly

Pay Band: 2 Pay Range: \$50,000-75,000
annually / Bonus Program
Medical, Dental, Vision and 401K

GENERAL RESPONSIBILITIES: Sales Reps will be paid a Maintenance and Repair Incentive that is intended to encourage the sale of maintenance agreements and the creation of on-call maintenance, repair and routine equipment replacement relationships for commercial, institutional and industrial customers who have heating, ventilation, air conditioning, refrigeration, and piping systems in our market areas.

SPECIFIC RESPONSIBILITIES:

- **CUSTOMER RELATIONS** – Acts as a customer service representative to all house accounts. Makes goodwill visits and calls to customers to ensure customer satisfaction.
- **SALES LEADS/PROSPECTS** - Schedules sales calls with prospective call-in customers. Assists sales staff with cold calls as needed for technical guidance, and assists in follow-ups.
- **PROPOSALS AND ESTIMATES** – Assists Service Manager, Project Managers, and Sales Staff with the preparation of estimates, proposals and presentations.
- **PARTS AND MATERIALS** - Is familiar with equipment and parts and their supply sources. Procures required items with the use of LP's or purchase orders, performs necessary follow-up for timely delivery, and advises the proper individual of the arrival of ordered items.
- **COMPANY REPRESENTATION** - Maintains legal and ethical standards, is a team player, and projects a proper image while representing the Company.

Education/License/Certifications/Experience-Requirements:

- High School Diploma Required
- Bachelor's Degree Preferred (**but not required**)
- Experience with HVAC/Plumbing sales **Preferred but not required**

Physical Requirements:

- Must pass a pre-employment drug screening.



TITLE: Dispatcher/Service Coordinator
Hours: 40/+ hrs. weekly

Pay Band: 1 Pay Range: \$37,442-52,000 annually
Medical, Dental, Vision and 401K

GENERAL RESPONSIBILITIES: First responder to all service calls. Dispatches technicians, monitors daily workload, and helps ensure customer needs are met.

SPECIFIC RESPONSIBILITIES:

- **DISPATCHING** –Prioritizes and schedules work assignments in conjunction with the service managers. Assigns the appropriate technician at the appropriate time, continually updating the dispatch board. Monitors time spent on calls and verifies that calls have been properly completed. Ensures work done matches approved scope of work. Schedules return visits as necessary, never sending the same technician on a third time callback.
- **CUSTOMER SERVICE** – Develops and maintains good customer relations and provides clear communication to all external and internal customers. Notifies Service Manager of any service issues.
- **SERVICE AGREEMENTS** - Coordinates scheduling to ensure maintenance is completed during the scheduled month. Maintains working knowledge of each agreement to meet specific customer requirements.
- **QUOTES & ESTIMATES** - Assists in gathering information from service technicians, preparing and logging quotes, and acquiring approval from customer and sales.
- **BILLING** - Reviews service tickets for accuracy (time, material, date, numbers) and assists billing department as needed. Reviews past due accounts with Service Manager. Makes collection calls as needed and keeps notes current.
- **TECHNICIAN SUPPORT** - Provides necessary support functions such as issuing P.O.'s and material control forms and assigning job numbers.
- **VEHICLE MAINTENANCE** - Coordinates scheduled vehicle maintenance, mileage, and repairs. Schedules repair work as needed.
- **PARTS & MATERIALS** - Is familiar with equipment, parts, and their suppliers. Assists in the procurement of parts and performs necessary follow-up for timely delivery. Approves AP for purchases to work orders. Confirms warranty parts are returned to the branch.
- **JOB FILES** - Keeps job files updated as to completion of work and time and material used. Reviews open work orders with Service Managers weekly.
- **REFRIGERANT RECORDS/TRACKING** - Maintains a log of all new, used, and recycled refrigerants per EPA guidelines.
- **OTHER DUTIES** – Performs other duties as assigned.

Education/License/Certifications/Experience-Requirements:

- High School Diploma Required
- Bachelor's Degree Preferred (**but not required**)
- Experience with HVAC, Plumbing and general Service Maintenance.

Physical Requirements:

- Must pass a pre-employment drug screening.



TITLE: Support Administrative Person
Hours: 40/+ hrs. weekly

Pay Band: 1 **Pay Range:** 37,440-52,000 annually
Medical, Dental, Vision and 401K

Support Admin performs a variety of clerical tasks, including answering telephones, typing documents, and filing records.

Support Admin typically do the following:

- Answer and transfer telephone calls or take messages
- Sort and deliver incoming mail and send outgoing mail
- Schedule appointments and receive customers or visitors
- Provide general information to staff, clients, or the public
- Type, format, or edit routine memos or other reports
- Copy, file, and update paper and electronic documents
- Prepare and process bills, completes billings and other office documents
- Collect information and perform data entry
- FILE MAINTENANCE – Maintains accurate and organized records as required for the branch.
- BACK UP DUTIES – As required by the Department Manager.
- OTHER DUTIES – Other duties administrative activities as assigned AMI Executive staff.

Support Admin have responsibilities that often change daily with the current needs of the employer. They also frequently use photocopiers, scanners, fax machines, and other office equipment.

Education/License/Certifications/Experience-Requirements:

- High School Diploma Required
- Bachelor's Degree Preferred (**but not required**)
- Experience with Service Maintenance **Preferred but not required** (Computer Ease or Accounts Payable and Receivable)

Physical Requirements:

- Must pass a pre-employment drug screening.
- Employment background check



TITLE: Warehouse Worker
Hours: 40/+ hrs. weekly

Pay Band: 1 Pay Range: \$37,442-52,000 annually
Medical, Dental, Vision and 401K

GENERAL RESPONSIBILITIES: First responder to all Warehouse calls. May assist with Dispatching technicians for Service, monitors daily workload, and helps ensure customer needs are met.

Warehouse Worker Job Responsibilities:

- Completes shipments by processing and loading orders.
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Issues, Assigns and repairs Tools, Creates, and assigns warehouse locations for Tools/Materials.
- Enforces inventory controls by collecting stock location orders and printing requests.
- Preserves safe and clean work environment by keeping shelves, pallet area, and workstations neat.
- Promotes clean shipping supply area by complying with procedures, rules, and regulations.
- Enter required information in warehouse tracking system.

Warehouse Worker Qualifications / Skills:

- Teamwork, Coordination, Organization
- Planning, Time management, Reporting skills
- Inventory control, Documentation skills, Equipment maintenance
- Data entry skills, Dependability

Education, Experience, and Licensing Requirements:

- High School Diploma Required
- Bachelor's Degree Preferred (**but not required**)
- Experience in Warehouse Organization.

Physical Requirements:

- Must pass a pre-employment drug screening.



Safety Coordinator

Hours: 40/+ hrs. weekly

Pay Band: 1 Pay Range: \$37,442-52,000 annually

Medical, Dental, Vision and 401K

Job Description: Support Crew Foreman/General Foremen in development of Job Hazard Analyses.

- Evaluate the effectiveness of safety programs through daily field walks. Regulatory compliance and audit oversight.
- Conduct new employee orientation and OSHA 10/ 30 Hour Classes
- Meet regularly with field personnel and support in the development of project specific corrective action plans to address safety issues and concerns
- Provide regular feedback to project leadership in a constructive manner on needed areas for safety improvement and recognition.
- Provide coaching and mentoring for employees exhibiting unsafe behaviors, and provide recognition for employees exhibiting safe behaviors.
- Assist with delivery of job site-specific safety orientations for new employees joining the project, as applicable.
- Assist and co-facilitate safety training, testing for all employees (HazCom, Fall Protection, Lockout/Tag out, etc.)
- Support Project Leadership in the completion of incident investigations.
- Facilitate all injury/illness cases.
- Perform periodic evaluations of power tools and equipment (i.e., scissor lifts, forklifts, fall protection, laser levelers, etc.) to ensure equipment is being maintained in good working order, as applicable.
- Monitor and evaluate CEI/Subcontractor compliance with applicable rules and regulations, and project safety requirements.
- Support Project Leadership in the development and execution of weekly toolbox safety meetings.
- Attend the assigned safety meetings each morning:
- Ensure that meetings are taking place daily
- Audit for continuity of topics to be discussed
- Evaluate the participation of the crew and whether the foreman gave them an opportunity to do so.
- Evaluate meetings and provide feedback to Project Leadership on effectiveness.
- Ensure Foremen, GF and Superintendents are evaluating the job site and giving appropriate coaching as needed in the general work environment
- Standing, walking, sitting, climbing, typing, carrying, pushing, and bending for extended periods of time. Work is conducted in both indoor and outdoor constructions job site settings. Environmental conditions will vary.
- Occasional lifting of up to 40 pounds.



- Regularly work at heights and in confined space.
- The duties and responsibilities are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing and other duties will be assigned based on the position's role within the business unit.

Minimum Job Requirements:

- 1-3 + years of construction safety experience.
- OSHA 500 Construction required
- Understanding of construction industry standards
- Experience with non-union workforce desired
- CPR/FA Certified
- Ability to work independently, strong communication skills with the ability to influence behaviors
- Proficient in using a computer and Microsoft Office (Outlook, Word, Excel, etc.)
- Safety certification is desired.

Education/Experience:

- 2 or 4-year college degree desired, preferably in environmental health or safety discipline. Education can be substituted for experience at 2 years for every one year of school.

Physical Requirements:

- Must pass a pre-employment drug screening.