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Welcome

Welcome to Fiske Electric! This handbook is intended to help employees become familiar with our guidelines and practices. Please read it thoroughly and ask questions. Get to know our culture and our way of doing business. We are proud to have a great reputation as an electrical contractor and as a great place to work. With your help we will continue that legacy. Thanks for joining us.

About The Company

Our company was started in 1976 by Virgil Fiske, on the standards of honesty, integrity and quality. Our mission is to provide our commercial and residential customers with the best service in Northern Colorado.

Over the years, Fiske has gone through the ups and downs of the construction industry. With every change in this dynamic market, we have positioned Fiske Electric for long-term viability. Today, Fiske has grown to be one of the most successful electrical contractors in the region, serving clients in Colorado and Wyoming. Each member of our team plays an important role in ensuring that our reputation continues.

We have an exciting future at Fiske Electric. As we work together to provide the best service to our customers, and work with a common set of shared values, Fiske will continue to thrive. I invite you to be part of helping us achieve our goals, and I hope you will find your work here to be interesting, challenging, and fun.

Kevin Fiske
Fiske Electric

Non-Negotiables

There are certain behaviors that do not fit in our workplace. We care a lot about our reputation as an employer, and as a provider of services to our customers. We also value our role in the community. As a result, we have a pretty low tolerance for behaviors such as:

- Passive aggressive and undermining communication that does not solve problems with those directly impacted or able to help;
- Gossip about peers, customers, community members, or others we serve;
- An “It’s Not My Job” attitude, an unwillingness to help others; or a lack of initiative in seeking to serve our internal and external customers.

Purpose of the Handbook

This Employee Handbook (Handbook) serves as a guideline to company policies and



benefits in order to enhance understanding and to help assure uniformity and consistency. This Handbook generally presents the terms and conditions of employment and covers employees working directly for and on the payroll of Fiske Electric. Except as otherwise stated, this Handbook specifically does not apply to those individuals operating through a separate contractual relationship with Fiske Electric or those individuals working on company premises who are working for an entity other than the company.

This Handbook is not a contract of employment; however, all employees are responsible for following all the policies and terms presented herein.

This Handbook gives you general information about the compliance portion of our employment policies and benefits, and certain other general information. It does not, and is not intended to cover all matters in complete detail. Changing conditions may bring revisions to these policies and benefits, just as they have played a part in forming them. Of course, it is our philosophy to develop policies cooperatively whenever practical; however, only the CEO of the company has the authority to add to, modify, waive or delete any policy, benefit or rule, and such change must be written to be valid.

Should there be any conflicts between this Handbook and the terms and conditions of applicable benefit plans or policies (e.g., insurance policy or contract, etc.), the actual text of the plan or policy will govern.

The material in this Handbook supersedes all previous handbooks, policies and procedures.

Ultimately, it is management's responsibility to lead Fiske Electric for the benefit of everyone concerned. Thus, company management retains all management rights to operate the business according to its best judgment.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of employees' mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of these Section 7 rights.

Acknowledgment that you are familiar with the Handbook's contents and voluntarily agree to these terms is a condition of employment. Should you ever have any questions regarding any aspect of this Handbook, please do not hesitate to ask your supervisor.

Employee Interaction

Communication

All of us at Fiske Electric are interested in you as a person and are pleased to assist you in any way we can. We welcome your suggestions. Our sincere conviction is that the



best and most rewarding system results from an open and direct relationship and communication between colleagues.

Every reasonable effort will be made to provide you with a safe, comfortable and healthy place in which to work.

Business Ethics and Conduct

Fiske Electric relies on the integrity and good judgment of all employees in observing "ethical business practices" which include, but are not limited to, professional and legal codes and good responsible business practices in the conduct of company affairs. In keeping with our definition of "ethical business practices", it is required that employees refrain from activities which conflict or appear to conflict with the best interest of the company. Should you have any questions regarding a situation where you believe there may be a potential conflict of interest, please see your supervisor.

Professional Conduct

Employees are expected to conduct themselves at all times with professionalism, courtesy, and respect in their dealings with each other and with other business contacts, such as clients, customers and vendors. This includes employees' dealings and activities with other employees and business contacts away from the workplace.

Employees who entertain customers at dinners or participate in company-sponsored functions where alcohol is served should always maintain professional conduct and exercise care in deciding what and how much to drink. The company advises all employees attending such events to make transportation arrangements that obviate the need to drive (e.g. call a cab). Please refer to the Drugs and Alcohol policy in this Handbook.

Outside Employment

While the company does not seek to interfere with your personal conduct, certain types of off-duty conduct may interfere with our legitimate business interests. For this reason, you should be aware of the following policies:

While employed by the company, you are expected to devote your energies to your responsibilities with the company.

Employees who wish to engage in outside employment that may potentially create a real or apparent conflict of interest must submit a written request to your supervisor explaining the details of the outside employment. Whether or not the outside employment is authorized, the company assumes no responsibility for the outside employment. The company shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time if, in the company's sole discretion, it is negatively impacting the employee's job performance or having an adverse effect on the company.

Confidential and Proprietary Information

Confidentiality regarding all information related to the assignment and workplace is to be observed at all times. All trade secrets, confidential information, and business records that come into an employee's possession, or that an employee prepares, are the property of the company. "Confidential information" means any trade secret or confidential information that the company possesses, or may possess in the future, regarding the business, financial condition or prospects of the company or any parent, subsidiary, affiliate, customer or supplier of the company. Confidential information includes, but is not limited to, customer, vendor and supplier lists; customer files; personnel/staff files; payroll; computer records, programs or codes; financial information about the company and its business; marketing strategies and data; process descriptions and strategies; research plans and results; business plans; formulas; technological data; and other information not generally available to the public. Similarly, financial and other information about customers is privileged and to be held in confidence. Employees have a personal, professional, and legal responsibility to safeguard any and all such information to prevent its being directly or indirectly, used, divulged, published or otherwise revealed with anyone outside the company, unless authorized pursuant to the legitimate business transactions of the company. Employees who violate this policy will be subject to disciplinary action up to and including termination, even if they do not actually benefit from the disclosed information.

Upon separation from employment with the company, the separated employee must immediately return to the company all company property, including all information described above, in any hardcopy, digital, electronic or any other format.

Nothing in this policy shall be construed to prohibit employees from discussing terms and conditions of employment among themselves, or otherwise exercising rights protected by law.

Definitions

"At-Will" Employment

Nothing in this Handbook guarantees employment for any specific length of time. Employment is at the mutual and continuing consent of the employee and the company. Accordingly, either the employee or the company can terminate the employment relationship "at will", with or without cause or notice. Nothing in this Handbook or in any document or statement limits the right of either party to terminate employment at will; with or without notice or cause. Nothing in this Handbook, or any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. The at-will nature of employment is not subject to change, except in writing signed by the company CEO.

Regular Full-Time Employee

A "regular full-time employee" is defined as an employee who is regularly scheduled for 30 or more hours of work per week. Regular full-time employees are entitled to benefits,

provided they meet the specific eligibility requirements for each benefit.

Regular Part-Time Employee

A "regular part-time employee" is defined as an employee who is hired to work on a regular basis for less than 30 hours of work per week. Part-time employees are generally not entitled to company-sponsored benefits, unless otherwise required by law.

Temporary Employee

A "temporary employee" is defined as an employee who is hired for work on a temporary, seasonal or replacement basis. An employee will not automatically change from temporary to regular status merely by working in excess of the period originally expected and designated. An employee will change from temporary to regular status only if advised of such a change in writing, by the company. Such notification will indicate the effective date on which an employee attained or will attain a regular status. Temporary employees are not generally eligible for any company-sponsored benefits, unless otherwise required by law.

Non-Exempt Employee

"Non-exempt employees" includes all employees who are classified as non-exempt by the Federal Fair Labor Standards Act or any applicable state laws. Employees in this category are therefore entitled to premium pay for work in excess of forty (40) hours in a work week or twelve (12) hours in a work day in accordance with state and federal laws.

Exempt Employee

This category includes all employees who qualify as exempt from the overtime requirements of the Federal Fair Labor Standards Act (FLSA) and/or any other applicable laws. Such employees include, but are not limited to, those who qualify as exempt executive, administrative, or professional employees, or as outside salespersons. It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all company managers from making any improper deductions from the salaries of exempt employees.

Benefit Waiting Period

Our benefit plans specify that any employee entering Regular Employee status must undergo a waiting period prior to benefit coverage. Please refer to the summary plan description, which describes the waiting period for coverage and eligibility requirements for each benefit.

Immediate Family

An employee's immediate family is defined as any person in the status of parent, sibling, grandparent, spouse/domestic partner/ civil union partner, child, and comparable in-law, step and foster relationships.

Introductory Period

All new employees work on an introductory basis for the first 90 calendar days. This

Introductory Period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The company does not guarantee employment for any specific length of time, including for the duration of the introductory period, and nothing alters the at-will status of any employee during or after the Introductory Period. Employees who complete the Introductory Period are not guaranteed continued employment thereafter.

Break in Service

Subject to applicable laws, the company generally has no obligation to hold positions for employees who terminate, resign, or violate the terms of an approved leave of absence. Termination, resignation, or failure to meet the conditions of an approved leave constitutes an immediate Break in Service. However, the company will comply with applicable state and federal leave laws regarding job protection and benefits.

Employee Orientation

Each new employee is scheduled for an orientation program in order to receive an introduction to the company, its history, its operations, its policies, and a review of employee benefits. In addition, employees will receive orientation on their departmental procedures and will be asked to complete new-hire paperwork.

Pay Policy and Procedures

Employment Records

Upon acceptance of employment at the company you will be asked to complete a number of new-hire forms, including a tax withholding form W-4, a Form I-9, and other necessary documents. You will be asked to show qualified documentation verifying your identity and authorization to work in the United States when you fill out your Form I-9 in compliance with the Immigration Reform and Control Act of 1986. All employees are required to complete section 1 of the Form I-9 on the first day of employment, and are required to produce original documents to evidence identity and employment eligibility no later than the third business day of employment. If you provide documentation indicating that your work authorization has an expiration date, updated documentation must be given to the company before this expiration date.

Accurate human resource records are extremely important to Fiske Electric. It is your responsibility to keep the company informed of your desired withholding status, current address, telephone number, legal name, marital and dependent status, insurance status, and persons to notify in case of emergency. Falsification of any employment or company records may subject an employee to termination.

Inspection and Copies of Employment Records

Personnel files are property of the company. However, you may inspect your personnel file in the presence of a company representative at a mutually convenient time. Alternatively, upon written request you may receive copies of the documents in your file and/or payroll records. You may add your version of any disputed item to the file.

Payroll Schedule

Fiske Electric operates on a weekly payroll schedule, resulting in 52 pay periods a year.

Payroll Errors

Any errors in your pay should be reported to your supervisor as soon as possible. Whether an error causes underpayment or overpayment, you are expected to advise your supervisor to ensure the error is corrected as promptly as possible. If the company determines that an improper deduction has been made, the employee will be reimbursed for the amount withheld. There is no retaliation for bringing these matters to our attention; we wish to comply fully with our legal obligations.

Time Records

Non-exempt employees must personally record all time worked each day, indicating the time they arrive for work, leave for the meal period, return from the meal period, and stop working at the end of the day. It is the policy of the firm to pay employees for all time worked. Each employee is responsible for ensuring that all time submitted is complete and accurate (and that there is not unrecorded or "off-the-clock" work). All employees are to record vacations, sick leave, paid holidays, and absence time as instructed by the company. Time records are to be recorded on a daily or weekly basis. This is to satisfy requirements of both state and federal laws enacted for your protection. Falsification of time records may result in discipline up to and including termination from employment.

Deductions

The Company is required by law to deduct from your paycheck income taxes, Social Security and Medicare taxes, and any other deduction(s) required or permitted by state or federal statutes. Additionally, if you are eligible for any employee benefits, which require you to make contributions, we make it easy for you by offering payroll deductions, for which you will be asked to sign a deduction authorization.

Expenses

Employees will be reimbursed for reasonable and authorized expenses incurred while conducting company business. Expense reports must be submitted for approval in accordance with company policy. The company cannot approve undocumented expenses and will not reimburse you for the amount requested unless satisfied with the documentation provided.

Schedule of Hours

Work Hours

Your fellow employees depend on you to be on time for work and to perform your duties responsibly. Our regular business hours are from 8am until 5pm, Monday through Friday. Our business, however, requires a variety of hours and your schedule will be determined by you and your supervisor.

Meal and Rest Periods

Non-exempt employees are provided with one ten-minute rest period for every four (4) hours of work, or major portion thereof. To the extent possible, breaks will be provided in the middle of each work period. If for some reason, employees do not receive their regularly scheduled, paid 10-minute rest break, they will be entitled to an additional 10 minutes' worth of compensation.

Non-exempt employees are also provided with at least one-half (1/2) hour unpaid meal period for each workday that is five (5) or more consecutive hours of work. Meal periods are mandatory, unless the employee wants to voluntarily forego the meal period in which case the employee is required to obtain permission of the supervisor. Employees may not forego rest or meal periods to leave work earlier than their regularly scheduled time of departure.

Employees will be relieved of all active responsibilities and restrictions during their meal period, and are required to record the time they leave work for the meal period, as well as the time they return on their timesheets. Any employee who believes he or she is unable to take a meal period due to work requirements must notify their supervisor so that arrangements can be made.

Overtime

In order to fulfill Fiske Electric's commitment of excellence to its customers, it is necessary to work overtime on certain occasions. When business requirements or other needs cannot be met during regular working hours, employees are expected to pitch in and work overtime.

All overtime must be pre-authorized by your supervisor. Please work with your supervisor concerning any unusual circumstances or requirements so that consistent, top quality service can be maintained. For non-exempt employees, authorization to work overtime varies by employee, based on the employee's responsibilities, workload, and current assignments.

Overtime compensation is paid to non-exempt employees at the rate mandated by state and federal law. Overtime is computed on the basis of a non-exempt employee's actual hours worked in a workweek. Paid hours that are not worked (e.g., holidays/PTO) do not qualify as hours worked for overtime purposes.

Expression of Breast Milk

The Company provides reasonable break time for employees desiring to express breast milk during work hours. This break runs concurrently with any break periods already provided. However, if it is not possible to express milk during these breaks, the company provides a separate, unpaid break time. In addition, the company provides employees use of a private room or location that is not a restroom in proximity to the employees' work area for this purpose.

Attendance Program

To maintain a safe and productive work environment, Fiske Electric expects employees to be reliable and to be punctual in reporting for scheduled work. The company recognizes in rare instances employees may have to be absent or late for work. If you are going to be late or absent from work for any reason, you are expected to contact your supervisor or arrange to have someone else call for you. You should contact your supervisor prior to the beginning of your scheduled starting time whenever possible so we can make the necessary arrangements to cover your responsibilities. Please keep in touch with your supervisor on each day of continued absence unless agreed otherwise by your supervisor. If you fail to call in for one workday, you will be deemed to have voluntarily resigned your employment.

Excessive absences and/or tardiness may lead to discipline up to and including termination. If you would like to request a leave of absence as a reasonable accommodation for a disability, please discuss your needs with your supervisor or Human Resources. Failure to communicate with the company when absent will be considered job abandonment.

Make-Up Time

The company allows the use of make-up time when non-exempt employees need time off to tend to personal obligations. Employees may take approved time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek. Make-up requests must be submitted in writing to your supervisor, with your signature, on the form provided by the company. Requests will be considered for approval based on the legitimate business needs of the company at the time the request is submitted. A separate written request is required for each occasion the employee requests make-up time.

If you request make-up time, it must be approved in writing before you take the requested time off or work make-up time, whichever is first.

All make-up time must be worked in the same workweek as the time taken off. The company's seven day workweek begins at 12:00 AM each Sunday and ends at 11:59 PM the following Saturday.

Employees may not work more than 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled make-up time for any reason, the hours missed normally will be unpaid. However, at your request, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work make-up time before you plan to take time off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of this make-up time provision is completely voluntary. The company does not encourage, discourage or solicit the use of make-up time.

Performance Reviews

It is the belief of Fiske Electric that regular employee performance reviews are important for the successful development of our employees as well as our business. Thus, the company will strive to review your performance on a regular and on-going basis.

Generally, performance reviews will be conducted by your supervisor on a regular basis for as long as you remain employed by Fiske Electric. These reviews are designed to be a two-way review regarding your performance on the job, to examine the progress made since the last review, and to establish goals for the next review. A satisfactory performance review does not guarantee any specific salary increase nor does it constitute a promise of continued employment.

Your active participation in this process will help to ensure a fair and equitable review as well as provide feedback to management for improvements in the workplace.

Benefit Programs

We recognize that benefits are an important part of everyone's compensation package. We are pleased to be able to provide these benefits based on your hard work, support, and commitment in ensuring the growth and success of this company. For exact information concerning eligibility of any benefit, specific benefits, terms, or summary plan descriptions, please contact your supervisor.

Should any of the information provided in these policies conflict in any way with the source documents (plan documents), the source documents shall be the final authority. The following is a presentation of your company benefits.

Holidays

Recognized Holidays

Fiske Electric recognizes the following annual holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

If a holiday falls on a Saturday or Sunday, the holiday may be recognized on the preceding Friday or following Monday.

Holiday Pay Eligibility

Eligible regular, full-time, non-exempt employees will be paid for the above-mentioned holidays based on your regularly scheduled hours for that day at your regular straight-time hourly wage rate, although no work is performed. Exempt employees continue to

receive their normal salary. In order for non-exempt employees to receive holiday pay, you must work the last regular workday preceding the holiday and the first regular workday following the holiday unless excused by the company. A doctor's certificate may be required to verify your illness.

When holidays fall during your Vacation/Sick Leave, you will receive holiday pay and the day will not be charged as a Vacation/Sick Leave day provided you otherwise meet the eligibility requirements. In the event that the holiday falls during an employee's unpaid leave of absence, the employee will not be eligible for holiday pay.

Paid Time Off

Fiske Electric recognizes the importance of an annual vacation for rest and relaxation. In order to provide well-deserved rest and time away from work, Fiske Electric encourages all employees to take an annual vacation. Paid time Off is based on your regular schedule of hours at your regular rate of pay at the time the vacation is taken.

Accrual of Paid Time Off

For all regular full-time employees, vacation time accrual balances are updated annually in accordance with the table below. No vacation time benefits are accrued while the employee is on an unpaid leave of absence.

Length of Service	Accrual per Week	Annual Accrual (hrs)	Maximum Accrual (hrs)
Group 1	.92	40	40
Group 2	1.52	80	80
Group 3	2.28	120	120

Once you have accumulated the maximum benefit, you are not eligible to accrue additional vacation time until accrued but unused vacation time is taken and your vacation balance falls below the maximum accrual limit.

Scheduling Vacation

Advance approval is necessary for all vacations. You must complete a vacation request which must be approved by your supervisor prior to the beginning of your requested vacation, preferably as early as possible. We will try to arrange vacation schedules to fit each individual's preferences; however, final scheduling consideration must include operational needs of the company.

Carry Over

Fiske Electric encourages all employees to take their earned vacation time each year. However, if you do not use your entire vacation time in the year after it is accrued, you may choose to be paid the remaining balance.

Leaves of Absence

It is company policy to consider granting leaves of absence to eligible employees who must be away from their jobs for reasons of civic duty or due to circumstances beyond their control. Such leaves may be granted with full pay, partial pay or without pay. Generally, the circumstances under which leaves will be considered are set forth below, but the company considers each request for a leave of absence on a case-by-case basis. All employees are required to use any and all of their accrued, unused vacation benefits during this leave. In some cases, such as if the leave is required to attend to a personal illness, the employee must use any and all of their accrued sick leave benefits and employees on an unpaid leave of absence for any reason may not accrue time off benefits and may lose or not qualify for benefits eligibility (i.e. holiday pay, health and welfare programs), unless otherwise required by law. The company follows all applicable state and federal leave laws. Please contact your supervisor to confirm your specific eligibility and pay status for any leave of absence that may become necessary.

Leave Request Procedure

If you need a leave of absence for any reason, you must submit the request for leave in writing to your supervisor. Under emergency circumstances, you may request a leave verbally from your supervisor. For information on Family Medical Leave Act (FMLA), see the FMLA policy below.

Any request for leave should be submitted at the earliest possible date and must contain the following information:

- The type of leave requested;
- The dates the desired leave would begin and end;
- The reason for the leave; and
- Any other pertinent information.

Management will review the request in light of this policy and all applicable laws, and will inform the employee of its decision to grant or deny the leave. Request for mandatory or legally protected leaves of absences will not be denied, including requests for reasonable accommodation under the Americans with Disabilities Act provided such requests do not create an undue hardship for the company.

If at any time during the leave of absence your reason for requesting the leave no longer exists, you must report back to work immediately, or within the time permitted under applicable law.

If you fail to return to work on the date specified for expiration of the leave, we will consider you to have abandoned your employment with the company without notice.

Return to Work

In accordance with state and federal law, the company will attempt to reinstate employees who return from an authorized leave of absence, but it cannot guarantee reinstatement in all cases. During your leave, the company may temporarily fill your position. However, in cases of undue hardship and/or business necessity, and where legally permissible, the company may need to fill your position on a regular basis.

Modified Work

Fiske Electric has a temporary modified work program. When a treating medical practitioner releases an employee with temporary restrictions, the company will evaluate the restrictions and make reasonable efforts to honor the restrictions unless they present an undue hardship and return the employee to a position he or she can perform and for which he or she is otherwise qualified. If the employee is returned to a different position, the employee will be paid the appropriate rate for the work performed, unless otherwise required by law.

Military Leave

Employees who are absent from work due to military or other uniformed service may request and will be granted an unpaid leave of absence in accordance with federal and state laws governing such leaves. In the alternative, employees may elect to exhaust vacation or other accrued leave for a period of active service. Employees who have annual military obligations are required to schedule their leave with the company as far in advance as possible. Military Leave is available for the following purposes:

- Initial active duty for training
- Active duty
- Inactive duty for training
- National Guard duty
- Examination to determine fitness for duty
- Funeral honors duty

"Uniformed services" includes the Armed Forces (Army, Navy, Air Force, Marines, Coast Guard) and the reserves components of each, Army National Guard and Air National Guard, commissioned corps of the Public Health Service, and any category designated by the President in time of war or national emergency.

Generally, Military Leave is unpaid and for the time period required for military service or training, up to five (5) years unless extended for reasons required by law or otherwise provided by law. To be reinstated, the employee must notify their supervisor of his/her intention to return to work within the legally required time after release from military obligations. Generally, upon return to work, the employee will be reinstated to his/her position, or a position of similar job and pay status.

Employee group insurance benefits remain in effect for up to thirty (30) days and thereafter employees may continue coverage at their own expense under USERRA for up to twenty-four (24) months.

Leave For Military Spouses and Domestic Partners

Eligible employees may take up to 10 days of unpaid leave during the period the employee's spouse or registered domestic partner is home on leave from deployment during a period of military conflict. Eligibility requirements for this type of leave are as follows:

- The employee must be regularly scheduled for work at least 20 hours per week;
- The employee's spouse or domestic partner must (a) be a member of the U.S. Armed Forces, National Guard or military reserves who has been deployed during a period of military conflict (as defined in California Military Code section 395.10), and (b) if a member of the U.S. Armed Forces, have been deployed to an area designated as a combat theater or combat zone by the President of the United States.

An employee wishing to take this kind of leave must give the company advance notice of the leave, within two business days of receiving notice that the spouse or domestic partner will be on leave from deployment. The employee must also submit written documentation of the dates that the spouse or domestic partner will be on leave from military deployment. This type of leave runs concurrently with Military Exigency Leave taken for a spouse's rest and recuperation.

Jury and Witness Duty Leave

The company grants leave to employees called for jury duty or subpoenaed to testify as a witness in order to fulfill their civic obligations. Under normal circumstances, you will be granted a paid leave of up to 3 days per year to fulfill your jury duty requirements. Otherwise, leave is unpaid. You will need to present an official payment voucher or the subpoena to the company as proof of attendance and sign the payment voucher or witness fee check over to the company or reimburse the company for that amount before receiving regular pay. Thereafter, jury and witness duty leave are unpaid, except that no deductions will be taken from the salary of exempt employees for partial workweek absences. If you are released from jury duty within your normal working hours, you are expected to return to work.

Personal Leave of Absence

If you are a Regular Employee who has been employed with the company for at least twelve (12) months, you may be eligible for a Personal Leave of Absence. The purpose of a Personal Leave of Absence is to provide an employee time off from work to attend to compelling personal matters. Personal Leaves of Absence are unpaid and are extended to an employee only in the company's discretion and with the expectation that

the employee will return to work at the expiration of the period of leave. A Personal Leave of Absence must be requested in writing, and submitted for approval by your supervisor in advance of the leave period.

Bereavement Leave

If you experience a death in your *Immediate Family*, Fiske Electric will normally grant a leave of absence of up to 3 non paid working days to regular full-time employees (see *Definitions* section). You also have the option to use your paid time off while you are bereavement leave.

Alcohol and Drug Rehabilitation Leave

Employees are entitled to time off to participate in alcohol and drug rehabilitation programs. You may take alcohol and drug rehabilitation leave unless it would cause the company undue hardship. The company will make reasonable efforts to keep information about any alcohol and drug rehabilitation confidential. The leave is unpaid time off. The employee may use any accrued Vacation.

Leave for Victims of Domestic Violence or Serious Crime

The company allows an employee who is the victim of a crime, or whose *Immediate Family* member is the victim of a crime, to take time off to attend judicial proceedings relating to the crime. Employees who are victims of domestic violence or sexual assault are also eligible for unpaid leave to obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief to ensure the health, safety, or welfare of the victim or his or her child.

Advance notice is required, unless this is not feasible. The company requires documentation concerning the judicial proceedings. The time off is unpaid, but employees may elect to use their accrued paid time off for such absences. The company will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this policy.

Because domestic violence and assault may find its way into the workplace, we encourage any employee who has safety concerns to alert the company. This will assist us in maintaining a safe workplace.

School Discipline Leave

The company will allow time off to employees who are the parent or guardian of a child that is living with them and who needs to attend a school meeting related to their child's suspension from school. Employees must give notice to their supervisor as soon as possible that they need time off for a school disciplinary meeting. The company may require you to provide documentation from the school to show that the principal required the meeting in writing and your participation at the meeting. Generally, school discipline leave is unpaid time off. However, all employees may use any accrued Vacation/Sick Leave during their school discipline leave.

School Activity Leave

Employees who are parents, guardians or grandparents with custody of one or more children in a licensed day care facility or school (from kindergarten or grades 1 through 12) will be permitted up to forty (40) hours off per school year, without pay, to a maximum of eight (8) hours per calendar month, to participate in school activities, regardless of the number of children in school.

Employees must give notice to their supervisor as soon as possible that they wish to take time off for a child's school activity. The company may require you to provide documentation from the school to show your participation. If both parents of the same child work at the same work site, only the parent who first gives notice about a planned absence is entitled to the time off. Employees must use accrued Vacation/Sick Leave during their school activity leave. If employees do not have accrued Vacation/Sick Leave days, they are still entitled to school activity leave if they are eligible.

Family and Medical Leave Policy

The Federal Family and Medical Leave Act (FMLA) provides eligible employees with job-protected leave from work for certain qualifying reasons. Where State or local law or a collective bargaining agreement provides greater leave benefits than those provided under the FMLA, the State or collectively bargained rules shall apply to an employee's leave request. Please note that this Policy provides a summary of FMLA leave benefits. Employees who believe that they have an FMLA-qualifying need for leave should contact your supervisor or Human Resources to receive more information.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or a family member of the individual, except as specifically allowed by this law. To comply with this law, employees and their healthcare providers will be asked not to provide any genetic information in connection with an FMLA leave request. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Eligibility

To qualify for FMLA leave, an employee must have worked for Fiske Electric for 12 months, have worked at least 1,250 hours during the 12 month period immediately preceding the date the leave is to begin and be employed at a worksite where 50 or more employees are employed by Fiske Electric within 75 miles of that worksite.

FMLA-Qualifying Reasons for Leave

Eligible employees may take up to 12 weeks of leave in a 12-month period for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth or placement for adoption or foster care (the leave must be taken within a year of the child's birth/placement);
- To care for the employee's parent, spouse, son, or daughter who has a qualifying serious health condition;
- For a qualifying serious health condition that makes the employee unable to perform his/her job.

In addition to the family members for whom employees may take leave under the Family and Medical Leave Act, State law provides that employees may also take FMLA leave to care for a civil union partner or registered domestic partner with a serious health condition.

Military-Related FMLA

Military Caregiver Leave. Eligible employees may take up to 26 weeks of leave in a single 12 month period to care for a spouse, son, daughter, parent, or family member for whom the employee is "next of kin" which is a current military servicemember with a serious illness or injury sustained or aggravated in the line of duty.

Qualifying Exigency Leave. Eligible employees with a spouse, son, daughter, or parent who is a current military service member may take up to 12 weeks of leave in a 12-month period to address certain "qualifying exigencies" in connection with deployment to a foreign country.

Twelve Month Period Defined

The 12-month period used by Fiske Electric for FMLA leave other than Military Caregiver leave a "rolling" 12-month period measured backward from the date the employee uses FMLA leave. Where Military Caregiver leave is taken, the 12-month period is measured forward from the date the employee first takes FMLA leave and ends 12 months following that date (even if the employee has not exhausted the 26 weeks of leave available for this purpose).

Schedule of Leave

Leave may be taken in blocks of time. When medically necessary or otherwise permitted, leave may be taken on a reduced schedule basis or intermittently. Employees are required to make reasonable efforts to schedule their leave for planned medical treatment so as not to unduly disrupt Company operations.

Employee Status & Benefits During Leave

While an employee is on leave, Fiske Electric will continue the employee's health benefits and others as applicable during the leave period at the same level and under the same conditions as if the employee had continued to work.

PTO and other paid leave benefits will not accrue during any unpaid portion of FMLA

leave.

Employees receiving short- or long-term disability will not qualify for holiday pay. Employees using vacation pay or sick pay during a portion of approved Family Medical Leave in which a holiday occurs will qualify to receive holiday pay. Employees who are on unpaid leave during a holiday will not qualify to receive holiday pay.

No Inconsistent Activities During Leave

While on FMLA leave for his/her own serious health condition, an employee may not engage in activities that are inconsistent with his/her represented incapacity. Violation of this rule will constitute misconduct, will be cause for discharge, and will disqualify an employee from reemployment with Fiske Electric.

Spouses Employed by Fiske Electric

If FMLA-eligible spouses both work for Fiske Electric and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, to care for a parent with a serious health condition, or to care for a covered servicemember, the spouses may take only a combined total of 12 weeks of leave (or 26 weeks of leave in the case of Military Caregiver leave), in the applicable 12 month period.

Return to Work After Leave

Most returning employees will be restored to the same position or a position with equivalent status, pay, benefits, and other employment terms and conditions.

If at the end of FMLA leave the employee is unable to return to work and perform the essential functions of their last regular position due to disability, the employee must inform Fiske Electric of such inability to return to work prior to the expiration of FMLA. In such instances, Fiske Electric will engage in a case-by-case analysis with the employee to determine if a reasonable accommodation exists that would allow the employee to return to work, or if additional leave would be reasonable.

Employee Responsibilities – Notice

Employees must provide 30 days advance notice of the need to take FMLA leave. When 30 days' notice is not possible, the employee must provide notice as soon as practicable. Employees are required to comply with Fiske Electric's call in and notice-of-absence rules. In addition, employees who are on FMLA leave must report to their supervisor on a weekly basis on their status and any changes in their status, including the anticipated return to work date. Employees should speak with their supervisor to establish a call-in day for this purpose.

In providing notice of a need for FMLA leave, employees need not share a medical diagnosis but must provide enough information to permit Fiske Electric to determine if the leave may qualify for FMLA and the expected timing and duration of the leave. Sufficient information may include informing Fiske Electric that the employee is unable to

perform one or more job functions, that a family member is unable to perform daily activities or that there is a need for hospitalization or continuing treatment by a healthcare provider. Calling in sick is not sufficient and will not provide Fiske Electric with enough information to make an FMLA assessment. Employees must inform Fiske Electric if the need for leave is for a reason which FMLA leave was previously taken or certified.

Certification or periodic recertification of the need for FMLA, whether from a health care provider or otherwise, may be required of the employee. When certification or recertification is required, employees will need to return the appropriate certification form to Fiske Electric within **15 calendar days**. Failure to return the form timely may result in FMLA leave being delayed or denied. If Fiske Electric determines that the certification is incomplete, the Company will provide written notice indicating the additional information that is required. **FMLA may be denied if proper certification is not submitted.**

Fiske Electric's Notice to the Employee

Once Fiske Electric becomes aware that an employee's need for leave may qualify for FMLA, Fiske Electric will notify the employee if he/she is eligible for FMLA leave. If the employee is deemed eligible, Fiske Electric will provide a notice of rights and responsibilities under the FMLA. If the employee is deemed not eligible, Fiske Electric will provide a reason for ineligibility.

Non-Retaliation Under FMLA

Fiske Electric supports its employees' right to the protections available under the FMLA and will not interfere with, restrain, or deny employees the opportunity to exercise their FMLA rights, nor will Fiske Electric discharge or discriminate against any employee for opposing practices prohibited by the FMLA or being involved with FMLA proceedings. Further, Fiske Electric will not retaliate against any employee who asserts a right to take FMLA leave, who takes leave in compliance with Fiske Electric policies, or who lodges or supports a complaint concerning his/her FMLA rights. Employees who believe that their rights to FMLA leave have been violated in any way should bring the matter to the attention of your supervisor or Human Resources owner promptly. Employees also have the right to file a complaint with the U.S. Department of Labor or under civil law.

Family and Medical Leave Insurance (FAMLI)

All employees will have 0.45% deducted from their wages and remitted to the State of Colorado under the Colorado Family and Medical Leave Insurance (FAMLI) Program.

What is FAMLI?

FAMLI is a state-run paid Family and Medical Leave Insurance Program. FAMLI supports both employees and businesses alike by protecting and supporting them when certain life events happen.

When FAMLI Applies

Starting in January 2024, most Colorado employees will be able to apply for FAMLI leave benefits to help them through the following circumstances:

- Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
- Caring for a family member with a serious health condition.
- Caring for your own serious health condition.
- Making arrangements for a family member's military deployment.
- Obtaining safe housing, care, and/or legal assistance in response to intimate partner violence, stalking, sexual assault, or sexual abuse.

Eligibility

FAMLI benefits will be available to employees who have earned \$2,500 over the previous year for work performed in Colorado. Initial eligibility is not dependent on being employed a minimum amount of time for the Company.

Benefits

Covered employees are entitled to up to 12 weeks of paid FAMLI leave per year. Individuals with serious health conditions caused by pregnancy complications or childbirth complications may be entitled to up to 4 more weeks of paid leave per year for a total of 16 weeks. FAMLI leave may be taken continuously intermittently, or in the form of a reduced work schedule.

Benefits Amounts

You can estimate your potential benefits by using the calculator available at <https://famli.colorado.gov/individuals-and-families/premium-and-benefits-calculator>.

Applying for Benefits and When to Expect Payment

Applications may be submitted in advance to the Agency when the need for qualified leave is foreseeable. When the need for leave is foreseeable, individuals must provide 30 days notice prior to the start of their planned leave to their employer when practicable. When the need for leave is unforeseeable, individuals have up to 30 days after the leave has begun to apply for FAMLI benefits.

Additionally, when you decide to take FAMLI leave, notify your supervisor and Human Resources so that they can plan ahead while you're gone.

Job Protection and Benefits Under FAMLI

Once employees have worked for the Company for at least 180 days (about six months), your job is protected under the law. That means you're entitled to return to the same position, or an equivalent position, when your leave ends.

You can still take FMLI leave before you meet that 180 day threshold, however the Company is not required to keep your job for you when your leave is over.

If applicable, you are also entitled to the same healthcare benefits while you are on FMLI leave, but you also remain responsible for paying for those benefits in the same amounts as before the leave began.

Fit for Duty Policy

Fiske Electric is committed to maintaining a safe work environment for all employees. In order for Fiske Electric to maintain a safe working environment, every employee must be able to perform his or her job duties in a safe, secure, and effective manner in order to ensure that the health and safety of those around them is not jeopardized. This policy does not limit Fiske Electric's right to take employment action under its normal disciplinary policies and procedures. Employees who fail to perform his/her job functions and/or engage in misconduct may face disciplinary action up to and including termination notwithstanding a referral for a fitness for duty evaluation. Employees who refuse to undergo a fitness for duty evaluation may face disciplinary action, including suspension or termination. Additionally, the employee's participation in a recommended treatment or rehabilitation program does not guarantee continued employment and may not necessarily prevent disciplinary action for violation of Fiske Electric policies.

The purpose of a fitness for duty evaluation is to address whether an employee has a medical or psychological condition that may pose a potential threat to the employee or others in the workplace. An employee may be required to undergo a fitness for duty evaluation (either medical or psychological) when an employer has objective evidence that an employee either:

- is unable to perform the essential functions of his or her job due to a medical or psychological condition, or
- poses a direct threat to himself/herself or others.

The grounds for seeking a fitness for duty evaluation may come from a supervisor's own observations and/or receipt of a reliable report of the employee's possible lack of fitness for duty from a third party. Examples of the types of impairments that may warrant Fiske Electric's request for a fitness for duty evaluation include:

1. Use, possession, or influence of alcohol or illegal drugs;
2. Use of legal drugs that adversely affect the employee's ability to perform his/her job functions safely;
3. Slurred or incoherent speech;

4. Observed problems with vision, awareness, coordination or dexterity;
5. Aggressive or threatening behavior;
6. Unpredictable mood or behavioral changes;
7. Drowsiness, sleepiness or other signs of fatigue; or
8. Any other physical or psychological condition or behavior that affects the employee's ability to practice his or her job functions successfully and safely.

The fitness for duty evaluation, if required by Fiske Electric, will be referred to and conducted by an independent, licensed health care practitioner ("Independent Medical Evaluator") chosen by Fiske Electric. The Independent Medical Evaluator will not be a treating physician of the employee. Fiske Electric is responsible for paying the cost of any fitness for duty evaluation(s) required by Fiske Electric. If the employee wishes to get a second opinion, or an additional evaluation from another provider, the employee is responsible for paying the cost of any additional evaluations.

The Independent Medical Evaluator will perform the evaluation of the employee, and any necessary testing, and will provide Fiske Electric with his or her medical opinion as to the employee's fitness to perform his/her job functions. Fiske Electric may use the fitness for duty evaluation results to make decisions regarding the employee's employment status, including, without limitation, and as applicable, whether employee maintains his/her job, termination or provision of reasonable accommodation. To the extent allowed by law, Fiske Electric shall protect the confidentiality of the evaluation and the results. Employee medical information provided by the employee to Fiske Electric is maintained on a confidential basis in accordance with applicable law.

When conducting a mandated fitness for duty evaluation, Fiske Electric may ask the employee to sign consent forms that permit production of medical health information to the Independent Medical Evaluator. If the employee releases medical health information to the Independent Medical Evaluator, the employee may opt to not have the medical health information released to Fiske Electric.

Occupational Injury Benefits

Any employee who becomes injured on the job will generally be eligible for occupational injury benefits (workers' compensation). The premium for this insurance is not deducted from your paycheck; it is paid by the company.

Fiske Electric will not be liable for the payment of occupational injury benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity that is not part of the employee's work-related duties.

It is important that all injuries connected with your job, no matter how slight, be reported to your supervisor immediately.

If you are returning to work after being treated by a medical provider for a work-related injury, you must furnish your supervisor with a statement from your doctor showing your ability to perform the duties of your job. You may be required to take a physical examination before returning to work, at the company's expense.

Fraudulent submission of an occupational injury claim or failure to follow company instructions or policies while on leave may result in termination of benefits and/or disciplinary action up to and including termination.

Health and Welfare Benefits

It is Fiske Electric's philosophy to provide quality benefits to protect the health and welfare of our employees. Accordingly, the company has established the following benefits, which are subject to change at any time at the company's sole discretion:

Group Benefits

A group benefit program which includes *medical* insurance is available to regular full-time employees. The company will pay a portion of the employee's health insurance costs. Participating employees will be required to pay their portion of the applicable premium. Regular full-time employees initially become eligible for these programs on the first day of the calendar month following 3 calendar month(s) of continuous service. Please refer to the Summary Plan Descriptions for exact information on eligibility, terms and conditions of the plans.

It is the company's policy to take reasonable precautions to protect the privacy of medical information (Protected Health Information - PHI) in accordance with state and federal law.

Equal Employment Opportunity

Fiske Electric will recruit, hire, train, promote and employ all persons without regard to race, color, age, sex (including breastfeeding and medical conditions relating to breastfeeding), religion (including religious dress and grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, veteran status, or any other category or status protected by law. We will evaluate all employment decisions so as to further the principle of equal employment opportunity.

It is our philosophy that all human resource actions including, but not limited to, recruitment, hiring, promotions, reassignments, demotions, discipline, discharges, performance evaluations, compensation/benefits, transfers, layoffs, returns from layoffs, company-sponsored training, education, tuition assistance, and company-sponsored social and recreational programs will be administered without regard to race, color, age, sex (including breastfeeding and medical conditions relating to breastfeeding), religion (including religious dress and grooming practices), national origin, mental or physical

disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, veteran status, or any other category protected by law.

We are committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the company and prohibits discrimination or harassment by any employee, including supervisors and co-workers or other individuals, including third parties, conducting business with the company. If you believe you, or a co-worker, have been subjected to any form of unlawful discrimination, harassment or retaliation, you should immediately report the matter to Fiske Electric or your supervisor.

If the company determines that unlawful discrimination has occurred, effective remedial action will be taken. Appropriate action will also be taken to deter any future discrimination. We will not retaliate or allow retaliation to take place against you in any manner for bringing a complaint or participating in an investigation pursuant to this policy. If you feel you are being retaliated against for making a complaint, reporting a problem and/or participating in an investigation, please report it immediately to Fiske Electric or your supervisor.

Americans with Disabilities Act

It is the policy of Fiske Electric to offer employment to qualified individuals with disabilities based solely on their ability to perform essential functions of the job with or without reasonable accommodation. The company will reasonably accommodate a qualified person's disability, to enable him or her to perform the essential functions of the job, provided no undue hardship would result, in accordance with the Americans with Disabilities Act (ADA) and any applicable state law.

If you require an accommodation in order to perform the essential functions of your job, you should contact your supervisor and request the specific accommodation you need. Fiske Electric will work with you to identify possible reasonable accommodations that do not provide an undue hardship to the company, if any, to help eliminate the limitation, and will act in accordance with the ADA and any other applicable laws.

Discrimination and Harassment

Discrimination or harassment in any form, whether based on race, color, age, sex (including breastfeeding and medical conditions relating to breastfeeding), religion (including religious dress and grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, veteran status or any other legally protected characteristics, will not be tolerated and can lead to disciplinary action, up to and including termination of employment. Our employees are hired, promoted and retained based solely on their abilities. We believe that our workplace should maintain an atmosphere attractive to all and conducive for all employees to carry out their duties without being subjected to

offensive behavior. Therefore, it is the policy of Fiske Electric that no employees be discriminated against or harassed by others, and no employees shall discriminate against or harass other employees or third-parties.

Harassment does not require the intent to offend. Thus, inappropriate conduct meant as a joke, a prank, or even a compliment can lead or contribute to harassment. Examples of harassment include but are not limited to:

- Comments, gestures, slurs, email messages, offensive posters, cartoons, pictures, drawings or jokes (including email messages or other electronic communications) that are directed at an individual because of that individual's race, color, age, sex (including breastfeeding and medical conditions relating to breastfeeding), religion (including religious dress and grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, veteran status or any other protected status.
- Anything that belittles or demeans another on the basis of that individual's race, color, age, sex (including breastfeeding and medical conditions relating to breastfeeding), religion (including religious dress and grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, veteran status or any other protected status.

Sexual Harassment

Sexual harassment, whether perpetrated by an employee or an outside party, and whether it is in the workplace or outside of the workplace, is illegal under federal and state law, and Fiske Electric condemns and prohibits the sexual harassment of or by any employee, contractor, customer, or other related third party. Sexual harassment is behavior that a reasonable person would interpret as offensive, including, but not limited to:

- Verbal harassment (e.g., epithets, derogatory jokes, slurs, threats, persistent yelling/intimidating language);
- Physical harassment (e.g., assault, unwanted touching, blocking normal movement);
- Visual harassment (e.g., derogatory and/or racially/sexually-oriented posters, photography, cartoons, drawings or gestures); and
- Unwelcome sexual advances.
- Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment

when:

- Submission to the conduct is made either an explicit or implicit condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee;
- The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment; or
- Submission to or rejection of the conduct is used as the basis for doing business with the company.

Sexual harassment also includes offensive non-sexual conduct when directed at an individual because of his or her gender or when the behavior affects a particular gender more adversely than it affects the other. Sexual harassment is not necessarily motivated by sexual attraction, and may occur between individuals of the same or opposite gender, regardless of sexual orientation.

Sexual harassment comes in many forms and may involve any employee at any and all levels of the company, a contractor, or a third party. Any individual who engages in prohibited harassment in violation of this policy will be subject to discipline up to and including termination. In addition, the individual may be personally liable in any legal action brought against him or her.

Complaint Procedure

Any employee, contractor or applicant who feels he or she has been discriminated against or harassed, or has witnessed or become aware of the harassment of an employee, contractor, customer of the company, or other related third party, must immediately report the incident (without fear of reprisal) to Fiske Electric. Report can be made directly to a member of management of Fiske Electric, or to Open Door HR Solutions at 970-420-3187.

All employees have a duty to promptly report incidents they feel may be discrimination or harassment. The company will promptly and impartially investigate all reports of discrimination or harassment and will take action where warranted. The investigation will be handled as confidentially as is practical under the circumstances. All employees have a duty to cooperate in any such investigation.

Retaliation against individuals who, in good faith, complain about harassment or discrimination, or who participate in an investigation, is strictly prohibited. Any employee engaging in retaliatory conduct will be subject to discipline up to and including termination.

Solicitation and Distribution

You may engage in solicitation on the company's premises only during your non-working time, and the non-working time of the person being solicited. Non-working time means time during meals or breaks, and before or after work. You may distribute or circulate non-company written materials to other employees only during non-working time and only in non-working areas. If you are unclear whether an area is a work or non-work area, you should consult your immediate supervisor for clarification.

Drugs and Alcohol

Drug and alcohol use is highly detrimental to the workplace and productivity. Fiske Electric wishes to ensure that employees will perform their duties safely and efficiently in a manner that protects their interests and the interests of their co-workers. Therefore, the company requires that all employees report to work fit to perform their jobs and prohibits the use, possession, distribution or sale of alcohol, Marijuana or illegal drugs during working hours.

The use, possession, distribution or sale of illegal drugs or alcohol, or being under the influence of illegal drugs or alcohol, is strictly and expressly prohibited while on duty, while on the company's premises or while operating a motor vehicle for business purposes. If you are using medication prescribed for you by your medical care provider, you are expected to abide by all restrictions on driving or use of equipment, or any other restriction related to the prescription medication. Failure to follow the restrictions or abuse of prescription medication will be treated as use of illegal drugs under this policy.

Please understand that if the company has reasonable suspicion to believe that employees are under the influence of drugs or alcohol which adversely affects or could adversely affect job performance, Fiske Electric reserves the right to require employees to submit to a drug or alcohol test in accordance with applicable laws and regulations. Rest assured that, at all times, employee privacy will be considered and testing information will be handled on a need-to-know basis. It is against company policy to test positive for illegal drugs. Failure to cooperate or violation of this policy can result in disciplinary action, up to and including termination.

Searches

Fiske Electric is concerned about maintaining security, protecting its property, and protecting employee property. The use or possession of prohibited substances on company premises and property is not permitted. Misuse of company information and/or property is also strictly forbidden.

Employees should have no expectation of privacy at work. All workstations, offices, persons, company premises and property, vehicles, and other personal effects on company property are subject to search without notice and upon demand. This also applies to company property including laptops, PDA's, etc., even if files, folders or

documents are password protected by the employee. No information stored on company property may be considered private. A request for an employee to submit to a search does not imply an accusation of wrongdoing. Refusal to cooperate with a search request will result in disciplinary action up to and including termination.

Possession of prohibited substances, weapons, explosives, or other inappropriate paraphernalia is strictly prohibited and shall result in disciplinary action up to and including termination and/or physical removal from company premises and property.

Personal Use of Company Property

Without the express prior authorization of management, use of company vehicles and equipment is limited to company business.

Personal use and/or removal of company property requires prior authorization of management. This includes, but is not limited to, such things as: Computers, telephones, postage meters.

Housekeeping

Please make an effort to keep your work area neat. Many of our work areas are visible to all who walk through our office. Also, please do your share to keep common areas tidy, i.e., the conference room, reception area, etc. Unnecessary clutter piled around the office may leave an unfavorable impression with customers who visit us.

Security

Everyone shares the responsibility of maintaining a secure working environment. To this end, Fiske Electric requires the cooperation of all employees in administering this policy. Of course, theft or unauthorized possession of the property of the company or its employees, customers, and visitors is prohibited.

Employees are encouraged to take reasonable precautions in protecting their personal property and the property of the company. Secured areas should always be used to store wallets, purses, etc. Unfamiliar individuals should be reported immediately. At the end of each day, employees should store valuable small items in a locked place. Any loss of property or suspicious event should be reported immediately. Close all files at the end of the day and lock all lockable drawers and cabinets.

Through administration of this policy and cooperating fully with law enforcement agencies, Fiske Electric will attempt to create a secure working environment for our employees. However, the company is not responsible for reimbursing, replacing or repairing any employee's personal property that is stolen, lost, or damaged.

Personal Phone Calls

We receive a high volume of phone calls from customers. To handle these calls promptly, we must avoid tying up the business lines with personal calls. Please ask your family and friends not to call you at work unless it is essential or an emergency. Likewise, please limit your outgoing personal calls on company equipment to essential or emergency situations, and do not utilize company equipment for personal long-distance calls.

Suggestions

We want your ideas to make Fiske Electric a better place to work. Any suggestions that you may have to improve the operations, eliminate waste, prevent accidents, and/or promote better working conditions will be appreciated. We encourage you to give suggestions to your supervisor and we will implement your suggestions based on appropriateness and business constraints in the company's discretion.

Dispute Resolution Procedure

Fiske Electric believes that successful operations and satisfied employees go hand in hand. Any issues or grievances are of concern to Fiske Electric, regardless of whether the issue is large or small. We have developed some suggested guidelines for response to employee concerns and complaints. It is Fiske Electric's policy to hear and consider employee opinions. The company also wants to assure its employees that there will be no discrimination or retaliation for presenting concerns or complaints. This policy is presented as a "guideline" for dealing with an employee complaint, which is defined as "any event or condition or circumstances that the employee believes creates unpleasantness or unhappiness on the job or related to work."

Most problems involve a breakdown of communication, and this process is designed to bring forth issues at the earliest possible point so they can be addressed. In most cases where you have a complaint or other problem, you should discuss it with your direct supervisor. (Note: In cases of harassment involving your supervisor, or if for some reason you feel it is inappropriate to discuss the matter with your direct supervisor, you may proceed to Step 2, described below.)

The company requests that you put any complaint in writing. Written complaints tend to clarify the situation and assist in review of the situation. Written complaints should contain the particulars of the given situation or issue, and a suggestion for resolution.

Step 1 - See Your Manager First. The first step in resolving any complaint is to schedule a confidential meeting with your supervisor. If your manager or supervisor is unable to discuss the matter, or if the discussion does not lead to a satisfactory conclusion, then either party may proceed to the next step.

Step 2 – Open Door HR Solutions. After Step 1 has been considered, any complaint

can go to Step 2, which is to contact the Fiske Electric for a conference. Open Door HR supports all employees working at Fiske Electric. Not only is the Open Door HR charged with resolving disputes, it is a resource that may have innovative ideas for addressing issues or looking at problems from a different perspective. In cases where there is a concern regarding confidentiality, a detailed, written description of the situation or problem, including witnesses, names, dates, may be sealed in an envelope and presented to the Fiske Electric. If necessary, Senior Management may become involved.

Step 3 - Conference. In most instances, the Open Door HR will schedule a conference to discuss an employee complaint. In the event a conference does not take place or is not successful, Open Door HR will take responsibility for reviewing the matter with Senior Management.

Step 4 - Arbitration. Employees are asked to sign an Arbitration Agreement as part of the terms of their employment with Fiske Electric. In the event any complaint involving a dispute or issue is not resolved through the company's internal Dispute Resolution Procedure, or if the employee chooses not to utilize the Procedure, the final and binding means of resolution of all employee complaints and disputes will be as specified in the Arbitration Agreement. Please understand that nothing in this Dispute Resolution Procedure, or election not to use this Procedure shall conflict with the company's Arbitration Agreement or at-will employment policy.

Electronic Communication/Media

Fiske Electric uses multiple forms of information systems and electronic data/communication/media including, but not limited to, computers, e-mail, telephones, smart devices/voicemail, texts, instant messages, social media, fax, and online information services. These systems, networks, and accounts (Electronic Communication/Media) are the property of the company and are provided for and intended for business use only. Please note that if you choose to conduct business on personal accounts or devices, the company reserves the right to access such accounts or devices. You must restrict your business-related activity to business provided accounts, devices and systems if you wish to preserve your privacy on your personal systems.

Employees may install only company approved software on company systems unless authorized in writing. All electronic communications, all software and all hardware, remain the sole property of *Fiske Electric* and are to be used to conduct company business. All information created by any employee using any means of Electronic Communication/Media is the property of the company and remains the property of the company.

Fiske Electric reserves the right, without notice to the employee and/or in the employee's absence, to access and review electronic files, messages, mail, etc., and to monitor the use of Electronic Communication/Media.

While Electronic Communication/Media may use passwords for security, such passwords used in connection with Electronic Communication/Media are not intended

for and may not be construed as creating personal privacy. An assumption must be made by each employee that any and all messages may be read or heard by someone other than the intended or designated recipient. The company may override all personal passwords or security, at its discretion, related to Electronic Communication/Media. Employees should not use Electronic Communication/ Media for personal communications.

Employees are prohibited from using the company's Electronic Communication/Media in a way that violates the company's policies or that is illegal. For example, communications using Electronic Communication/Media may not disclose the company's proprietary and confidential information to third parties and may not contain sexual comments or images, racial slurs, or anything that may be construed as harassment or disparagement on the basis of race, color, age, sex (including breastfeeding and medical conditions relating to breastfeeding), religion (including religious dress and grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, veteran status or other protected status.

Employees are not permitted to access files, messages, or any documents or correspondence created by or intended for other employees or third parties, even on company systems unless directed to do so by company management. Although employees may have passwords that restrict access to their voicemail, messages and other devices and systems, this does not limit the company's ability to access any files, messages, documents or correspondence stored on or deleted from the Electronic Communication/Media systems.

Access to the Internet using the company's Electronic Communications/Media, including but not limited to the use of e-mail and the web, is provided for business purposes only.

Any employee who violates this policy or uses and Electronic Communication/Media for improper purposes shall be subject to discipline, up to and including termination. The company may also be obligated to report the improper use to the appropriate law enforcement or government agencies.

Questions about what constitutes Electronic Communication/Media under our definition or access to Electronic Communication/Media and its use, or issues relating to data security, must be directed to your supervisor and resolved prior to the use of Electronic Communication/Media.

Blogging and Social Media

Blogging and other social media tools provide opportunities to individuals to communicate their thoughts, experiences and/or opinions. The company's Blogging and Social Media policy applies to employees who use (1) personal multi-media and social networking sites, including but not limited to, LinkedIn, Facebook, and Twitter; (2) blogs or other online sites (including their own websites) to make or respond to comments; (3)

video or picture sharing sites, such as YouTube; and (4) wikis and other interactive sites (collectively "blogging and/or social media").

The company provides employees with the use of electronic systems and equipment, which are owned by the company, for their use in connection with their work. Employees should use the company's electronic systems and equipment primarily for business-related purposes. The company does not prohibit employees from blogging or use of social media websites, but such use cannot contravene provisions of this Policy or any other company policy.

Employees are strictly prohibited from using company-owned electronic systems and equipment to engage in blogging or social media activities during work time. Such use is limited to non-work hours. Note that should you choose to use company-owned electronic systems and equipment during non-work hours you do not have any expectation of privacy in those activities. The company may periodically monitor, review, intercept, or otherwise access communications sent or received on the company's electronic communications systems and equipment. Your use of the company's electronic systems and equipment will constitute consent to such monitoring, review, interception, and access by the company. The company may, but need not, provide any notice of reviewing your communications.

This policy sets out guidelines for employee's use of blogging and/or social media that may have impacts in the workplace and on the company. It is not intended to infringe in any way on our employees' legal rights to discuss the terms and conditions of their employment with other company employees for their mutual aid and benefit. Instead, the policy seeks to balance the company's legal duties and legitimate business objectives with employees' protected rights.

The following rules apply to the social media and/or blogging activity by company employees:

- Employees are prohibited from compromising the confidentiality of the company's confidential and propriety information. Employees may not disclose company's trade secrets, confidential or propriety information, or other sensitive information, owned by the company or our clients/customers or entrusted to us by third parties.
- If you identify yourself as a company employee in any personal blog or social media entry, you must add a disclaimer that you are speaking on behalf of yourself and the comments written do not represent the views of the company with the following statement, "The views and opinions expressed on this [blog/website] are my own and do not reflect the views of my employer."
- If you post any comment that promotes or endorses company products or services in any way, the law requires that you disclose that you are employed by the company. Again, we require the use of a disclaimer in this circumstance.

- You may not disparage company products or services. To do so would violate your duty of loyalty as a company employee.
- Respect others. Obviously, when referring to company employees or our affiliates, you may not post statements that are obscene, defamatory, profane, libelous, threatening, harassing or abusive. Harassment does not occur only in the workplace; it can occur through blogging and social media. Do not use ethnic slurs, personal insults, or obscenity when discussing company employees, or engage in other conduct that is inconsistent with the company's equal employment opportunity policy, discrimination and harassment policy, or sexual harassment policy.
- Employees are prohibited from providing employment references or recommendations on behalf of the company for a co-worker, subordinate, or other current or past employee. All references and recommendations made on behalf of the company must be referred to appropriate, authorized parties.
- Employees are not authorized to speak on behalf of the company unless they have prior written permission from the company's President. This policy is to ensure that only designated individuals speak on behalf of the company.
- Supervisors and their reports are not allowed to be "friends" on any social media tool regardless of who initiates the request. A supervisor is one who can recommend job decisions that affect an employee.

The company will not be liable, under any circumstances, for the content or consequences of any employee's personal blogging.

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Nothing in this guideline should be interpreted to restrict or inhibit your ability to discuss the terms and conditions of your own employment at the company (e.g. wages, grievances, workplace conditions, hours, safety issues, EEO and harassment issues), or those of your co-workers, with your co-workers or third parties, or to require the company's approval prior to engaging in such discussions, as protected by Section 7 of the National Labor Relations Act.

Workplace Violence Policy

The company believes all employees are entitled to a safe workplace, and is committed to reinforcing workplace safety. As part of this philosophy, the company is specifically committed to providing a workplace that is free of threats or acts of violence and to protecting its employees from such conduct on its premises. In keeping with this commitment, we have established a strict policy that prohibits any employee from engaging in behavior that is violent, threatening or intimidating, while on duty, on company business, or while engaging in off-duty conduct that relates to employment.

This policy applies to all employees, including management and non-supervisory staff. In addition, the company is equally committed to preventing violent or threatening behavior on its premises by individuals other than employees such as temporary contract employees, visitors, guests, or family members of its employees.

Prohibited Conduct

This policy prohibits not only physically violent behavior, but also behavior that is threatening, harassing or intimidating. Prohibited behavior includes, but is not limited to:

- Possession of firearms, explosives, weapons such as knives, or any other hazardous or dangerous devices on company premises or at any company function, whether on or off premises. Additionally, use of any item as a weapon or dangerous device is prohibited on company premises or at company functions.
- Disorderly conduct on premises, including fighting, inciting/provoking another to fight, battery, attempted bodily injury, or physically abusing any employee or visitor.
- Using abusive or threatening language, coercing, threatening or otherwise harassing any employee or visitor.
- Actual or threatened physical violence towards another employee or visitor.

Response Guidelines

Keeping the workplace free of violence can only be accomplished if every employee takes personal responsibility for being aware of and reporting potentially violent behavior. Therefore, all employees are responsible for reporting any incident involving threats or acts of violence immediately to their supervisor or to any other manager. The matter will be investigated and any appropriate corrective action taken, as determined by Fiske Electric. Further, the firm can intervene where there is a suspicion that an employee may cause harm or pose a safety threat to him or herself or others. Violations of this policy may result in disciplinary action, up to and including termination.

In addition, to assist the company in its efforts to maintain a violence-free workplace, employees are strongly encouraged to notify their supervisor about any restraining order in effect or any potentially violent situation outside of work that could result in violence in the workplace. Employees who become aware of any other workplace security hazards or who have suggestions for increasing security in the workplace have a duty to speak with their supervisor. Employees making reports as encouraged by this policy will not be retaliated against, and the company will not tolerate any such retaliation.

Investigations Policy

In order to protect the rights of all employees as well as the business interests of Fiske Electric, we intend to appropriately investigate all claims of discrimination, harassment, retaliation, violence, misconduct or any other matter brought to our attention which might interfere with a safe, harmonious, and/or harassment free workplace.

In order to effectively implement this policy, the company must make it a condition of employment that all employees fully cooperate with any investigation conducted by Fiske Electric. Rest assured that, at all times, employee privacy will be considered and investigative information will be handled on a need-to-know basis. Failure to cooperate with an investigation can result in disciplinary action, up to and including termination.

Further, retaliation against individuals who, in good faith, file complaints or participate in an investigation is strictly prohibited and any employee engaging in such retaliation conduct will be subject to disciplinary action, up to and including termination.

Education Reimbursement Program

Although no formal training program is available, it is Fiske Electric's policy to provide some education reimbursement for those who are taking educational courses and seminars to improve themselves in their work. If you wish to take advantage of this benefit you must make arrangements and obtain written approval from the CEO prior to incurring costs for which you wish reimbursement.

Employee Referral Bonus Program

Fiske Electric strives to hire only the best, most capable employees. Accordingly, we are asking for your help. If you know someone whom you think would be a good match to an existing opening within the company, we ask that you refer that individual to us for consideration. If we hire that person, you will be eligible for a \$100.00 bonus. This Employee Referral Bonus is earned and payable as follows:

- \$50.00 on the first payday following the start date of the new employee.
- \$50.00 payable on the first payday following the completion of 6 months of continuous service with the company by the referred employee.

To be eligible for the bonus, the referring company employee must be employed with the company at the time the payout comes due. Hiring managers who hire their own referral are not eligible for a bonus on that referral under this program.

To submit a referral please complete the Employee Referral Bonus Program Form and turn it in to the hiring manager. Please keep a copy for your records.

Telecommuting

The company considers telecommuting to be a viable work option for certain employees which, when properly implemented and administered, benefits both the company and the telecommuter. Fiske Electric generally believes that only on rare occasions are conditions present that can make it desirable both for the employee and the company to telecommute, such as where it is a reasonable accommodation that enables an otherwise qualified employee to perform the essential functions of the employee's

position. Many positions, however, entail essential duties that can only be performed in the workplace. Telecommuting is defined as the substitution of communications technology, including, but not limited to, telephones, facsimile machines, and computers, for travel to the company's offices. A telecommuter is an employee who works for the company from a home, or other remote office, for some part of the regularly scheduled workweek.

Telecommuting does not change the basic terms and conditions of employment with the company. All employees, including telecommuters, are subject to the company's employment policies and procedures set forth in this employee Handbook and in any agreement between Fiske Electric and the employee.

Scheduled Workweek and Hybrid Work

A telecommuter must be accessible for a majority of the company's normal working hours while working from his or her home office. As a rule, the telecommuter must work in the company's offices (or in the field with customers) at least 2 full days per work week. Exceptions may be made for reasonable accommodation purposes, provided they do not interfere with an employee's ability to perform the essential functions of the employee's job or create an undue hardship for the customer.

Non-exempt telecommuters must complete a daily time sheet, and either "log on" to their computer or call in to work at the beginning of the workday and "log out" or call in at the conclusion of the workday. A non-exempt telecommuter must also take his or her required breaks, log out and in for the required meal period, and must obtain pre-approval to work any overtime in accordance with company policy. Exempt telecommuters should make arrangements with their supervisor for tracking the work they perform for the company while telecommuting.

Any changes to a telecommuter's work schedule must be approved by the supervisor to whom you report, with final approval by a Partner.

Workplace

The telecommuter is responsible for designating and maintaining a workplace that is free from recognized hazards and that complies with all occupational safety and health standards, rules and regulations. The telecommuter is responsible for any tax implications related to the telecommuter's workplace.

The telecommuter is responsible for setting up and maintaining an ergonomically correct workstation. Employees requiring assistance in this regard should contact Fiske Electric. The company will pay the reasonable cost of all supplies used by the employee at home. Office supply needs of the telecommuter should be ordered through the normal office procedures.

Equipment

The Company shall provide, at its discretion, equipment to be used by the telecommuter

in his or her home office. The telecommuter must use all company-provided equipment only for its intended purpose, in accordance with the manufacturer's instructions and in a safe manner.

The company may, at its sole discretion, install one or more telephone lines in the telecommuter's designated work space to be used by the telecommuter for making and receiving business phone calls and for use with a computer and/or facsimile machine. All phone lines installed in the telecommuter's home office by the company will be in the company's name, and the telecommuter will not have any right in, or title to, said phone lines.

Fiske Electric is responsible for the installation, repair and maintenance of all company-owned telecommuting equipment, office equipment and furniture. If any company-owned equipment malfunctions or performs improperly or unsafely, the telecommuter must promptly notify his or her supervisor. No repair of company equipment is to be made without prior permission from the company. Only repair technicians approved by Fiske Electric are authorized to make repairs to company-owned equipment.

All office equipment, telecommuting equipment, furniture, and any other items used in the performance of company business shall be located within the work space designated by the telecommuter and may be used only by authorized employees. The company is not liable for any loss, damages, or wear of any equipment, furniture, or supplies owned by the telecommuter.

The telecommuter will insure company-owned or supplied equipment under his or her homeowner's or renter's insurance policy. The company agrees to reimburse the telecommuter for any increase in premiums in the above-mentioned insurance policies that is attributable to insuring equipment provided by the company.

Upon termination of employment or an end to the telecommuting arrangement, a telecommuter must make all company-owned or company-leased equipment, furniture, business records, files, and supplies available for pickup by the company at the earliest mutually convenient time.

Confidentiality - Offsite

As set forth elsewhere in this employee Handbook or other agreement executed in connection with your employment by Fiske Electric, all trade secrets, confidential information, and business records that come into an employee's possession, or that an employee prepares, are the property of the company. The fact that an employee is a telecommuter does not alter this in any way, and accordingly, the telecommuter may not and will not disclose, directly or indirectly, any of the trade secrets, confidential data, or business records of the company to any other individual or entity, including the telecommuter's family, except as required in the course of his or her employment. In addition, the telecommuter agrees not to use, directly or indirectly, any of the trade secrets, confidential data, or business records of the company for the benefit of any other individual or entity, including the telecommuter's family, except as required in the course of his or her employment. In the furtherance of these principles, a telecommuter

must:

- At the end of each day, file all business records in locked filing cabinets.
- Mark all documents containing trade secrets or customer or confidential information as "CONFIDENTIAL."
- Take all other reasonable steps necessary to protect the confidentiality of customer information.
- Business meetings should not take place at a telecommuter's home. Meetings should be held at a company facility, at the customer's facility, or at a public meeting place such as a restaurant. Customers should not be invited to a telecommuter's home for any business reason.

Injuries Occurring at The Workplace

Injuries occurring to the telecommuter while performing work on behalf of the company from the telecommuter's home office are covered by the company's worker's compensation insurance. Employees have a duty to promptly notify his or her supervisor of any such work-related injuries. The company is not responsible or liable for injuries to any other person that may occur at the telecommuter's workplace.

Protecting Personal Information

As stated elsewhere in this employee Handbook, the company is concerned about and committed to protecting confidential information. This concern extends to personal information about employees and customers. Personal Information is a person's first name or first initial and last name in combination with any of the following identifying information: Social Security or employer taxpayer identification numbers; driver's license, state identification card, or passport numbers; checking and/or savings account numbers; credit and/or debit card numbers; Personal Identification Number (PIN) Code, electronic identification numbers, electronic mail names or addresses; Internet account numbers or Internet identification names; digital signatures; or any other numbers or information that can be used to access a person's financial resources, biometric data, fingerprints, passwords, or parent's legal surname prior to marriage.

To that end, Fiske Electric requires all employees to take steps to ensure their personal information and that of other employees and customers (e.g. Social Security number, banking information and medical insurance data) is properly stored, and when no longer needed, disposed of properly so that information cannot practicably be read or reconstructed.

In the event that unauthorized disclosure of personal information occurs, the Company will comply with all state laws about investigating the unauthorized disclosure, including its cause, persons involved, and the extent of the security breach. The company shall take immediate steps to prevent further unauthorized disclosure of this information, and to prevent future disclosures of a similar nature.

Data Privacy

Fiske Electric recognizes its need to maintain the confidentiality of Personal Identity Information (PII) and requires that certain documents be disposed of in a safe and secure manner. This is true whether the document is in paper or electronic form. These documents include All documents containing Social Security numbers; personal identification numbers, passport numbers; biometric data (e.g., fingerprints); an employer, student, or military identification number, or a financial transaction device (e.g., canceled check, credit or debit card number).

If you handle such documents in the course of your employment, the documents must not be disposed of in ordinary trash or recycling receptacles. Documents in paper form must be shredded, placed in secured marked bins intended for shredding, or given to your supervisor with the notation that they are to be shredded. If in electronic form, the documents must be rendered unreadable, undecipherable, and unrecoverable. Contact your supervisor for proper disposal of electronic documents.

Any documents disclosing personally-identifying information to a third-party service provider to maintain, stored, or process, will require the service provider to implement and maintain reasonable security procedures and practices to protect the information from unauthorized access, use, modification, disclosure, or destruction, as appropriate to the nature of the information disclosed to the service provider.

All paper personnel records and confidential employee data maintained by Fiske Electric will be destroyed by shredding after retention dates have passed; this procedure pertains to all personnel records.

Employment application materials submitted by applicants who were never employed are also to be shredded.

Alternatively, hardcopy confidential records may be shredded using a locked shredder on the Fiske Electric premises.

Personnel records include electronic as well as paper records. Fiske Electric will review and ensure that the employees' electronic records relating to employee information and compliance reports are properly purged.

If Fiske Electric becomes aware of a potential security breach, an investigation will be conducted to determine the likelihood that PII either has been or will be misused. Unless the investigation determines that the PII has not occurred and is not reasonably likely to occur, a notice of a security breach will be given no later than thirty (30) days after the date of determination that a security breach occurred.

Cellular/Wireless Telephones

Company-owned or leased cellular/wireless phones may be issued to employees for the purpose of conducting business at the sole discretion of Fiske Electric. Any overage,

long distance, roaming or other charges for personal calls will be the responsibility of the employee, except in the case of an emergency. The company reserves the right to audit phone records to ensure proper use.

Employees who receive a cell phone from Fiske Electric must: (1) agree to abide by Fiske Electric's EEO Policies whenever the employee uses a Company-provided cell phone, or whenever contacting a Company employee about Company business using a private cell phone; and (2) acknowledge and understand that because the cell phone is paid for and provided by Fiske Electric, any communications (including text messages) received by or sent from the cell phone may be subject to inspection and review if Fiske Electric has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Cell Phone Policy.

Employees who are required to use their personal cell phones to conduct business may be entitled to reimbursement over their basic plan, if approved by your supervisor. All requests for reimbursement are to be submitted with regular expense reimbursements requests, and in accordance with standard company procedure.

Return of Equipment

Any employee who is issued a company cell phone owned by the company is expected to return the phone and all related equipment, in good working order and repair, upon termination of employment with the company. The company reserves the right to seek the cost of a replacement phone in the event a phone is not returned, or is returned, but not in acceptable condition in accordance with all applicable laws.

Safe Use of Cell and Smart Phones, PDAs and Other Mobile Electronic Devices

Employees are expected to refrain from using mobile electronic devices to conduct company business while driving, or using mobile electronic devices for any purposes while driving on company business. If your job requires that you keep your cell or smart phone turned on while you are driving, you must use a hands-free device and safely pull over to the side of the road before conducting company business. If pulling over is not an option, employees must use a hands-free device and are expected to keep the call short, refrain from discussing complicated matters and keep their eyes on the road. Under no circumstances should employees initiate a phone call while operating a motor vehicle, nor should employees use a cellular or smart phone during periods of adverse weather, traffic or low visibility. Also, under no circumstances should employees be reading, composing, or sending emails or text messages, checking for phone messages or surfing the internet on a mobile electronic device while driving. The company neither expects nor allows an employee to put themselves or others at risk to fulfill business needs. Employees should bear in mind that electronic devices with features such as recording or photographic capability may not be used without the express permission of

all parties and may not be used for such purposes as recording a disciplinary meeting, copying or photographing company information, premises or property.

If an employee is charged with a traffic violation resulting from the use of a cell phone or PDA while driving, the employee will have sole responsibility for all costs and other liabilities resulting from such violation.

Employees should be aware that using a cell phone might carry health risks. Employees concerned with the potential health risks who do not choose to refrain from using cell phones altogether should limit their cell phone use and use a head set or hands free device at all times.

Use of Personal Mobile Electronic Devices at Work

Employees using personal cell phones or PDAs at work are expected to exercise the same discretion as when using company phones or email systems. As excessive personal calls and emails are disturbing and distracting to others, and adversely impact the employee's productivity, employees should keep personal phone calls and emails to a minimum. Employees should be sure to make friends and family aware of this policy.

Employees may use their personal electronic devices on their designated breaks.

The company has no responsibility or liability for personal cell phones or PDAs brought to work. It is the responsibility of the employee to see that his or her personal cell phone or PDA is adequately protected against loss or damage.

Smoking

For health and safety considerations, the company does not allow smoking on its premises, except outside in designated areas during breaks and meals only. Smoking is prohibited within all other areas of the facilities.

Bulletin Boards

Bulletin boards are an important means of communication. They contain important notices of company business that directly affect you and your work. Please read the boards regularly. Notices or information may not be posted without the approval by the Partner.

Exit Interviews

Every employee, regardless of whether he or she resigns or is terminated, may be given an exit interview. This interview is designed to be an important exchange of information that should be to the benefit of both parties. Generally, the content of this interview will be put in writing and will become part of the departing employees personnel file.

Employees who leave the company voluntarily are requested to give a minimum of two

(2) weeks' notice to his or her supervisor. In certain cases, employees who have resigned may be involved in the training of their replacements. The company reserves the right to make any notice of resignation effective immediately.

In certain circumstances, such as when an employee is terminated for misconduct or separated under a release agreement, Fiske Electric may determine, in its sole discretion, that the employee is no longer eligible for rehire.

Employment Verification

All requests for employment-related information and references should be directed to the Fiske Electric so that control may be maintained on the dissemination of information. Employees should not provide "off-the-record" references or written recommendations.

Vehicular Operational Safety Guidelines

Fiske Electric places great importance on the operation of vehicular equipment in a safe and appropriate manner whether in the course of performing company work or on the employee's own personal time. Accordingly, employees who operate vehicular equipment as part of their job with the company are responsible for maintaining a safe personal driving record both on and off the job. Any employee who receives an infraction on his or her driving record, and who is required to drive as part of his or her job must immediately inform the company of the infraction. In most cases, monetary liabilities incurred during the course of business due to an employee's negligence (i.e. parking tickets) will be the sole responsibility of the employee.

An employee who must drive as part of his or her job with the company and who loses his or her legal driving privilege, for any reason, may be subject to discipline up to and including termination of employment. Further, if any employee who operates a vehicle for the company creates a safety hazard which comes to the company's attention or is sufficient to cause the company's liability insurance carrier to increase premiums, then the employee may be subject to disciplinary action, up to and including termination.

Acknowledgment of Receipt of Employee Handbook

I acknowledge that I have received and will read a copy of Fiske Electric's Employee Handbook. I also understand that a copy of the is available to me at any time to review in the Human Resources Office.

I understand that Fiske Electric has adopted the Handbook only as a general guide about policies, work rules, and the work environment and that they are subject to change at any time in Fiske Electric's sole discretion. I acknowledge that the Handbook is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either Fiske Electric or I may terminate my employment relationship at any time, for any or no reason, with or without cause, and with or without advance notice. I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I understand that Fiske Electric complies with all applicable laws regarding equal employment opportunity and provides a workplace free from unlawful harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation, or harassment to my supervisor, the Human Resources Department, or any trusted manager or supervisor.

I understand I have been provided a copy of the Colorado Overtime & Minimum Pay Standards Order (COMPS Order) #39 poster within this handbook.

I understand that nothing in this handbook is intended to interfere with the rights of any employees concerning a labor dispute or other concerted communications or activity for

the purpose of mutual aid or protection protected by the National Labor Relations Act. To the extent that conduct is protected under the NLRA, I understand that this handbook does not prohibit it.

During my employment with Fiske Electric, I understand that it is my responsibility to remain informed about the policies as revisions, updates, and new policies are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgment carefully before signing.

Employee Signature	Date
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The original of this document will be kept in the Employee's personnel file with the Company. A copy will be provided to the Employee upon request.

Acknowledgement of Receipt of Alcohol/Drug Use, Abuse, and Testing Policy

I have reviewed and understand Fiske Electric's Alcohol/Drug Use, Abuse, and Testing Policy. I understand that the Policy will apply to me if I am hired, and that compliance with it is a condition of employment with Fiske Electric.

I also understand that I will have to take and pass a drug or alcohol test for illegal or controlled substances such as (but not limited to) marijuana, cocaine, methamphetamines, amphetamines, and opiates if I want to be hired. If I am hired, I understand that I will be subject to testing as described in the Drug and Alcohol Policy.

I understand that I will be subject to discharge if I refuse to cooperate in any of the tests identified in the Alcohol/Drug Use, Abuse and Testing Policy, fail sufficiently to explain any positive test result to Fiske Electric's Medical Review Officer, or otherwise violate the Policy. I also understand that I will not be eligible for hire if I refuse to sign this Acknowledgement Form.

If I am hired, I will abide by the terms of the Alcohol/Drug Use, Abuse, and Testing Policy during my employment with Fiske Electric.

Employee's Signature

____/____/____

Date



