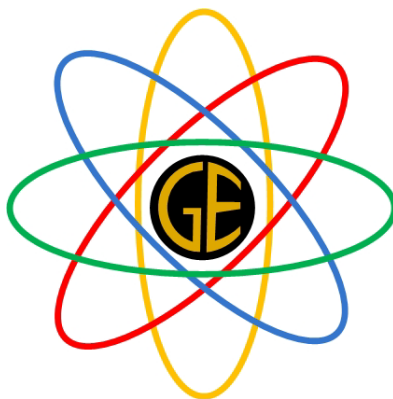


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**Grady Electric, Inc.**



# EMPLOYEE HANDBOOK

**Welcome to Grady Electric Inc.**

## **YOU'RE PART OF OUR TEAM**

As a member of Grady Electric Inc's team, you will be expected to contribute your talents and energies to improve the environment and quality of the Company, as well as the Company's services. In return, you will be given opportunities to grow and enhance in your career.

Grady Electric Inc. is dedicated to two goals: 1. To provide our customers with the highest quality services at competitive prices; and 2. To provide our employees with safe, productive, and steady continuous employment at competitive wages.

This Employee Handbook is prepared to inform all personnel of the organization's employee policies and procedures. One of the basic precepts of Grady Electric Inc. is all policies and procedures apply to every employee as equally and fairly as possible. Obviously, we cannot describe every policy and procedure in detail; however, this Employee Handbook is prepared to provide each employee with their own copy of the policies and procedures, so each employee has access to information about rules and procedures, which affect employment and benefits. If you have questions regarding the contents of this Handbook, please contact Human Resources for clarification.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,



Grady Dagnan Jr  
President

## **THE EMPLOYEE HANDBOOK**

The Employee Handbook does not represent, nor is it meant to represent, an employment contract between the Company and its employees, by either intent or implication. Management reserves the right to revise, add, or delete any policy, procedure, guideline, or employee benefit, as deemed necessary for the effective operation and maintenance of the Company without notice. Notification of revisions in the Employee Handbook will be issued to each employee for insertion into their copy. However, notice is not required before any changes become effective. Management also reserves the right to interpret the provisions of any benefit plan or policy, make determinations as to eligibility for benefits and otherwise use its discretion in interpreting and applying the provisions of this document and all other employee benefits. Each employee will be required to sign an acknowledgement stating they have received and understands the Employee Handbook as well as any revisions.

## **SAFETY IS WHAT WE WANT FOR YOU AND THOSE AROUND YOU**

Grady Electric Inc. places the highest emphasis on employee safety and strives to ensure all working areas are safe and healthful. Each employee's responsibility is to work safely and to do everything possible to prevent accidents or injuries. Every employee is expected to report unsafe conditions, think before acting, and conscientiously avoid unnecessary risks.

Your safety and welfare are a great concern to Grady Electric Inc. However, no matter what or how much the Company provides in safety devices and training, the effort is not effective unless you consider "SAFETY" your responsibility. It is your duty to promptly report perceived safety problems to your manager.

Accidents can be prevented. Most accidents result from actions of people rather than the failure of equipment. You can help prevent accidents by supplying information to your manager concerning dangerous conditions.

Grady Electric Inc. management encourages you to be very aggressive with self-protection. The Company is dedicated to providing all employees with a safe workplace and abides by all government safety laws and guidelines.

# TABLE OF CONTENTS

EMPLOYEE RELATIONS	PAGE 6 - 7
Standards of Employment	PAGE 6
Equal Employment & Americans with Disability Act	PAGE 6
Probationary Period	PAGE 7
Employment at Will	PAGE 7
Job Descriptions	PAGE 7
HOURS OF WORK: WAGE & SALARY POLICIES	PAGE 8
Hours of Operations	PAGE 8
Meal Breaks	PAGE 8
Rest Period	PAGE 8
Permission to Leave During Business Hours	PAGE 8
PAYROLL POLICY	PAGE 8 - 10
Payday and Time Records	PAGE 8 – 9
Excessive Absenteeism or Lateness	PAGE 9
Overtime Policy	PAGE 9
Compensatory Time Policy	PAGE 9
Court Orders, Liens, and Wage Assignments	PAGE 9
Jury/Witness Duty Policy	PAGE 9 - 10
EMPLOYEE BENEFITS & INSURANCES	PAGE 11 - 13
Group Medical Insurance	PAGE 11
Marketplace Health Insurance Coverage Options	PAGE 11
Workers Compensation Insurance	PAGE 11 - 12
COBRA	PAGE 12
Sick Leave	PAGE 12 – 13
Unpaid Time-Off	PAGE 13
Recognized Holiday's	PAGE 13
LEAVE OF ABSENCE POLICIES	PAGE 14 - 16
Medical Leaves of Absence	PAGE 14
Maternity Leave	PAGE 15
Family and Medical Leave Policy	PAGE 15 - 16
Bereavement Leave	PAGE 16
Military Leave of Absence	PAGE 16
Benefits Impact	PAGE 16
DRUG FREE WORKPLACE POLICY	PAGE 17
COVID-19 INFECTIOUS DISEASE CONTROL POLICY	PAGE 18 - 19
COMPANY POLICIES	PAGE 20 - 27
Confidential Policy	PAGE 20
Anti-Harassment Policy	PAGE 20 - 22
Affirmative Action	PAGE 22
Safety Issues for Handheld Devices	PAGE 22
Computers, Email, and the Internet	PAGE 23
Social Media Policy	PAGE 23
Job Abandonment Policy	PAGE 24

Discipline Policy	PAGE 24
Parking Policy	PAGE 24
Dress Code Policy	PAGE 24 - 25
Tuition Reimbursement Policy	PAGE 25 - 26
Grievance Policy	PAGE 26
Notice of Intent to Leave Employment	PAGE 27
Severance Pay	PAGE 27
Final Paycheck	PAGE 27
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT	PAGE 28

## **EMPLOYMENT RELATIONS**

### **STANDARDS OF EMPLOYMENT**

Since the proper working relationship of all employees depends upon each of us, Grady Electric Inc. (GEI) has established certain minimum standards of personal conduct. These “common sense” policies are included for those who, through lack of understanding or experience, could experience difficulties.

No employee will directly or indirectly maintain outside business or financial interest or engage in any other outside business or financial activity that conflicts in any manner with the interests of the company. This includes performing related services for GEI customers.

While the company reserves its rights to terminate any employee’s employment at will, disciplinary actions up to and including dismissal will result from the following: theft or embezzlement, disclosure of trade secrets (including client and/or employee rosters), industrial espionage, conviction of a felony, working for a competitor or establishing a competing business, being intoxicated on the job; possession or use of alcoholic beverage or illegal substances while on company premises or while on duty; falsification of records; abuse, destruction, waste or unauthorized use of equipment, facilities, or materials; unlawful harassment of fellow employees, including sexual harassment, whether verbal, physical or visual; anything which potentially endangers other employees; or substandard performance. Of course, it must be noted that the types of problems noted above are examples of unacceptable conduct. It would be impossible to provide a complete list of types of conduct that could result in disciplinary action, possibly including discharge.

### **EQUAL EMPLOYMENT OPPORTUNITY (EEO) & AMERICANS WITH DISABILITY ACT (ADA)**

We are an equal opportunity employer, and we will not discriminate against any employee or applicant for employment in any unlawful manner. It is the policy of GEI to provide equal opportunities to applicants and employees without regard to race, religion, color, creed, national origin, citizenship status, sex, sexual orientation, age, ancestry, physical or mental disability, medical condition, marital status, veteran status, gender (including gender identity, pregnancy, childbirth, and related medical conditions), genetic characteristics, registered domestic partner status, disabled veteran, or any other classification protected by applicable local, state, or federal employment discrimination laws. This also includes a perception that a person has any of those characteristics or is perceived as to having any of those characteristics. This policy applies to all aspects of employment including, but not limited to hiring, job assignment, compensation, promotion, benefits, training, and termination.

We are a non-union organization. We always have been, and it is our desire to remain so. No company is free from day-to-day problems, but we believe we have personnel policies and practices to help resolve problems rather than resort to strikes and to work stoppages.

## **PROBATIONARY PERIOD**

All new and re-hired employees work on a probationary basis for the first 90 working days after their date of hire. This “getting acquainted” or “probationary period” give us the opportunity to determine the ability with which you perform your job. It also provides you with the opportunity to decide if you are satisfied with the position. We reserve the right to extend the duration of the probationary period when such an extension is determined appropriate in our sole and absolute discretion. Upon completion of the probationary period, a performance evaluation may be conducted to ascertain the advisability of continued employment. At any time during the probationary period, with or without cause, either party can terminate the employment relationship without any advance notice.

## **EMPLOYMENT AT WILL**

Your employment at GEI is “at-will” and entered into voluntarily. You are free to resign at any time, for any reason, with or without notice. Similarly, GEI is free to conclude the employment relationship at any time for any reason, with or without notice. I understand that this Employee Handbook, the Rules and Regulations, and specifically this explanation constitutes the entire agreement regarding the termination of my employment, and that there are no other written or oral agreements which otherwise set forth, determine, or modify the circumstances under which I or GEI may terminate our employment relationship. Nothing in this handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship, nor does it limit management’s discretion to make personnel decisions such as reassignment, change of wages and benefits, demotion, etc. No manager, supervisor, or employee has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment-at-will terms.

## **JOB DESCRIPTION**

We maintain a job description or a job duty list for each position at GEI, and each employee is provided a copy for reference. If your position’s duties and responsibilities are changed, your job description or duties list will be updated. If you wish to review your job description or duty list, please see your manager.

## **HOURS OF WORK: WAGE & SALARY POLICIES**

### **HOURS OF OPERATION**

Due to the nature of our business, your work schedule may vary depending upon your job. Our normal work week consists of 40 hours, worked eight hours per day for five consecutive days. Various factors, such as workloads, operational efficiency and staffing needs may require variations in an employee's starting and quitting times and total hours worked each day or each week. We reserve the right to assign employees to jobs other than their usual assignments when required. In addition, employees may be required to work overtime or hours other than those normally scheduled whenever necessary.

Meal Breaks – Employees who work more than six (6) hours in a workday (including Weekends) must take an unpaid meal break of a half hour (30 minutes) which is mandated by state law. If employee is offered a meal break and chooses not to take it, the time will still be deducted from their hours. All meal breaks should be recorded using the time clock system.

Rest Period – Employees are required to take a 10-minute rest period for every four (4) hours worked. If you work six (6) or more consecutive hours, you are entitled to two 10-minute rest periods. Rest periods are not to be combined, added to a lunch period, or taken at the end of the day.

### **PERMISSION TO LEAVE DURING WORK HOURS**

If it becomes necessary for you to leave the company/job premises during work hours (other than your meal break), permission must be obtained from your supervisor.

## **PAYROLL POLICY**

### PAYDAY AND TIME RECORDS

Payroll is processed weekly (Sunday-Saturday) for wages earned during those time periods. State and Federal payroll taxes will be withheld from your paycheck. Voluntary deductions will also be withheld from your paycheck. Each paycheck contains a statement of your earnings and deductions which are your receipts should a question come up at some time in the future. You can review your receipts by logging into [myaccess.adp.com](https://myaccess.adp.com).

Your timecard is our way of making sure you receive the correct amount of pay. Employees are paid for the hours they work. Early clock-ins will not be accepted unless approved by your manager. Government regulations require that we keep accurate and consistent time records. Your timecard must be submitted after each shift using <https://gradyelectricforms.com> from your smart phone or computer. Employees are responsible for making sure that all worked hours are recorded on their timecard for the workday.

Each box must be filed out on your timesheet, an "N/A" response is not acceptable. For Job description please give a detailed account of what work you completed that workday, (i.e., Floor where work was done, area work was done, room where work was done, if in rooms).

GEI allows the employee 5 minutes before their workday shift is over to complete their timecard and submit. A confirmation of sent timecard will be sent back to employee email to confirm submittal.

Falsifying your time records will result in disciplinary action up to and including termination. Time records are legal documents.

#### EXCESSIVE ABSENTEEISM OR LATENESS

In general, five (5) unexcused absences in a year will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is also considered as an absence. Three such incidents in a 90-day period are considered a "tardiness pattern" and carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Excessive absenteeism, lateness, or leaving early may lead to disciplinary action, including possible dismissal.

#### OVERTIME POLICY

Overtime is paid to non-exempt employees at time and one half of the employee's regular rate of pay for all hours worked over 8 hours a day/40 hour a week (day shift) or 10 hours a day/40 hours a week (night shift). Sick leave is not included toward the calculation of overtime because those hours are not actually worked.

#### COMPENSATORY TIME POLICY

Granting compensatory time off for non-exempt employees in lieu of wages is not permitted under the Federal Fair Labors Standards Act. All overtime hours worked will be paid in wages.

#### COURT ORDERS, LIENS, AND WAGE ASSIGNMENTS

We are required by law to recognize certain court orders, liens, and wage assignments. Any mandatory deductions made from your paycheck will be explained whenever the Company is ordered to make such deductions.

#### JURY/WITNESS DUTY POLICY

An employee called for jury duty will be provided an excused absence to perform this service and will receive time off without regular base pay for the length of the service. While on an excused absence for jury duty, all benefits shall remain in effect and the employee will continue to accrue sick days. Employees should bring any juror's questionnaire to human resources immediately after it is received and must give a least two (2) weeks' notice.

If an employee does not have to attend court, he/she is expected to report to work. If an employee who works evenings is required to attend court during the day, individual arrangements with the direct supervisor can be made to facilitate the situation.

Upon completion of service, the employee must obtain documentary proof of time served for submittal to Human Resources.

## **EMPLOYEE BENEFITS & INSURANCES**

### **GROUP MEDICAL INSURANCE**

We provide group medical insurance after an employee's 60-day probationary period. GEI pays 50% of the employee's premium based upon a single-person rate. Any additional coverage, for spouse, dependents, dental, vision, or "step-up" plan costs are entirely the employee's responsibility.

### **MARKETPLACE HEALTH INSURANCE COVERAGE OPTIONS**

One of the provisions in the Affordable Care Act (ACA) requires each state to establish an Exchange (Marketplace) where individuals can purchase guaranteed issue medical insurance coverage. In California, the Marketplace is called "Covered California".

Four major insurance companies (Anthem Blue Cross, Blue Shield of CA, Health Net and Kaiser Permanente) along with nine regional and local insurance companies will be offering small group and individual plans through "Covered California".

Each plan being offered through "Covered California" is available both in and out of the Exchange at the same level of benefits.

If your annual income is below 400% of the established federal poverty level, you may qualify for a federal subsidy to lower the cost of your insurance premium. Subsidies will only be available if you purchase coverage through "Covered California".

Please be aware that the insurance companies participating in "Covered California" will be using "narrow networks" when providing coverage.

Open enrollment in the Marketplace began October 1, 2013. You may visit the federal government or "Covered California" website ([www.coveredca.com](http://www.coveredca.com)) for further information.

### **WORKERS COMPENSATION INSURANCE**

We provide Workers' Compensation Insurance at our expense. Workers' Compensation Insurance is intended to provide medical care and pay for lost time resulting from injuries on the job and those illnesses caused by your work. If you are injured on the job, you must report to your supervisor **immediately** for the proper report to be completed. If injured on the job the employer's portion of the group medical will be covered for the period of 60 days. Arrangements need to be made in advance for payment of employee's portion of premium. After 60 days the employee may choose to extend their coverage via COBRA (see below)

Upon submission by the employee of a medical certification that he/she can return to work after a Workers' Compensation leave, the employee will, under most circumstances, be reinstated to the same or similar position held at the company at the time of leaving in accordance with applicable law

and the doctor's restrictions. Failure to notify your manager of your return-to-work-status or failing to return to work when released to do so, will be considered a voluntary termination without notice.

If after returning from a Workers' Compensation disability leave, an employee is unable to perform the essential functions of the job because of a physical or mental disability, the company's obligations to the employee may include reasonable accommodation as governed by the American with Disabilities Act or applicable law. However, if any employee is fully released to return to work by his/her doctor, he/she must return to performing the essential functions of the original position.

It is extremely important that you follow these procedures. If you fail to keep your supervisor advised, you will be subject to disciplinary action up to and including immediate discharge.

GEI will not tolerate Workers' Compensation fraud. Workers' Compensation fraud is a felony; and any employee found guilty of such conduct may be subject to fines, imprisonment and, of course termination. Any information about workers' compensation fraud should be reported in confidence to Grady Dagnan Jr., Owner. The law requires GEI to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

GEI or its insurer will not be liable for payment of Workers' Compensation 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.

## **COBRA**

Under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986 if you are covered under the company's group health insurance plan you are entitled to continue your coverage if your employment with GEI ends. Under COBRA, the company must offer each qualified beneficiary (the employee and any covered dependents) who would otherwise lose coverage under the plan because of a qualifying event an opportunity to continue their insurance coverage. A qualifying event is defined as termination of employment, a reduction in the number of hours of employment, death of covered employee, divorce or legal separation, a dependent child ceases to be dependent, eligibility of the covered employee by Medicare, or an employer's bankruptcy. However, you are required to pay the applicable premiums; a 2% administrative fee may be included. Human Resources will be able to communicate with you regarding your COBRA rights and insurance premiums when you leave the company.

## **SICK LEAVE**

GEI recognizes that employees will need days off from work from time to time to address their medical needs.

All full-time employees accrue sick leave from the date of hire, for a total of 3 days per year. After successfully completing 90 days of employment, eligible employees may begin to use paid sick time under this policy in increments of eight hours, up to a maximum of 24 hours.

If you are unable to report to work due to personal or a family member's illness , you must immediately **call** your Foreman/Supervisor before your scheduled shift. If you are unable to call, please have an immediate family member call for you.

If your sick leave exceeds three (3) consecutive workdays' you will need to present medical documentation for the absence to Human Resources.

Unused sick leave is not paid out at the time of separation from employment.

### **UNPAID TIME-OFF**

Employees requesting unpaid time off must provide a written request to Human Resources a minimum of two (2) weeks before requested time-off. The Unpaid Time-Off request will be approved or not-approved by employees Supervisor and the approval/non-approval will be sent to employee prior to taking time off.

### **PAID HOLIDAY POLICY**

Each full-time employee will receive a day off with pay on each of the recognized holiday, providing such employee shall have worked on the regularly scheduled days immediately preceding and following such holiday and has been employed by Grady Electric Inc. for at least 1 year.

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

When a scheduled holiday falls on a Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday. Paid Holidays may not be accumulated to be taken at a later date. They must be taken as scheduled.

## LEAVE OF ABSENCE POLICIES

### MEDICAL LEAVES OF ABSENCE

Any full-time employee who is temporarily disabled due to a non-work-related disability (other than pregnancy, childbirth, and related medical conditions) may, upon request, be granted a leave of absence for up to eight (8) weeks with a doctor's written certificate of disability during a calendar year.

Health insurance benefits ordinarily provided by the employer, and for which the employee is otherwise eligible, will be continued during the period of disability up to a limit of two (2) months. The cost of employee/dependent coverage normally borne by the employee will remain the responsibility of the employee. Thereafter, the disabled employee may continue such benefits only if he/she pays the full insurance premium necessary to maintain such benefits. The cost of dependent coverage normally borne by the employee will remain the responsibility of the employee.

An employee who requires a leave of absence for medical reasons must notify his/her supervisor, in writing, of the need for such a leave as soon as the employee learns that he/she needs it, or will become, temporarily disabled and unable to work due to a medical condition. Such notice must specify the reason for the leave, the date such leave will begin, and the expected duration of the disability. An employee who requests such a leave may be required to provide initially, and from time to time, proof of disability in the form of a physician's statement. An employee, who is on leave of absence for a period more than two (2) months, must notify the employer by the end of each month thereafter; both status of the disability and his/her continued intent to return to work with the employer once he/she recovers from the disability. An employee returning from a medical leave of absence may be required to provide a physician's statement that indicates that he/she is fit to return to work.

An employee who returns to work at the end of his/her leave of absence will be offered the first available opening in a comparable position for which he/she is qualified. Such an employee will be credited with all service prior to the commencement of his/her disability, but not for the period of his/her disability.

Request for extensions of a leave will be considered if they are received by Human Resources, in writing, before the expiration of the approved leave; are supported by proof of continued disability in the form of a physician's statement; and requested extensions that do not cause the total period to exceed four (4) months. An employee who fails to report for work at the end of an approved leave will be deemed to have voluntarily resigned.

## MATERNITY LEAVE

A pregnant employee that wishes to take a maternity leave of absence must follow the same guidelines as if taking a medical leave of absence. As required by law, a pregnant employee is entitled to maternity leave for period of up to four (4) months and has the right to file a disability claim with the California State Employment Development Department (EDD), if qualified, while on maternity leave. Maternity leave is without pay. Medical insurance shall be paid for the employee for the period of two (2) months. The cost of employee/dependent coverage normally borne by the employee will remain the responsibility of the employee. Thereafter, the disabled employee may continue such benefits only if he/she pays the full insurance premium necessary to maintain such benefits. The cost of dependent coverage normally borne by the employee will remain the responsibility of the employee. An employee who fails to report for work at the end of an approved leave will be deemed to have voluntarily resigned.

## FAMILY AND MEDICAL LEAVE POLICY

Employees are entitled to family care, medical and military exigency leave for up to twelve (12) weeks per year, in accordance with the California Family Right Act (CFRA). Employees having any questions regarding this policy should contact Human Resources.

**Eligibility:** To be eligible for family care, medical, and medical exigency leave, an employee must (1) have worked for the company for at least twelve (12) months prior to the date on which the leave is to commence; (2) have worked at least 1,250 hours in the twelve (12) months preceding the leave.

**Uses:** Family care and medical leave may be used for one or more of the following reasons:

- The birth or placement of a child for adoption or foster care. Leaves for birth, adoption, or foster care placement of a child must be concluded within one year of the birth, adoption, or placement.
- To care for an immediate family member, defined as a spouse, registered domestic partner, child, child of a registered domestic partner, grandchild, sibling, parent, or grandparent with a serious health condition.
- You are unable to work because of your own serious health condition.
- For any qualifying exigency because the employee is the spouse, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

**Substitution of Paid Leave:** Employees are required to substitute sick leave only for employee's own medical leave. Employees may elect to substitute sick leave to attend to an illness of an immediate family member of the employee.

**Amount of Leave:** An employee may take a maximum of 12 weeks of family care, medical, and military exigency leave in a rolling 12-month period measured backwards from the date the employee's leave commences.

Medical for the employee's own serious health condition, family care leave for the serious health condition of the employee's spouse, parent, or child, and military exigency leave may be taken intermittently or on a reduced schedule.

**Notice Requirements/Request for Leave:** Employees must notify the Company of their request for family care, medical, or military exigency leave as soon as they are aware of the need for such leave. For foreseeable family care or medical leave, the employee must provide 30 calendar days' advance notice to the Company of the need for leave. For events that are unforeseeable 30 days in advance, the employee must notify the Company as soon as is practicable. If the leave is requested in connection with a planned, non-emergency medical treatment, the employee must attempt to schedule such treatment to avoid unduly disrupting the Company's operations.

**Medical Certification:** If you request leave due to your own or a family member's serious health condition, you must provide medical certification from an appropriate health care provider. The medical certification must include the date on which the condition began and its probable duration. You may be denied leave if you do not provide satisfactory certification. The Company may also require a second opinion or third opinion regarding certification of a serious health condition, at our expense.

#### **BEREAVEMENT LEAVE (Loss of Family Member)**

In the event of the death of an immediate family member (a parent, sibling, spouse, or child) an employee is eligible for one day off with pay to attend the funeral. Additional time, if necessary, may be approved by management up to 2 additional days.

#### **MILITARY LEAVE OF ABSENCE**

An employee who enters the Armed Forces of the United States will be placed on an extended leave without pay in accordance with applicable federal laws. Upon completion of military service, the employee will be reinstated with full seniority to his/her former position or to a comparable position, if application for re-employment is made within 90 calendar days of release from the service.

An employee who is a member of the National Guard or of a reserve component of the Armed Forces shall be granted a military training leave upon furnishing a copy of official orders or instructions. Training leave, except in an emergency or in the event of extenuating circumstances, should not exceed two (2) weeks per year, plus reasonable travel time.

#### **BENEFITS IMPACT**

The date an employee is considered for a wage increase will be adjusted accordingly if the leave is for more than thirty (30) calendar days. Efforts will be made to maintain employee's participation in employer's group health plan coverage during a leave of absence, however, no guarantee is made that the same coverage can be continued. If such benefits do continue, employees are expected to plan to pay the monthly contributions for coverage there under. Failure to do so will result in a lapse of such coverage.

## **DRUG FREE WORKPLACE POLICY**

We recognize alcohol and drug abuse as potential health, safety, and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this Drug-free Workplace policy is made a condition of employment.

Employees are prohibited from the following when reporting for work, while on the job, on Company or customer premises or surrounding areas, or in any vehicle for Company business.

- The unlawful use, possession, transportation, manufacture, sale, dispensation, or other distribution of an illegal or controlled substance or drug paraphernalia.
- The unauthorized use, possession, transportation, manufacture, sale, dispensation, or other distribution of alcohol.
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine (“controlled substance” means a drug or other substance as defined in applicable federal laws on drug abuse prevention).

Any employee violating these prohibitions will be subject to disciplinary action up to and including termination.

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on Company or customer premises, or in any vehicle used for Company business must notify the Company no later than five (5) days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/of imposition of a fine, jail sentence or other penalty.

Drug and alcohol testing will be carried out in compliance with any applicable state and federal laws and regulations.

Disciplinary action may be taken for drug-related crimes, regardless of whether they happened during working hours or on an employee’s own time.

## **COVID-19 INFECTIOUS DISEASE CONTROL POLICY**

**Effective Date 7-29-2020**

Coronavirus disease 2019 (COVID-19) is a respiratory illness with symptoms of fever, cough, and shortness of breath. The purpose of this policy is to ensure the health and safety of our associates, visitors, clients, and vendors.

Grady Electric Inc. will not discriminate against any job applicant or employee based merely on the fact the individual has COVID-19. However, Grady Electric Inc. reserves the right to exclude a person with COVID-19 from workplace facilities, programs, and functions if the company finds that such restriction is necessary for the welfare of the person who has COVID-19 and/or the welfare of others within the workplace. All decisions will be based on current and well-informed medical judgements concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has the disease, and a careful weighing of the identified risks.

In light of the current situation, Grady Electric Inc. has adopted the following practices to minimize potential exposure of employees to COVID-19 in our workplace. Employees are urged

- Conduct virtual meetings instead of in-person meetings.
- Practice social distancing (staying at least 6 feet away from others).
- Avoid unnecessary travel and cancel or postpone nonessential meetings and trainings.
- Avoid gathering in breakrooms, work rooms, and other areas where groups congregate.
- Wash hands often with soap and warm water for at least 20 seconds.
- Avoid touching their eyes, nose, and mouth.
- Cover coughs and sneezes with a tissue or the inside of the elbow.
- Where possible, avoid public transportation and recreational activities where you might come into contact with contagious individuals.

### **Stay Home if Sick:**

Employees should notify Human Resources at (661) 268-8771, if they have been in contact with someone who has COVID-19, even if the employee is asymptomatic. If an employee has recently traveled to a location that the Centers for Disease Control and Prevention (CDC) has identified as having an active outbreak, the employee should notify their supervisor or the Human Resources Manager as well. These employees may be asked to isolate/work from home for 14 days.

### **Provide Notice of Absences:**

Employees who will be absent from work should generally follow Grady Electric Inc. regular procedures for notifying the company of the need for time off.

If an employee is out sick or shows symptoms of being ill, it may become necessary to request information from the employee and/or their healthcare provider, subject to applicable laws. In general, Grady Electric Inc. may request medical information to confirm an employee's need to be absent and to know that it is appropriate for the employee to return to work. Grady Electric Inc. will

comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease.

### **Visitors:**

There should be no visitors to the workplace unless it is mission-critical, and the meeting cannot be conducted virtually.

### **Work-Related Travel:**

All nonessential work-related travel is restricted without the prior written authorization of a supervisor. Before providing authorization, supervisors must check for the latest guidance and recommendations for each country and location to which the employee will travel. Employees must monitor themselves for symptoms of fever, cough, or acute respiratory illness before starting or after completing travel and are required to notify their supervisor and stay home if they are sick prior to or after travel.

### **Personal Travel:**

Employees must report any personal travel plans, whether domestic or international, to their supervisor before departure. Depending on the situation, Grady Electric Inc. may ask the employee to follow certain steps, such as working from home for a 14-day period, before returning to the workplace.

### **Working from Home:**

At this time, employees should be following all guidance from public health officials, state and local governments and the company regarding work from home policies and requirements. If an employee has a heightened health concern and wants to work from home and has the ability to perform their job away from Grady Electric, Inc. premises, they should contact their supervisor. They do not need to disclose their health information. Requests will be handled on a case-by-case basis. Below are examples of heightened health situations that might cause concern.

The employee:

- Is immunocompromised or lives with someone who is
- Lives with an older family member who has a higher risk for the infection
- Is pregnant
- Has children home from school due to school closure and doesn't have childcare coverage
- Is experiencing significant mental health symptoms

Supervisor may modify job responsibilities, if possible, to enable associates to work from home. Associates are expected, if able, to work from home during the 14-day isolation period if applicable.

## COMPANY POLICIES

### CONFIDENTIALITY POLICY

During your employment at GEI you may have access to confidential and proprietary data, which is not known by competitors or within the company's field of business generally includes, but is not limited to: data relating to the Company's marketing and servicing programs; procedures and techniques; the criteria and formula used by the Company in pricing its products and services; the structure and pricing of special packages that the Company has negotiated; lists of customers and prospects; the identity, authority and responsibilities of key contacts at Company accounts; the composition and organization of accounts' business.

### ANTI-HARASSMENT POLICY

We do not tolerate unlawful harassment of any of our employees, customers or clients, vendors, suppliers, or independent contractors. Any form of harassment which violates federal, state or local law, including, but not limited to harassment related to an individual's race, religious belief, creed, color, sex (including pregnancy, childbirth and related medical conditions), age, national origin, disability, sexual orientation, gender identity and gender expression, genetic information, marital status, AIDS/HIV, medical condition, political activities or affiliations, military or veteran status, status as a victim of domestic violence, assault or stalking, or any other protected status in accordance with the requirements of all federal, state and local laws is a violation of this policy and will be treated as a disciplinary matter.

Harassment is conduct focused on a person or group of persons including, but not limited to:

- Physical or verbal abuse
- Unwelcome activity of a sexual nature including retaliation related thereto
- Any behavior or action that interferes with an individual's ability to perform assignments, or that creates a hostile or intimidating work environment.

Harassment of any kind is counter-productive to the Company goals and profitability because it diminishes the employee willingness to perform jobs in a caring and responsible manner.

The following are examples of various types of harassment.

- Verbal Abuse - Any language that degrades or berates others, including, but not limited to, racial, religious, or sexual comments, jokes, sexual innuendoes, or threats of any kind.
- Physical Abuse - Includes touching, hitting, slamming, throwing, kicking, or threatening another person, including restraining by force, or blocking the path of another.
- Interference or Hostile Environment – Includes any behavior or action that interferes with an employee's ability to perform work assignments or results in or creates a hostile or intimidating work environment.
- Sexual Harassment - Includes, but is not limited to, sexual advances, requests for sexual acts or favors and other physical conduct of a sexual nature when:
  - Submission to such conduct is made either explicitly or implied as a term or condition of an individual's employment;
  - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or

- Such conduct is severe and pervasive and has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- Retaliation - Any adverse action or threat of adverse action taken or made because an individual has exercised or attempted to exercise any rights under state or federal employment laws or under the policies of GEI. Retaliation may include, but is not limited to:
  - Verbal abuse
  - Threats of withholding or withdrawal of pay, promotions, training, or other employment opportunities.

In addition to the above forms of harassment, any behavior or action that interferes with an individual's ability to perform job duties or results in or creates a hostile or intimidating work environment is considered harassment.

GEI will not tolerate the discrimination or harassment of employees and/or applicants. Comments, conduct, off-color jokes, and innuendoes that may be perceived as offensive or harassing are strictly prohibited and will not be tolerated.

In addition, GEI will not tolerate the harassment of Company personnel by non-Company personnel on Company premises. Non-Company personnel include, but are not limited to, customers, vendors, guests, and regulators.

Any employee who feels he/she is the victim, has witnessed and/or been made aware of discrimination, retaliation or harassment has a responsibility to report this to human resources or other managerial personnel. Reporting of the incident should be made verbally and in writing to human resources or other managerial personnel immediately. A written complaint should include the specific nature of the incident, date and place of incident, names of all parties involved, as well as a detailed report of all pertinent facts. Complaints of harassment will be promptly and carefully investigated. Investigations will include interviews with all relevant persons, including the accused and other potential witnesses. If an investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken. All employees should understand that if the facts warrant it, GEI may discharge an employee even for a first offense. Any legitimate and confirmed complaint will result, at a minimum, in a three-day suspension without pay.

### **Non-Retaliation Policy**

GEI follows applicable statutes which prohibit retaliation against any employee who makes a discrimination complaint or who participates in any investigation under the discrimination laws. Involvement in an investigation will not, however, insulate an employee from appropriate disciplinary or other employment actions. Any employee who feels that he or she has experienced retaliation under this policy should immediately report it to any person responsible for receiving harassment complaints under this policy. Any employee found to have engaged in prohibited acts of retaliation will be subject to disciplinary action up to and including dismissal.

GEI's policy is to follow all applicable anti-discrimination laws. The above information is intended as a short summary of those requirements. Any questions regarding this policy should be directed to a human resources representative or other managerial personnel.

Any employee who engages in harassment may be subject to disciplinary action including possible termination. Likewise, any employee making deliberately false accusations in this regard may be subject to similar disciplinary actions.

### **Responsibility**

GEI does not condone nor tolerate the harassment of one employee by another employee. The individual who makes unwelcome advances, threatens, or in any way harasses another employee is personally liable for such actions and their consequences.

### **State and Federal Remedies**

In addition to the above, if you believe you have been subjected to sexual harassment, discrimination, or retaliation, you may file a formal complaint with the United States Equal Employment Opportunity Commission ("EEOC") and/or The California Department of Fair Employment and Housing ("DFEH")

Using our complaint process does not prohibit you from filing a complaint with the EEOC or DFEH.

### **AFFIRMATIVE ACTION**

As an indication of our affirmative action, GEI policy of non-discrimination must prevail throughout every aspect of the employment relationship, including recruitment, selection, placement, training, compensation, promotion, transfer, layoff, recall and termination. GEI believes that all persons are entitled to equal opportunity and does not discriminate against its employees, or applicants for employment because of race, creed, color, national origin, age, or sex, provided they are qualified and meet the physical requirements established by GEI for the job.

### **SAFETY ISSUES FOR HANDHELD DEVICES**

Employees are expected to refrain from using any handheld device while driving in connection with their job duties. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are expected to legally pull over to the side of the road and safely stop the vehicle before using a handheld device. If an employee needs to make a phone call while driving, the employee must use a hands-free-device. However, under no circumstances may an employee use an electronic device to write, send or read any text-based communication, including text messages, instant messages, and/or email messages.

Employees who are charged with traffic violations resulting from the use of handheld devices while driving will be solely responsible for all liabilities that result from such actions (regardless of whether the handheld device is personal, or company issued). Employees who violate this policy will be subject to disciplinary action, up to and including termination.

## COMPUTERS, EMAIL, AND THE INTERNET

All GEI owned computers and cell phones used for company business are to be used to facilitate the business of GEI. All information that is temporarily or permanently stored or transmitted with the aid of GEI computers, email and internet remain the sole and exclusive property of GEI.

As such, employees should have no expectation of privacy in connection with their access and use of such equipment and systems.

Employees should not use or access GEI computers, email and internet systems in any manner that is unlawful, inappropriate, or contrary to GEI best interests. Any use of GEI property for a purpose other than the employee's job duties is prohibited and unauthorized. Employees may not install personal software on company computer systems.

## SOCIAL MEDIA POLICY

GEI allows our employees to access their personal accounts at work on your designated break time. We expect you to act responsibly and ensure your productivity is not affected.

Whether you are using your accounts for business or personal purposes, you may easily get sidetracked by the vast amount of available content. So, please restrict your use to a few minutes on your allotted breaktime.

We ask you to be careful when posting on social media, too. We cannot restrict what you post there, but we always expect you to follow our confidentiality policies. We also caution you to avoid violating our anti-harassment policies or posting something that might make your collaboration with your colleagues more difficult (e.g., hate speech against groups where colleagues belong to) in general.

We advise our employees to:

**Ensure others know that your personal account or statements do not represent our company.** You should not state or imply that your personal opinions and content are authorized or endorsed by our company. We advise using a disclaimer such as "opinions are my own" to avoid misunderstandings.

**Avoid sharing intellectual property** like trademarks on a personal account without approval. Confidentiality policies and laws always apply.

**Avoid any defamatory, offensive, or derogatory content.** It may be considered as a violation of our company's anti-harassment policy, if directed towards colleagues, clients, or partners.

### JOB ABANDONMENT POLICY

GEI expects employees to report to work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor in accordance with the sick leave policy. Employees who fail to report for three consecutive business days without notifying the company of the absence will be considered as having voluntarily resigned because of job abandonment.

If the employee is unable to contact the company for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact GEI due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the company within three (3) days, the employee or his or her representative must contact the company as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

### DISCIPLINE POLICY

We maintain a progressive discipline procedure to insure a fair method of disciplining employees. A progressive discipline system is intended to give employees advance notice, whenever possible, of problems with their conduct or performance to provide them an opportunity to correct any problems. Normally, progressive discipline involves verbal counseling, and one or more written warnings, before an employee is terminated. However, exceptions to deviations from the normal procedure may occur whenever the company deems that circumstances warrant those one or more steps in the progress be skipped. Accordingly, circumstances may sometimes warrant immediate termination.

### PARKING POLICY

Any parking tickets issued to employees are their responsibility. Additional fines for late payment will not be reimbursable. GEI will pay for parking at those facilities that furnish parking. The Company is not responsible for damage to or theft of any vehicle or its contents.

### DRESS CODE/PERSONAL APPEARANCE POLICY

It is not the desire of GEI to impose strict dress and appearance standards. However, all employees are expected to wear clothing and observe personal hygiene habits appropriate to their position and the nature of the work performed. These standards are especially important for those employees in direct contact with customer and other members of the business community. It is important an employee's appearance projects a positive and appropriate image for the Company.

All employees are required to maintain the highest standards of personal hygiene including regular bathing, clean hands, and fingernails. All employees must wash their hands after going to the restroom and before going back to work.

The following are some examples of clothing that is **not** appropriate: sweatpants, gym shorts or cutoffs, tights or "leggings" without an over-skirt, halters/tank tops without an over-blouse or jacket,

see-through tops, sweat suits, micro-mini skirts, etc. Clothing is to be free from holes (sewn shut) and should fit properly (loose-fitting clothing is a safety hazard).

Any employee who reports for work attired in a manner unacceptable to Company standards may be subject to disciplinary actions or required to return home to correct the situation. The period of absence will be treated as unpaid leave.

GEI requires field personnel to wear a Grady Electric Safety Vest and work boots. Shirts worn under the company vest must be either plain white or black only and must not contain other company names/emblems, offensive or inappropriate designs or language.

A neat, tasteful appearance contributes to the positive impression you make on our customers. You are expected to be suitably attired and appropriately groomed during working hours or when representing GEI. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances our company image.

GEI requires the wearing of safety shoes. For certain types of work, the wearing of safety shoes is required by Company policy and by federal regulations. Examples are when employees are exposed to foot injuries from hot, corrosive, or poisonous substances; in shops, in equipment handling, or in construction jobs where there is a danger of falling objects; or in abnormally wet locations. Safety shoes must meet to exceed ANSI Z41.1 (Compression and impact rating).

GEI will pay a Safety Shoe allowance for each field employee a maximum of one hundred dollars (\$100.00) annually upon receipt of purchase. The allowance is intended as reimbursement for purchase of work boots.

### TUITION REIMBURSEMENT POLICY

Grady Electric Inc. values the professional and personal development of our employees and has adopted the following policy pertaining to reimbursement for certain educational expenses.

#### **Eligibility**

Under this policy, educational assistance is provided to:

All full-time employees who have:

- Worked here for six months without interruption before enrolling in a course/courses that are included in a certification program; and
- Who are on the payroll upon completion of the course.

However, educational assistance will not or will no longer be provided to any qualified employee who:

- Has received a formal written warning within three months prior to seeking approval;
- or

- Has received a formal written warning at any time after approval has been granted and before the course is completed.

### **Reimbursement Requirements**

Employees who wish to take advantage of this program must make a formal request for educational assistance by completing the Degree Program Application and Tuition Assistance Repayment Agreement paperwork provided by Human Resources. The appropriate manager must authorize any reimbursement, and reimbursement is only permitted for approved certification programs. Reimbursement is also contingent upon the successful completion of the approved course/courses.

Employees must complete any approved coursework on their own time. If that is not possible, accommodations may be made (at our sole discretion), if there is no substantial disruption in the routine operations of the employing department.

### **Approved degree programs/coursework**

Approved certification programs and coursework are defined as: WECA (Western Electrical Contractors Association, Inc.) Apprenticeship Application.

### **Reimbursement Amount**

The company will provide 100% reimbursement for tuition, including required course fees, if the employee earns a passing grade.

The company will not provide any reimbursement if an employee withdraws from an approved course or if the approved course is canceled. Furthermore, the employee must promptly inform the appropriate manager and Human Resources if they withdraw from an approved course or if the course is canceled.

If the employee receives an incomplete for a course, the employee will have until the end of the following semester to remedy the matter by meeting all requirements. Failure to do so will preclude the employee from participating in the tuition reimbursement plan and must repay the company for any advance payments received.

### **Application for approval**

To secure approval for the educational assistance provided per this policy, the employee must complete and return the applicable form to Human Resources. Provided the course is approved, this form will also serve as a request for payment form upon successful completion of the course.

## **How to request reimbursement**

Upon successful completion of an approved course, the employee should submit a copy of the applicable form to the Human Resources. The employee should also provide an official transcript of grades received and proof of payment. Examples of the latter include either a bursar's receipt or a copy of a canceled check (front and back).

### **GRIEVANCE PROCEDURE**

We are committed to maintaining a positive and pleasant environment in which to work. Employees who encounter work related problems are encouraged to discuss the problems with their immediate supervisor as soon as possible. If the problems are not solved to the employee's satisfaction, then the employee may file a written grievance with the human resource department.

### **NOTICE OF INTENTION TO LEAVE EMPLOYMENT**

If an employee leave employment for any reason, a two-week notice is appreciated.

### **SEVERANCE PAY**

GEI does not provide severance pay to employees who terminate employment voluntarily or involuntarily unless specified in writing.

### **FINAL PAYCHECK**

Employees will receive their final paycheck within the time required by law. The final paycheck for employees who resign with at least 72 hours advance notice will be provided on the last day of work. Employees who resign without providing at least 72 hours advance notice, however, will receive their final paycheck within 72 hours of their resignation. Employees who are terminated involuntarily will be provided their final paycheck on their last day of work. Company properties such as keys, phones, tools, unlock codes and equipment must be returned by each employee at the time final pay is provided.

Any outstanding financial obligations owed to GEI will be deducted from your final check. If your final check does not sufficiently cover the money owed to the Company, you will remain liable for that amount.



## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

The undersigned acknowledges receipt of the Grady Electric Inc. Employee Handbook.

The contents of the Employee Handbook are presented as a matter of information. Except for the at-will provisions, the Handbook can be amended at any time. I agree to read the Handbook and to follow the guidelines and policies set forth in the Handbook and any amendments to the Handbook along with the other policies and procedures of the company.

It is specifically understood and agreed that the Handbook is for informational purposes only and is not intended to create a contract, nor is it a contract of employment, or continuing employment between myself and Grady Electric Inc. It is further understood that neither the Handbook nor any policy of Grady Electric Inc. is a guarantee or promise of employment or continuing employment.

I understand that I am not being hired for any definite period even though my wages are paid regularly. I further understand that I am an at-will employee, and my employment can be terminated at any time, with or without cause and with or without prior notice either by Grady Electric Inc. or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with Grady Electric Inc. only under certain circumstances or after certain events.

Company policy requires all employees to be hired at-will and this policy cannot be changed except by a written document signed by me and an appropriate officer of Grady Electric Inc., specifically changing my at-will employment status. I have neither been requested nor have I signed any such document.

My at-will employment status with the Company has been fully explained and I have been given an opportunity to ask any questions regarding Company policies and my at-will employment status. No representative of the Company has made any promise or other statements implying employment will be other than what has been stated above.

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Print Employee's Full Name

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Signature

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Date

Legal Disclaimer: The Employee Handbook Acknowledgement is intended for informational purposes only and does not constitute legal information or advice. This information and materials are provided in consultation with federal and state statutes, and do not encompass other regulations that may exist, such as local ordinances.