EMPLOYEE HANDBOOK

2 J'S ELECTRIC, INC.

2 J'S ELECTRIC, INC. | 4266 W HWY 20, PRYOR CREEK, OK 74361
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Section 1

Handbook Introduction

1:1 Welcome to Our Company!

Welcome to 2 J's Electric, Inc.! We are excited to have you join our energetic and dedicated team. Our company is built on high standards of excellence, integrity, and teamwork. We value each employee and aim to provide a rewarding and satisfying work environment.
This section introduces you to 2 J's history, purpose, and goals. Please read it carefully to better understand who we are and what we do. We believe our company is special, made even more so by the hard work and dedication of our employees.
As a family-owned company, we maintain a casual and friendly work atmosphere. However, we also hold ourselves and our employees to high standards of excellence, honesty, and respect.

1:2 Introduction to the Company

2 J's Electric, Inc. is a Woman Owned Minority Business specializing in Commercial and Industrial Electrical Installations.

1:3 Mission Statement

We are committed to adding value through efficient and cost-effective service while relentlessly pursuing customer and employee excellence. We foster a culture of optimism and teamwork and conduct business in an open and ethical manner

1:4 History of the Company

2 J's Electric, Inc. was established in Oklahoma in 1994, incorporated in 1998 on the strength and backbone of its owners Jon and Robin Cagle. Operating out of their house with an old blue van, and limited tools and resources the Cagle's dug in for the long haul. Being blessed with a few highly skilled, dedicated employees, 2 J's has blossomed into one of the most respected Electrical Contractors in the area.

1:5 The Purpose of This Handbook

This handbook is designed to help employees understand what they can expect from 2 J's Electric, Inc. and what the company expects from them. It introduces our history, values, culture, and goals, which employees should strive to uphold in their daily work.
This handbook also outlines the privileges, benefits, and responsibilities associated with employment at 2 J's Electric, Inc. However, it is not an employment contract and does not guarantee continued employment. The company reserves the right to revise, rescind, or supplement policies as needed. Any significant updates will be communicated to employees, and acknowledgment of receipt may be required.
We are always looking for ways to improve communication with our employees. If you have suggestions for ways to improve this Handbook or employee relations in general, please feel free to bring them to our attention.

1.6 Equal Employment Opportunity (EEO) Statement

2 J's Electric, Inc. is an equal opportunity employer. We do not discriminate based on race, color, religion, sex, national origin, age, disability, genetic information, or any other legally protected status in accordance with federal and state laws.

1:7 Employee Notices and Bulletin Board

Important information, including legal notices about equal employment opportunity laws, wage and hour laws, and workplace policies, is posted on the company bulletin board above the timecard desk in the 2J's shop. Employees should review this information regularly.

1:8 Human Resources

Our Human Resources department is available to assist with any questions, concerns, or policy clarifications. Employees can reach HR at:

Address: 4266 W Highway 20, Pryor, OK 74361

Phone: 918-825-6506

Email: kate@2jselectric.com.

1.9 Anti-Retaliation Policy

2 J's Electric, Inc. strictly prohibits retaliation against employees who exercise their legal rights, including reporting violations of company policy, workplace safety concerns, discrimination, or harassment.

Section 2
The Employment Relationship

2:1 Employment Is At-Will

Your employment here is at-will. This means that you are free to resign at any time, for any reason, with or without notice. Likewise, the Company reserves the right to terminate your employment at any time, for any lawful reason, with or without cause or notice.

No employee, supervisor, or representative of 2 J's Electric, Inc., other than the President, has the authority to modify the at-will employment relationship or enter into any agreement contrary to this policy. Any such modification must be in a formal written contract, signed by both the President and the employee.

Section 3

Hiring

3:1 Commitment to Equal Opportunity

2 J’s Electric, Inc. is committed to providing equal employment opportunities to all individuals, as required by federal and state laws, including but not limited to Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), and other applicable laws. We prohibit discrimination based on race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by law. We strive to maintain a diverse and inclusive workplace.

3:2 Recruitment

We know that we are only as good as our employees, so we search as widely as possible for talented and motivated individuals to fill vacant positions in our company. Our recruitment methods include referrals, advertising, and employment agencies. We ensure all recruiting practices comply with federal and state hiring regulations, including nondiscrimination policies and background screening requirements, where applicable. Employees are encouraged to suggest new ways to enhance our talent acquisition process while ensuring compliance with fair hiring laws.

3:3 Employment of Relatives

2 J’s Electric, Inc. does not prohibit the hiring of relatives but seeks to avoid any conflicts of interest or disruptions in workplace morale. Employees may not supervise or influence employment decisions involving their relatives, including but not limited to hiring, promotion, compensation, and performance evaluations.

If two employees become related while working here and are in a direct reporting relationship, a review will be conducted to determine an appropriate resolution, which may include a transfer or an alternative reporting structure. Any exceptions must be approved by management and HR to ensure fairness and compliance with company policies and applicable employment laws.

Under this policy, the term "relatives" encompasses spouses, domestic partners, parents, children, siblings, in-laws, cousins, aunts, and uncles. This includes biological relationships, marriage relationships, and step relationships.

Section 4

New Employee Information

4:1 New Employee Orientation

Upon hire, you will receive important information about our Company's policies and procedures. You will also be asked to complete paperwork and forms relating to your employment, such as tax withholding forms, federally required forms, job-specific background check forms (if applicable), as well as the forms at the end of this handbook. We will go over the proper procedure for recording your daily time and where to find the correct information to do so.
Please feel free to ask any questions you might have about the Company during the orientation meeting. If additional questions arise after the meeting, you may ask your supervisor or Human Resources.

4:2 Probation Period

The first 90 days of your employment are considered a probationary period. During this time, your supervisor will work with you to help you learn how to do your job successfully and understand Company expectations. This period also provides both you and the Company an opportunity to determine whether you are suited for the position for which you were hired.
At the start of your employment, Human Resources will explain benefits and payroll procedures and assist in completing employment paperwork. (For our Company's benefits policies, see Section 8 of this Handbook.) You will also meet with your supervisor to go over job goals and performance requirements. During the probation period, your supervisor will provide feedback on your performance and be available to answer any questions you may have.
Employees are not eligible for the following benefits until they successfully complete the probation period: Health Insurance Coverage, Holiday Pay, and Retirement Fund Contributions.
Although we hope that you will be successful, the Company may terminate your employment at any time, either during or after the probation period, with or without cause and with or without notice. Similarly, you are free to resign at any time and for any reason, either during or after the probation period, with or without notice. Successful completion of your probation period does not guarantee continued employment and does not alter the at-will employment relationship. (For an explanation of at-will employment, see Section 2 of this Handbook.)
Your probation period may be extended if the Company determines that an extension is appropriate.

4:3 Proof of Work Eligibility

Upon hire, you must complete federal Form I-9 and provide documentation proving your identity and eligibility to work in the United States, as required by federal law.
If you have worked for the Company previously, you need only provide this information if it has been more than three years since you last completed an I-9 Form for us or if your current I-9 Form is no longer valid.

4:4 Child Support Reporting Requirements

Federal and state laws require us to report basic information about new employees, including your name, address, and Social Security number, to a state agency known as the State Directory of New Hires. This information is collected to enforce child support orders.
If the state determines that you owe child support, it may issue an order requiring the Company to withhold money from your paycheck to satisfy child support obligations. The Company is legally required to comply with such orders.

Section 5
Employee Classifications

5:1 Temporary Employees

Periodically, it becomes necessary for us to hire individuals to perform a job or to work on a project that has a limited duration. Typically, this happens in the event of a special project, special time of year, abnormal workload, or emergency. Temporary employees are hired for short-term assignments and are not eligible for Company-sponsored benefits. However, they will receive all legally mandated benefits, including but not limited to workers' compensation, Social Security, and unemployment insurance, as required by Oklahoma and federal law. Temporary employees cannot convert to another employment status through informal means or oral promises. Changes in status must be documented in a written notice signed by Company leadership.

5:2 Part-Time and Full-Time Employees

Part-Time Employees: Employees who are regularly scheduled to work fewer than 32 hours per week are considered part-time. Part-time employees are not eligible for company-sponsored benefits unless mandated by law.
Full-Time Employees: Employees who are regularly scheduled to work 32 or more hours per week are considered full-time under Oklahoma law. Employees consistently working fewer than 40 hours per week may have benefits prorated based on their average weekly hours, as determined by Company policy.

Section 6
Hours

6:1 Hours of Work

Our Company's regular hours of business are from 7:00 AM to 3:30 PM, Monday through Friday, excluding a 30-minute meal break. The use of personal transportation to and from the jobsites is classified as Home to Work Travel according to the FLSA which is not work time, therefore is non-compensable. However, travel between job sites during the workday is considered work time and will be compensated accordingly.
All employees are expected to be on the job site, ready to start work at 7:00 AM. Unless you make other arrangements with your supervisor, you are expected to work until 3:30.
Your supervisor will let you know if your work schedule changes.

6:2 Meal and Rest Breaks

Employees working at least 8 hours per day are entitled to a 30-minute meal break, which is unpaid and must be taken unless other arrangements are made with a supervisor. Employees may not work through meal breaks to leave early. Employees are also permitted one (1) paid 15-minute break per full shift. Any additional unauthorized breaks will be unpaid. Your supervisor will let you know when you should take your meal and afternoon breaks.

6:3 Overtime

Overtime may be required based on business needs. Employees will receive as much advance notice as possible. Employees are entitled to payment for overtime, according to the rules set forth below:

- All overtime work must be approved in writing, in advance, by the employee's supervisor. Working overtime without permission violates Company policy and may result in disciplinary action.
- For purposes of calculating how many hours an employee has worked in a day or week, our work week begins at 12:01 a.m. on Monday and ends at midnight on Sunday. Our workday begins at 12:01 a.m. and ends at midnight each day.
- Employees will be paid 1½ times their regular hourly pay rate for every hour worked more than 40 hours per work week.
- Only time spent working counts as hours worked. Vacation time, sick days, holidays, or any other paid time during which an employee did not actually work will not count as hours worked.

Section 7

Pay Policies

7:1 Payday

Employees are paid weekly via direct deposit. You will receive your paycheck on Wednesday. If payday falls on a holiday, you will receive your paycheck on the last workday immediately before that payday. Payroll stubs are emailed to the email address provided on your direct deposit form each week.

7:2 Timekeeping

Employees must use the ExakTime app daily to record their work hours including sign-in with photo, location, and cost codes. Failure to properly record hours may result in delayed pay and disciplinary action.
Employees who are exempt from using ExakTime must submit a manual timesheet weekly to ensure accurate payroll processing.
Any payroll discrepancies should be reported to Human Resources within 1 week to ensure pay is corrected.

7:3 Shift Premiums

Employees who work the night shift will be paid a premium for each shift. This premium will be (2) two dollars more per hour in addition to their regular hourly pay.

7:5 Payroll Deductions

Your paycheck reflects your total earnings for the pay period, as well as any mandatory or voluntary deductions from your paycheck.

- Mandatory deductions are deductions that we are legally required to take, including federal income tax, Social Security tax (FICA), and any applicable state taxes.
- Voluntary deductions are deductions that you have authorized in writing, which might include health insurance premiums, IRA contributions, and other permissible deductions in compliance with state and federal law.

Any deductions for employee tool purchases, tool repairs, CEU classes, electrical license expenses, or other work-related costs will be made only if authorized in writing and will not reduce wages below the applicable minimum wage.
If you have any questions about your deductions or wish to change your federal withholding form (Form W-4), contact Human Resources. If you believe an incorrect deduction has been made, you must notify Human Resources within 14 days, and the company will investigate and correct any errors promptly.

7:6 Wage Garnishments

A wage garnishment is an order from a court or a government agency directing us to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of a judgment in a civil lawsuit.
If we are instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment at once. Please note that we are legally required to comply with these orders. If you dispute or have concerns about the amount of a garnishment, you must contact the court or agency that issued the order.

7:7 Expense Reimbursement

From time to time, employees may incur expenses on behalf of our Company. We will reimburse you for the actual work-related expenses you incur, if those expenses are reasonable. You must follow these procedures to get reimbursed:

- Get permission from your supervisor before incurring an expense.
- Spend the Company's money wisely—try to save money and use approved vendors if possible.
- Keep a receipt or some other proof of payment for every expense.
- Submit your receipts to your supervisor for approval within 30 days of incurring an expense.
- Your supervisor is responsible for submitting your expense to accounting. If your expenses are approved, you will receive your reimbursement as a separate check.

Remember that you are spending the Company's money when you pay for business-related expenses. We expect you to save money wherever possible. Your supervisor can assist you in deciding whether an expense is appropriate.
<u>Procedures for Travel Expenses</u>

If employees are required to travel for work, the Company will reimburse you for your travel expenses, including:

- the cost of travel to and from the airport or train station, including parking expenses and tolls
- the cost of airline or train tickets -- such tickets must be coach class
- the cost of an economy class rental car, if necessary
- mileage reimbursement for those employees who prefer to use their own cars for Company travel based on standard per diem rates.

- the cost of lodging based on standard per diem rates.
- the cost of meals and other incidental expenses based on standard per diem rates.

You must request advance approval of all travel expenses from your supervisor and follow the procedures above to have your expenses reimbursed.

Mileage Reimbursement

Employees who use their own vehicle for Company business will be reimbursed at the current rate per mile. Employees are not entitled to separate reimbursement for gas, maintenance, insurance, or other vehicle-related expenses -- the reimbursement rate above is intended to encompass all these expenses.

Before using a personal vehicle for work-related purposes, employees must have preauthorized approval and demonstrate they have a valid driver's license and adequate insurance coverage.

The Company does not reimburse employees for their commute to and from the workplace.

To claim mileage reimbursement, you must follow these procedures:

- Keep a written record of your business-related travel, including the total mileage of each business trip, the date of travel, the location to which you traveled, and the purpose of your trip.
- If you anticipate having to travel an unusually long distance, get your supervisor's approval before making the trip.
- Submit your record to your supervisor for approval on the last day of the month.
- Your supervisor is responsible for submitting your record to accounting. If your record is approved, you will receive your reimbursement payment with your next paycheck.

Section 8

Employee Benefits

8:1 Employee Benefit Plans

As part of our commitment to our employees' well-being, our company provides a variety of benefit plans, including but not limited to health insurance, dental insurance, vacation pay, holiday pay, and a retirement IRA account.

Holiday and Vacation Pay Eligibility

- To be eligible for holiday pay, employees must work their scheduled shift on both the business day before and the business day after the observed holiday, unless they have received prior approved leave or provide a valid, documented reason for their absence.
- Full-time employees who regularly work less than 40 hours per week will have their holiday and vacation pay prorated based on their average weekly hours worked.

Benefit Plan Information

While this section provides an overview of our benefit offerings, official plan documents contain the full details of each plan, including eligibility requirements, coverage options, and limitations. If there is any conflict between this handbook and the official plan documents, the official plan documents will govern.

We encourage all employees to review their plan documents carefully and take full advantage of the benefits available. If you have questions, need clarification, or require additional information, please contact Human Resources.

8:2 Domestic Partner Coverage

We recognize that families take many forms, and we are committed to offering inclusive benefits to our employees. For employees who are not legally married but are in a committed domestic partnership, we provide domestic partnership coverage, including coverage for common-law marriages where applicable under state law.

To be eligible for benefits, employees and their domestic partners must meet all of the following criteria:

- Have lived together continuously in an exclusive, committed relationship for at least 12 months.
- Be at least 18 years of age.
- Reside together in the same household.
- Not be legally married to or in a registered domestic partnership with another person.
- Not be related by blood closer than what is legally permitted for marriage under state law.

To enroll in domestic partnership benefits, employees must complete and sign a Domestic Partnership Affidavit provided by our insurance carrier. Additional documentation may be required to verify eligibility, as determined by our benefits provider.

8:3 Health Care Benefits

Your health and well-being are important to us. As part of our commitment to our employees, we provide access to the following health care benefits:

- Medical insurance
- Dental insurance
- Pre-approved alternative care

For specific details about your benefits, including coverage options and eligibility requirements, please contact Human Resources.

Eligibility & Employer Contributions

Company-sponsored benefits are available exclusively to full-time employees. For benefit eligibility, a full-time employee is defined as an employee who is regularly scheduled to work at least 40 hours per week.

Part-time, temporary, and contract employees are not eligible for company-sponsored benefits, unless otherwise required by law or explicitly stated in a specific benefit plan.

All benefit offerings, eligibility requirements, and employer contributions are subject to change at the company’s discretion. In the event of any discrepancies between this Handbook and the official benefit plan documents, the plan documents will govern. Employees should refer to these documents or contact Human Resources for the most current information regarding their benefits.

Eligible employees may receive health care benefits as follows:

- Licensed Journeymen – The company will pay 100% of the monthly insurance premium.
- Licensed Apprentices – The company will pay 50% of the monthly insurance premium.
- Eligible Dependents (including spouses and domestic partners) – Coverage is available at the employee’s expense and will be deducted through voluntary payroll deductions.

Employees and their dependents become eligible for benefits after completing the 90-day probationary period.

Plan Changes & Governing Documents
Health care coverage is subject to change at any time at the company's discretion. In the event of any discrepancies between this Handbook and the official plan documents, the plan documents will govern. Employees should review these documents for the most current and detailed information about their health care benefits.

8:4 Workers' Compensation Insurance

If you suffer from an illness or injury related to your work, you may be eligible for workers' compensation benefits in accordance with Oklahoma state law and the Workers' Compensation Act. These benefits may cover medical care, rehabilitation costs, and lost wages resulting from job-related injuries or illnesses.
Reporting a Work-Related Injury or Illness

- Immediately notify your supervisor and call the office at (918) 825-6506 as soon as possible, regardless of how minor the injury or illness may seem.
- Timely reporting is essential to ensure access to appropriate medical treatment and benefits.
- Failure to promptly report a work-related injury or illness may delay or affect your eligibility for workers' compensation benefits.

Legal Compliance & Employee Rights

- Workers' compensation benefits cannot be denied solely due to a delay in reporting, but failure to report timely may affect claim approval based on state regulations.
- Employees will not be retaliated against for filing a workers' compensation claim.
- All claims are processed in accordance with Oklahoma law, and disputes regarding benefits should be directed to Human Resources or the Oklahoma Workers' Compensation Commission.

8:5 Unemployment Insurance

If your employment with the Company ends, you may be eligible for unemployment benefits through the Oklahoma Employment Security Commission (OESC). These benefits are designed to provide temporary financial assistance while you are unemployed and actively seeking work, subject to state eligibility requirements.
Eligibility for unemployment benefits is determined by the OESC, not the Company. Factors such as the reason for separation, earnings history, and availability for work may impact eligibility.
For more information or to apply for unemployment benefits, visit the Oklahoma Employment Security Commission (OESC) website at https://oklahoma.gov/oesc or contact them directly.

8:6 Education Reimbursement

Our Company is committed to the intellectual and professional growth of our employees. As part of this commitment, we offer an Education Reimbursement Program exclusively for Journeymen employees to support their continuing education. This policy applies to the following approved educational expenses:

- Continuing Education Units (CEU) classes required for maintaining professional licensure.

The Company will reimburse 100% of the cost of approved CEU classes, subject to program guidelines and funding availability.
While we encourage employees to take advantage of this benefit, job performance must remain the top priority. Employees must ensure that educational commitments do not interfere with their work responsibilities. The Company reserves the right to modify, suspend, or discontinue this benefit if an employee's job performance declines due to participation in educational activities.
For more information on eligibility, reimbursement procedures, and approval requirements, contact Human Resources.

Section 9

Use of Company Property

9:1 Company Property

The Company provides employees with equipment and property necessary for performing job-related duties. Employees are expected to use Company property responsibly and for business purposes only.
Employees must report any damage, malfunction, or unsafe conditions related to Company property immediately to Josh Cagle, VP of Operations or Chad Grave, General Manager. If a piece of equipment is unsafe for use, employees must cease using it and report it without delay.
Unauthorized use, abuse, or negligent handling of Company property may result in disciplinary action, up to and including termination. The Company reserves the right to seek reimbursement or pursue legal action for damages caused by employee negligence or misconduct.

9:2 Company Vehicles

The Company provides vehicles for employees to use strictly for **business purposes**. These vehicles are an essential asset, and employees must handle them responsibly.

1. Authorized Use

- Only employees who are explicitly authorized by the Company may operate Company vehicles.
- Company vehicles must only be used for work-related activities unless prior written approval is obtained from management.
- Personal use of Company vehicles is strictly prohibited, except where expressly permitted in writing.

2. Safe Operation

- Employees must have a valid driver's license and comply with all federal, state, and local driving laws.
- Employees are expected to drive safely, responsibly, and courteously at all times.
- The use of a cell phone while driving is prohibited, unless using a hands-free system. Texting while driving is strictly forbidden.
- Driving under the influence of drugs, alcohol, or any impairing substances is strictly prohibited and will result in disciplinary action, up to and including termination.
- Employees may not transport unauthorized passengers, including children, in Company vehicles.

3. Vehicle Security & Theft Prevention

- Employees must lock the vehicle and take necessary precautions to prevent theft or unauthorized access when the vehicle is unattended.
- In the event of theft, vandalism, or unauthorized use, employees must immediately report the incident to management and law enforcement if required.
- Employees may be held accountable for negligence if they fail to secure the vehicle properly, leading to loss or damage.

4. Maintenance and Care

- Employees are responsible for keeping Company vehicles clean and free of trash or personal belongings after use.
- Employees assigned a Company vehicle are responsible for routine upkeep, including:
    - Regularly checking and changing oil as scheduled
    - Reporting any mechanical issues immediately
    - Following scheduled maintenance requirements
- Any mechanical problems, accidents, or damage must be immediately reported to Josh Cagle, VP of Operations.

4. Accidents & Traffic Violations

- In the event of an accident, employees must:
    - Immediately report the incident to management
    - Follow all legal reporting requirements (e.g., contacting law enforcement if necessary)
    - Cooperate fully with insurance and investigation procedures
- Employees are responsible for any traffic violations, including parking or speeding tickets incurred while operating a Company vehicle.

5. Disciplinary Actions

Failure to comply with this policy may result in disciplinary action, up to and including termination. The Company reserves the right to revoke an employee's vehicle privileges at any time based on policy violations, unsafe driving behavior, or misuse of Company property.

6. Reimbursement for Vehicle-Related Expenses

- The Company will reimburse employees for pre-approved, reasonable expenses related to maintaining a Company vehicle.
- To qualify for reimbursement, employees must submit receipts and obtain prior approval for repairs or services.

9:3 Telephone System

The Company's telephone system is intended for business purposes only. While occasional personal calls may be necessary, employees must:

- Limit personal calls to emergency or essential matters only and keep them brief.
- Avoid excessive or disruptive personal calls during working hours.
- Refrain from using Company phones for unauthorized personal business, long-distance calls, or any activity that may incur additional charges without prior approval.

Monitoring & Privacy

- The Company reserves the right to monitor phone usage on Company-owned devices, including call logs and duration, in accordance with applicable laws.
- Employees should not expect privacy when using Company telephones for personal matters.
- Personal or sensitive discussions should not take place over Company phones.

Policy Violations & Disciplinary Actions

- Excessive or inappropriate personal use of Company telephones may result in disciplinary action, up to and including termination.
- Unauthorized use of Company telephones for fraudulent, harassing, or illegal activities is strictly prohibited and may result in immediate termination and legal consequences.

For additional information on privacy and communication policies, refer to Section 14 of this Handbook.

9:4 Return of Company Property

Upon separation from employment, employees must return all Company property in clean and working condition no later than their final day of work, unless otherwise authorized in writing by management. This includes, but is not limited to:

- Company-issued documents, manuals, and guides (physical or digital)
- Phones, computers, and other electronic devices
- Tools, equipment, and accessories
- Keys, access cards, and security credentials

Failure to Return Company Property

If an employee fails to return the Company property or returns it in damaged condition beyond normal wear and tear, the Company may seek reimbursement for the cost of repair or replacement. Deductions from final wages are not permitted without the employee's written authorization. If an employee has previously signed an agreement permitting such deductions, the Company may proceed in accordance with that agreement. Otherwise, alternative recovery methods may be pursued. If the employee does not authorize a wage deduction, the Company may issue an invoice for the replacement cost and take any other lawful action, including civil recovery efforts, to reclaim its property.

Acknowledgment & Compliance

Employees may be required to sign a Property Return Agreement at the time of hire, which acknowledges the receipt of Company property and outlines their obligation to return it upon separation. Failure to return Company property may result in legal action and may impact future employment references.

Section 10
Leave and Time Off

10:1 Vacation

Our Company recognizes that employees need time off for rest, relaxation, personal matters, or vacation. To support this, we offer a paid vacation program for eligible employees.

Eligibility & Accrual

- Employees who regularly work at least 40 hours per week are eligible for paid vacation.
- Employees who work fewer than 40 hours per week will have their vacation time prorated based on their average weekly hours worked over the past year.

Accrual Schedule

- After 1 year of continuous service, employees accrue 40 hours (5 days) of vacation or a prorated equivalent.
- Each additional year of service increases the accrued vacation time by 8 hours per year, up to a maximum of 80 hours (10 days) per year.
- Vacation time must be used within the same year it is accrued, or it will be forfeited. The Company does not allow vacation carryover, except as required by law or unless approved by management.

Vacation Scheduling

- Employees must submit vacation requests at least 30 days in advance to their supervisor.
- Vacation approval is subject to business needs. The Company will make reasonable efforts to accommodate requests but cannot guarantee all requests will be approved, especially during peak business periods or holidays.

Vacation Pay at Termination

- Oklahoma law does not require employers to pay out unused vacation unless Company policy states otherwise.
- In accordance with this policy, employees will be paid for accrued but unused vacation upon termination only if they provide at least two weeks' notice and work through the notice period, unless waived by management.

10:2 Holidays

Our Company observes the following 6 holidays each year: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
If a holiday falls on a Saturday, it will typically be observed on the preceding Friday. If a holiday falls on a Sunday, it will typically be observed on the following Monday. The Company will notify employees in advance if an exception applies.

10:3 Family and Medical Leave

Our Company is not covered under the federal Family and Medical Leave Act (FMLA) because we do not meet the minimum employee threshold for compliance. However, we recognize that employees may need unpaid leave for family or medical reasons, including:

- The birth or adoption of a child
- The care of a seriously ill family member
- The employee's own serious health condition
- Military family leave, including caring for an injured service member or handling matters related to a family member's military deployment

Employees needing time off for family or medical reasons must notify their supervisor as soon as possible. Leave requests will be evaluated on a case-by-case basis based on business needs, the nature of the request, and the expected leave duration.

10:4 Leave for Children's School Activities

In accordance with Oklahoma state law, employees may take up to two (2) days of leave per year to attend school activities for their children who have not yet graduated from high school.

- Employees must request school leave at least 7 days in advance.
- This leave is unpaid, but employees may choose to use available vacation time for compensation.

10:5 Bereavement Leave

Employees experiencing the loss of an immediate family member are entitled to take up to two (2) days of unpaid bereavement leave.
Definition of Immediate Family Member:

- Spouse
- Children (including stepchildren)

- Parents (including stepparents)
- Grandparents
- Siblings

Requests for bereavement leave for individuals not covered under this definition may be considered on a case-by-case basis at management's discretion. Employees may choose to use available vacation time for bereavement leave.

10:6 Military Leave

Our Company fully complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Oklahoma military leave laws. Employees who are required to take a leave of absence for military service are entitled to unpaid military leave and reinstatement rights upon return.

Key Military Leave Conditions:

- Employees on military leave of 30 days or fewer must report back to work on the next scheduled workday after reasonable travel time.
- Employees on military leave of 31 to 180 days must request reinstatement within 14 days of completing military service.
- Employees on military leave of 181+ days must request reinstatement within 90 days of completing military service.

Health Insurance During Military Leave:

- If military leave is 30 days or fewer, the Company will continue to pay its share of health insurance premiums, and the employee must continue their usual contribution.
- If military leave exceeds 30 days, the employee may elect to continue coverage at their own expense for up to 24 months, as required by USERRA.

Employees may use accrued vacation time to receive pay during their military leave.

10:7 Voting

Oklahoma law requires employers to provide up to two (2) hours of paid time off to vote if an employee's work schedule would otherwise prevent them from voting.

Key Voting Leave Conditions:

- Employees must request voting leave at least one (1) day in advance.
- Voting leave must be taken at the beginning or end of a shift, unless otherwise approved by management.
- Proof of voting may be required, as allowed by Oklahoma law.
- No leave is required if the employee's work schedule provides at least three (3) consecutive hours before or after work when the polls are open.
- Since our Company's regular business hours end at 3:30 PM, voting leave will be reviewed on a case-by-case basis.

Section 11

Performance & Conduct

11.1. Job Performance

Every employee plays a vital role in the success of our Company. We expect all employees to perform their job duties to the best of their ability, in accordance with Company policies, job descriptions, and supervisor expectations.

Performance Expectations:
Employees must:

- Complete assigned tasks accurately, efficiently, and in a timely manner.
- Maintain consistent productivity and quality standards in their work.
- Exhibit professional behavior and adhere to workplace policies.
- Follow all safety rules and report any unsafe conditions.

Addressing Performance Issues:
If an employee's job performance falls below expectations, the Company may take corrective action, which may include:

- Coaching or verbal feedback
- Additional training or mentoring
- Written performance improvement plans (PIPs)
- Progressive discipline (if applicable)

While the Company will make reasonable efforts to help employees improve, continued performance deficiencies or failure to meet expectations may result in disciplinary action, up to and including termination.

11.2. Performance Reviews

To support employee development, the Company conducts periodic performance reviews. These evaluations provide an opportunity to:

- Provide employees with constructive feedback.
- Set clear goals and expectations for improvement.
- Discuss career growth, additional training, or concerns.

Performance Review Process:

- All employees are required to participate in the review process. Failure to participate may result in disciplinary action.
- Employees will be evaluated based on objective performance criteria, job responsibilities, and contributions to the Company's success.
- Employees may provide written responses to their evaluations if they disagree with feedback.

For more details on the performance review process, contact VP of Operations, Josh Cagle.

11.3. Professional Conduct

How employees behave in the workplace directly impacts Company success. Employees are expected to always act professionally on Company property, while conducting Company business, and when representing the Company at events.
Minimum Expectations of Professional Conduct:
Employees must:

- Follow all policies in this Handbook.
- Refrain from rude, offensive, or hostile behavior.
- Avoid ridicule, inappropriate jokes, or harassment.
- Treat coworkers, customers, and vendors with patience, respect, and professionalism.
- Be courteous and helpful in all interactions.
- Communicate openly and respectfully with supervisors, managers, and coworkers.

Failure to maintain professional conduct may result in disciplinary action, up to and including termination.

11.4. Customer Interaction

Customer loyalty and satisfaction are critical to our Company's success. Employees must always:

- Treat customers with courtesy and respect.
- Maintain a helpful and cheerful attitude.
- Communicate clearly and professionally when addressing customer concerns.
- Advise customers to contact the office before completing any additional work.

11.5. Attendance & Punctuality

Employees are expected to maintain regular attendance and arrive on time, ready to work, at the beginning of each scheduled workday.
Attendance Requirements:

- If you will be more than 2 minutes late, notify your supervisor immediately. If unavailable, contact VP, Jon Cagle.
- For unexpected absences, notify your supervisor as far in advance as possible.
- Failure to call in when absent may result in disciplinary action.

Habitual tardiness (4 tardies within 30 days), absenteeism, or failure to report to work may result in disciplinary action, up to and including termination.

11.6. Employee Appearance & Dress Code

Employees must wear clean and work-appropriate attire during work hours. Employees must also adhere to the following:

- Tattered clothing or jeans with holes are unacceptable.
- Tattoos must be covered, and body piercings removed while on the worksite or conducting Company business.
- Employees requiring religious or medical accommodation for dress or grooming should consult Josh Cagle.
- Employees in certain roles must follow specific safety dress requirements (see Section 13: Safety Policies).
  Failure to follow the dress code may result in disciplinary action.

11.7. Workplace Behavior Policies

Pranks & Practical Jokes

Practical jokes and pranks are prohibited as they can disrupt the workplace, create safety hazards, and lead to complaints of discrimination or harassment.

Violations may result in disciplinary action, up to and including termination.

Threatening, Abusive, or Vulgar Language

Employees must not use threatening, abusive, or vulgar language in the workplace, at work-related events, or while conducting Company business.

Violations may result in disciplinary action, up to and including termination.

Horseplay & Fighting

Horseplay (boisterous or out-of-control behavior) is not allowed as it may lead to safety hazards.
Verbal or physical fighting is strictly prohibited.
Employees who engage in horseplay or fighting may face immediate termination.

Sleeping on the Job

Sleeping on the job is prohibited, especially in roles that involve safety risks. Employees who feel ill or fatigued should request unpaid leave for the remainder of their shift.

11.8. Insubordination

Employees must respect their supervisors' authority. Insubordination includes:

- Refusing to obey reasonable instructions.
- Disrespectful behavior or language toward supervisors.

If an employee has a valid reason to refuse instruction (e.g., safety concerns, potential legal violations), they must communicate their concerns to the supervisor. If unresolved, employees should follow the complaint procedures in Section 20.

11.9. Personal Cell Phone Use

Personal cell phone use must be kept to a minimum and should not interfere with work duties.

- Personal calls should be made during breaks.
- Ringers must be turned off in shared workspaces, meetings, and customer interactions.
- Interrupting face-to-face conversations for personal calls is inappropriate.

Violations may result in disciplinary actions.

11.10. Progressive Discipline Policy

The Company follows a progressive discipline system but reserves the right to modify or bypass steps as needed based on the severity of an infraction.

Possible Disciplinary Actions:

- Coaching & Verbal Warnings
- Written Warnings
- Suspension or Final Warning
- Termination

The Company considers the nature of the violation, prior misconduct, employment record, and business impact when determining appropriate discipline.

Examples of Grounds for Immediate Termination:

- Theft of Company property.
- Excessive tardiness or absenteeism.
- Threatening behavior or fighting.
- Brandishing a weapon at work.
- Harassment or discrimination.
- Illegal drug or alcohol use at work.
- Reckless driving on Company business.

This list is not exhaustive. The Company reserves the right to terminate employment at any time, for any lawful reason. Employees may also resign at any time.

Section 12

Health and Safety

12:1 Safety Policy

Our Company is committed to providing a safe and healthy workplace for all employees. All employees are required to follow these safety rules at all times:

- No horseplay, rough housing, or physical acts that may endanger employees or cause accidents.
- Employees must comply with all safety instructions provided by their supervisors.
- Employees in designated positions must wear required protective equipment, such as hair nets, hard hats, safety glasses, work boots, earplugs, or masks. Supervisors will inform employees if protective gear is required for their role.
- Employees may be prohibited from wearing dangling jewelry or apparel or may be required to pull back or cover their hair for safety reasons. Supervisors will provide specific guidance.
- Equipment and machinery must be used properly. All guards, restraints, and other safety devices must always be in place. Employees must not operate equipment for any purpose other than its intended use.
- All workplace hazards, unsafe conditions, and injuries must be reported immediately to a supervisor. The Company will promptly investigate all reports.

Failure to follow safety policies may result in disciplinary action, up to and including termination.

12:2 Policy for Reporting Incidents and Injuries

This policy establishes the procedures for reporting workplace incidents, injuries, and near misses to ensure a safe and healthy work environment for all employees. This policy applies to all employees, contractors, and visitors within company premises or while conducting company business off-site.

Responsibilities

- **Employees:** Must report all incidents, injuries, or near misses immediately to their supervisor.
- **Supervisors/Managers:** Ensure that reports are documented properly, and necessary actions are taken.
- **Human Resources/Safety Officer:** Maintain incident records, conduct investigations, and implement corrective measures.

Reporting Procedures

- **Immediate Notification:** Employees must report incidents to their supervisor as soon as possible.
- **Incident Report Form:** A formal report must be completed within 24 hours using the company's "Incident Report" form in Fieldwire and emailed to office@2jselectric.com.
- **Medical Attention:** If an injury requires medical care, the employee should seek immediate assistance, and the company will provide support as needed.
- **Investigation:** The Safety Officer or designated personnel will investigate the incident to determine causes and prevent recurrence.
- **Corrective Actions:** Based on findings, necessary actions will be taken to improve workplace safety.

All reports will be handled confidentially, and information will only be shared with relevant personnel to ensure compliance and safety improvements. Employees will not face retaliation for reporting incidents in good faith. Any retaliation should be reported to Human Resources immediately. Failure to report incidents as required may result in disciplinary action, up to and including termination. This policy will be reviewed periodically to ensure effectiveness and compliance with applicable laws and regulations.

For any questions regarding this policy, please contact the Human Resources Department or Safety Officer.

12:3 Workplace Security

All employees play a role in maintaining workplace security. Employees must follow these security procedures:

- At the end of each workday, employees must:
    - Store and secure all tools.
    - Follow Lockout/Tagout (LOTO) procedures where applicable.
    - Lock all electric room doors.
    - Remove daily job site and personal trash.
    - Park Company vehicles in the designated area.
    - Remove personal trash from Company vehicles.
    - Submit all required paperwork and daily time records.
    - Ensure that the shop is closed, locked, and the alarm system is armed.

Employees who fail to follow security procedures may be subject to disciplinary action.

12:4 Emergency Procedures

In the event of an emergency, employees must prioritize personal safety and follow these guidelines:

- Medical Emergency: IMMEDIATELY CALL 9-1-1 for serious injuries and notify a supervisor.
- Fire or Evacuation:
    - Proceed quickly and calmly to the nearest exit.
    - Do not return to retrieve personal or work-related belongings.
    - The Company will conduct fire drills to ensure employees are familiar with evacuation routes.
- Emergency Supplies: First aid kits are available in all Company vehicles and at designated locations in the workplace.

Failure to follow emergency procedures may result in disciplinary action.

12:5 Smoking Policy

To ensure a safe and healthy workplace, smoking and the use of tobacco products, including vaping devices, is prohibited on job sites.

Permitted Smoking Breaks

- Employees may only smoke during designated meal or rest breaks in approved outdoor areas.
- Unauthorized smoking breaks are not permitted.

The Company supports employees who wish to quit smoking. Our health insurance provider offers smoking cessation programs. Employees interested in these programs should contact our insurance carrier directly.

Non-Discrimination Policy

We recognize that smoking tobacco products is legal, and employees have the right to smoke outside of work hours. The Company does not discriminate against applicants or employees who choose to smoke outside of work.

12:6 Workplace Violence Prevention

The Company maintains a zero-tolerance policy for workplace violence. Acts of violence or threats will result in immediate disciplinary action, up to and including termination.

Prohibited Conduct

Workplace violence includes, but is not limited to:

- Physical altercations, coercion, intimidation, stalking, pushing, or shoving.
- Verbal or written threats of harm or retaliation.
- Joking or making offhand remarks about violence (these will be taken seriously).

Weapons Policy

To maintain workplace safety, weapons are strictly prohibited on Company property, in Company vehicles, and at Company-sponsored events. Weapons include, but are not limited to:

- Firearms
- Knives (unless required for the job and approved by a supervisor)
- Brass knuckles, clubs, bats, martial arts weapons
- Explosives or hazardous materials

Employees found with an unauthorized weapon in the workplace will be subject to discipline, up to and including termination.

Reporting Violence or Threats

- For immediate threats or violent incidents: CALL 9-1-1 immediately.
- For non-urgent threats or concerns: Report to a supervisor or HR as soon as possible. Retaliation against employees who report concerns is strictly prohibited.

12:7 Domestic Violence Support

The Company is committed to supporting employees affected by domestic violence.

- If an employee is threatened or concerned about violence or abuse from a spouse, intimate partner, or family member, they are encouraged to confidentially report it to HR.
- The Company does not discriminate against employees who are victims of domestic violence.
- Employees may request reasonable accommodations for their safety, including schedule changes or security measures.
- Employees may be asked to provide copies of restraining orders or photos of the individual for security purposes.
- If an employee needs time off to handle legal or safety matters related to domestic violence, they should notify their supervisor or HR.

All reports of domestic violence will be kept confidential to the extent possible.

Section 13

Employee Privacy

13.1 Privacy

Employees do not have a right to privacy in Company-owned property or workspaces. The Company reserves the right to conduct searches at any time, without notice, to ensure compliance with workplace policies, including those related to:

- Employee safety
- Workplace violence prevention
- Harassment and discrimination
- Theft and fraud prevention
- Drug and alcohol use
- Possession of prohibited or dangerous items

Company property subject to search includes, but is not limited to:

- Lockers, desks, and filing cabinets
- Storage areas and workspaces
- Company vehicles
- Company-issued electronic devices (computers, phones, tablets, etc.)

If an employee uses a personal lock on Company property (such as a locker or file cabinet), they must provide a copy of the key or combination to the office.

Employees should not store personal belongings in Company property if they expect privacy. Any refusal to comply with a search may result in disciplinary action, up to and including termination.

13:2 Telephone Monitoring

The Company reserves the right to monitor telephone calls made on Company-owned telephones for legitimate business purposes, including:

- Ensuring customer service quality
- Training and performance improvement
- Compliance with workplace policies
- Preventing misuse of Company resources

Employees should not expect privacy in conversations made using Company telephones. However, the Company will not monitor personal calls made on personal devices unless there is a business-related legal or security concern.

The intentional misuse of Company telephones (e.g., excessive personal calls, unauthorized use for personal business, or misconduct) may result in disciplinary action, up to and including termination.

13:3 Camera Phones, Recording Devices, and Workplace Privacy

Modern cell phones and electronic devices can record audio, video, and images, which may pose privacy and confidentiality risks.

Prohibited Use of Recording Devices

Employees may not use cameras, audio recorders, or video recording devices in the workplace unless:

- They are expressly authorized by a supervisor for work-related documentation.
- They are used in compliance with Company policies, state, and federal laws.

Restricted Areas Where Recording is Strictly Prohibited:

- Bathrooms, locker rooms, or restrooms
- Private offices or workspaces without consent
- Meetings where confidential information is discussed
- Job sites where recording may create a safety or security risk

Any unauthorized recording of employees, customers, or workplace activities may result in disciplinary action, up to and including termination.

Compliance with State and Federal Laws

Employees must comply with all applicable wiretapping, surveillance, and privacy laws when using any recording device. Oklahoma is a one-party consent state, meaning that at least one participant in a conversation must consent to being recorded. However, recording without proper authorization may still violate Company policy or legal confidentiality obligations.

If an employee has questions about permitted recording or documentation, they should consult their supervisor or HR before proceeding.

Section 14

Computers, Email, and the Internet

14:1 Email

Employees should not expect privacy in any email messages sent, received, or stored on Company systems.

- The Company reserves the right to access, monitor, review, and copy email messages and attachments at any time for legitimate business purposes, including:
    - Ensuring compliance with Company policies.
    - Investigating misconduct or security threats.
    - Protecting Company assets and confidential information.
- Labeling emails as “Personal” or “Private” does not change this policy.

Unauthorized access or misuse of Company email may result in disciplinary action.

Employees must not use personal email accounts to conduct Company business for security, confidentiality, and compliance reasons.

Prohibited Practices:

- Sending or storing work-related documents in personal email accounts.
- Forwarding or bouncing work-related emails to personal accounts.
- Communicating with clients, vendors, or coworkers about work matters using personal email.

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

All Company conduct policies apply to email communications. Employees must not use email to:

- Send harassing, discriminatory, or offensive messages (including those with explicit, obscene, or sexually explicit content).
- Threaten, intimidate, or defame others.
- Disclose Company trade secrets, proprietary, or confidential information.

Employees who violate this policy may face disciplinary action, up to and including termination.

Employees must exercise discretion and ensure that email communications are professional, respectful, and business-appropriate.

- Emails should reflect professionalism as they may be forwarded, printed, or legally discoverable.
- Avoid sending emails you would not want your supervisor, a client, or a competitor to read.
- Employees must not use email for personal disputes, gossip, or unprofessional discussions.

Misuse of Company email may result in disciplinary action.

To protect the Company’s network from cyber threats, employees must follow these security protocols:

- Do not open attachments from unknown senders or suspicious emails.
- Do not click on unknown links or respond to phishing attempts.
- Report suspected malware, phishing, or security threats to the IT department immediately.
- Never share email passwords with anyone, including coworkers or family members.

Unauthorized access or security breaches may lead to disciplinary action and, in some cases, legal consequences.

14:2 Using the Internet

The Company's network and internet access are intended for business use only. Employees may not use Company internet for personal reasons during working hours, unless expressly authorized by a supervisor.

Any employee who misuses Company internet access or violates this policy may be subject to disciplinary action, up to and including termination.

Employees must not access the internet using Company equipment or network for any of the following activities:

- Viewing, downloading, or accessing websites that contain:
- Pornographic, gambling, violent, or otherwise inappropriate content.
- Hate speech, discriminatory content, or illegal activities.
- Operating an outside business, online auctions, sales sites, or soliciting personal financial gain.
- Downloading or copying software, games, images, or text in violation of copyright, trademark, or intellectual property laws.
- Streaming, running, or downloading any non-Company-licensed software or multimedia content without IT department approval.
- Opening, downloading, or executing files from untrusted sources without scanning them for viruses using Company-approved antivirus software.

If an employee's job requires access to restricted content for legitimate business purposes, they must seek prior approval from their manager.

The Company reserves the right to monitor, access, and review all internet usage on Company-owned devices or networks, including:

- Websites visited
- Time spent online
- Emails and communications sent via Company systems

Employees should not expect privacy when using Company internet, even if messages are labeled as "Private" or "Personal."
Any unauthorized internet use or circumvention of Company monitoring systems may result in disciplinary action, up to and including termination.

Employees may not use Company equipment to:

- Post personal opinions, comments, or content on blogs, social media, or forums.
- Engage in personal online discussions that could reflect negatively on the Company.
- Represent personal opinions as those of the Company.
- Even if an employee does not explicitly identify as a Company employee, any use of Company equipment for online posts could cause their opinions to be misinterpreted as the Company's official stance.

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

14:3 Software Use Policy

Licensed Software Compliance
The Company strictly adheres to software licensing agreements. Violating software licenses is both unethical and illegal, exposing the Company to civil and criminal liability.
To comply with this policy, employees must not:

- Copy, distribute, or duplicate Company software without express authorization.
- Install Company-owned software on personal devices without prior approval.
- Install personal software on Company computers.
- Download or install any software from the internet onto Company devices without prior approval from Chad Graves.

The Company reserves the right to conduct periodic audits of Company computers to ensure compliance with software licensing agreements.
Any unauthorized software use may result in disciplinary action, including termination and legal consequences.

14:4 Personal Blogs and Online Posts

The Company recognizes that employees may choose to express personal opinions online through blogs, social media, forums, or other online platforms. However, online activity must not:
Violate Company policies on confidentiality, workplace conduct, or harassment.
Misrepresent or harm the Company's reputation.
Disclose trade secrets or proprietary business information.

Employees must not use Company equipment, networks, or work time to:

- Maintain personal blogs, websites, or social media pages.
- Post personal content or upload media.
- Engage in online discussions, forums, or debates unrelated to their job duties.
- Violating this policy may result in disciplinary action, up to and including termination.

Guidelines for Online Posting
Employees are personally responsible for what they post online. The following guidelines apply to personal blogs, social media posts, and online discussions:
All Company policies apply to online activity, including those on harassment, discrimination, and confidentiality.
Employees must not:

- Harass, defame, or threaten others online.
- Disclose confidential Company information, trade secrets, or customer data.
- Make false, misleading, or defamatory statements about the Company, its employees, or customers.

If an employee identifies themselves as a Company employee in a personal post, they must:

- Clearly state that their views are personal and do not represent the Company.
- Not use Company logos, trademarks, or images in personal posts.

Even if an employee posts anonymously or under a pseudonym, their identity can be traced back to them. Employees should assume that their posts may be read by coworkers, supervisors, customers, and competitors.

Employees must not engage in deceptive online marketing. If an employee posts about the Company or its products/services, they must:

- Identify themselves as a Company employee.
- Not post anonymous online reviews or make false or misleading statements about the Company.
- Follow all applicable laws related to consumer advertising and endorsements.

Failing to disclose an employment relationship in online reviews or social media promotions may violate Federal Trade Commission (FTC) regulations and could result in legal consequences.

Section 15

Employee Records

15:1 Your Personnel File

The Company maintains a personnel file for each employee. The purpose of this file is to facilitate employment-related decisions and actions, including emergency notifications, payroll processing, tax compliance, and benefits administration. Personnel files may contain, but are not limited to, the following documents:

- Job application and employment agreements
- Copies of required licenses or certifications
- IRS W-4 forms and payroll-related documents
- Attendance and time records
- Performance evaluations and disciplinary records
- Emergency contact information
- Benefits enrollment and acknowledgment forms, including signed handbook acknowledgments

Medical records and work eligibility forms are not maintained in personnel files. These records are stored separately in compliance with applicable laws. Refer to Section 15.5 (Work Eligibility Records) and Section 15.6 (Medical Records) for more information.

Personnel files are securely maintained by the Human Resources Department.

Employees with questions regarding their personnel file should contact the Human Resources Department.

15:2 Confidentiality of Personnel Files

Personnel files contain sensitive personal and employment-related information. Access to personnel files is restricted to authorized personnel on a need-to-know basis. The Company takes reasonable measures to maintain the confidentiality and security of these records in accordance with applicable federal and state laws

15.3 Your Information Changes

To ensure the accuracy of employment records, employees must promptly notify Human Resources of any changes to the following information:

- Legal name
- Mailing address
- Phone number
- Emergency contact information
- Marital status
- Dependent information for benefits and tax purposes
- Driver’s license status (if applicable)

Failure to update this information may impact payroll, tax withholding, benefits administration, and emergency response procedures.

15:4 Inspecting Your Records

Current and former employees have the right to review certain documents in their personnel file, subject to applicable laws.

Current Employees

- Employees wishing to inspect their personnel file must submit a request to Human Resources.
- An appointment will be scheduled within a reasonable timeframe, typically within 48 hours.
- Employees may request a designated representative to review their file by submitting written authorization.

Former Employees

- Former employees may request to review their personnel file by submitting a written request to Human Resources.
- Upon receipt of the request, an appointment will be scheduled at a mutually convenient time.

Copy Requests

- Employees may request copies of specific documents from their personnel file.
- The Company will provide copies at a cost of $0.25 per page.
- Photocopying of the entire personnel file is not permitted.

Personnel files remain the property of the Company, and original documents may not be removed.

15:5 Work Eligibility Records

In compliance with federal law, all new hires must provide proof of eligibility to work in the United States by completing USCIS Form I-9. The Company is required to retain these forms for the duration of employment and for a period following termination, as prescribed by law.
Work eligibility records, including Form I-9, are stored separately from personnel files and are maintained confidentially in accordance with federal regulations.

15:6 Medical Records

The Company recognizes the sensitive nature of employee medical records and maintains them in a separate, secure, and confidential location, in compliance with the Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPAA), and other applicable laws.
Medical records may include, but are not limited to:

- Medical leave documentation
- Work-related injury or disability accommodation requests
- Fitness-for-duty evaluations

Employees with questions regarding access to their medical records should contact Human Resources.

Section 16

Drugs and Alcohol

16:1 Policy Against Alcohol and Illegal Drug Use

The Company is committed to maintaining a safe, professional, and productive work environment. The use, possession, or influence of alcohol and illegal drugs in the workplace poses a risk to employee safety and company operations. Employees are strictly prohibited from:

- Reporting to work or performing job duties while under the influence of alcohol, illegal drugs, or any impairing substances.
- Using, possessing, buying, selling, distributing, or manufacturing alcohol or illegal drugs on company property, work sites, or while conducting company business, regardless of location.
- Operating company vehicles, equipment, or machinery while under the influence of alcohol or illegal drugs.
- Misusing prescription or over-the-counter medications in a manner that affects job performance or safety.
- Being under the influence of alcohol or illegal drugs while on call, attending work-related events, or representing the company.

Illegal drug use includes the use of any federally or state-prohibited substances, as well as the misuse of legal prescription or over-the-counter drugs. Employees must use medications responsibly and should consult their doctor regarding any prescriptions that may impact their ability to perform job duties safely.
Employees who violate this policy will be subject to disciplinary action, up to and including termination.
The Company recognizes that alcohol may be served at certain business or social functions. Employees may consume alcohol at company-sponsored events or while entertaining clients, provided that:

- They drink responsibly and do not become intoxicated.
- They do not operate a vehicle or perform work duties after consuming alcohol.
- They maintain professional and appropriate conduct.

Employees returning to work after a business function where alcohol was consumed must remain fit for duty and comply with all workplace safety standards.

16:2 Inspections to Enforce Drug and Alcohol Policy

To ensure compliance with this policy, the Company reserves the right to conduct inspections of employees, their personal belongings, company-provided property, and workspace. Such inspections may include, but are not limited to, desks, lockers, company vehicles, and personal bags or containers brought onto company premises.
Refusal to comply with a reasonable inspection may result in disciplinary action, up to and including termination.

16:3 Drug and Alcohol Testing

To maintain a safe and drug-free workplace, the Company may require employees to undergo drug and alcohol testing under the following circumstances:

Pre-Employment Testing

All prospective employees in safety-sensitive positions may be required to pass a drug test as a condition of employment.

Random and Intermittent Testing

The Company may conduct random drug and alcohol testing for employees in positions where safety or security is a concern. Employees selected for testing must comply immediately upon notification.

Reasonable Suspicion Testing

Employees may be required to undergo drug or alcohol testing when there is reasonable suspicion of impairment. Reasonable suspicion may be based on, but is not limited to:

- Observable behavior, speech, or appearance consistent with impairment.
- The smell of alcohol or drugs on an employee.
- Direct knowledge or credible reports of drug or alcohol use in violation of company policy.

Post-Accident Testing

Drug and alcohol testing may be required after an accident or workplace incident, including but not limited to:

- Work-related accidents resulting in injury or property damage.
- Safety violations involving the employee.

- Accidents occurring offsite while performing job duties.

Follow-Up Testing
Employees returning from a substance abuse rehabilitation program may be subject to periodic follow-up testing as a condition of continued employment.

Testing Procedures and Employee Rights
- Testing will be conducted by a certified laboratory in compliance with applicable laws.
- A positive test result or refusal to submit to testing will result in disciplinary action, up to and including termination.
- Employees have the right to request a retest at their own expense within one hour of the original test. If the confirmation test is negative, the Company will reimburse the cost of the retest.

The Company will ensure that all testing procedures comply with federal, state, and local laws, including providing accommodation where legally required.

16.4 Rehabilitation Leave and Employee Assistance Program (EAP)

The Company is committed to supporting employees seeking help for substance abuse issues. Employees who voluntarily seek assistance for substance use disorders before a violation of company policy occurs may be eligible for rehabilitation leave and support through our Employee Assistance Program (EAP).
Eligible employees may request up to four (4) weeks of unpaid leave to participate in a qualified rehabilitation program, subject to approval by Human Resources.
Eligibility and Conditions:
- Employees requesting leave must submit documentation from a licensed healthcare provider confirming participation in a rehabilitation program.
- Leave requests will be evaluated based on operational needs, legal requirements, and the employee's work history.
- The Company cannot guarantee that all requests will be granted.
- Employees may be eligible to use accrued paid time off (PTO) or sick leave if permitted by Company policy.
- Employees will not accrue vacation or other benefits during unpaid rehabilitation leave.
- Health insurance benefits may continue during leave if the employee elects to self-pay premiums, subject to COBRA or other applicable continuation coverage laws.

Return-to-Work Requirements:
- Employees must provide proof of successful program completion upon return.
- A fitness-for-duty certification may be required, depending on the nature of the employee's role.
- The Company may require follow-up drug or alcohol testing as a condition of continued employment.

Employees seeking leave should contact Human Resources for details of eligibility, documentation requirements, and reinstatement conditions. All requests and conversations regarding substance abuse treatment will be kept as confidential as possible, in compliance with HIPAA and ADA requirements.
Performance Expectations and Disciplinary Action
Seeking rehabilitation leave does not exempt employees from workplace standards for performance, productivity, or conduct. Employees are still subject to disciplinary action, up to and including termination, if they violate company policies, including drug and alcohol prohibitions or performance expectations.

16.5 Employee Assistance Program (EAP) and Substance Abuse Support

As part of our commitment to employee well-being, the Company offers access to an Employee Assistance Program (EAP), which provides confidential support for employees facing:
- Substance abuse challenges
- Personal, emotional, or financial difficulties
- Work-life balance concerns

How to Access EAP Services
Employees interested in receiving support should contact Human Resources or refer to their health insurance provider for information on EAP benefits. All requests for assistance will be handled with strict confidentiality, in accordance with applicable federal and state privacy laws.
Expectations and Policy Compliance
- Employees seeking assistance must still adhere to company policies, including the prohibition on alcohol or illegal drug use at work.
- Enrolling in an EAP program or rehabilitation services does not protect an employee from disciplinary action if they violate workplace policies or fail to meet performance expectations.

The Company encourages employees struggling with substance abuse to seek assistance before workplace issues arise, as this can provide a path to continued employment and recovery.

Section 17

Trade Secrets and Conflicts of Interest

17.1 Confidentiality and Protection of Trade Secrets

The Company's success depends on safeguarding confidential, proprietary, and trade secret information. During your employment, you may have access to sensitive business information, whether through your work responsibilities or incidental exposure. Protecting this information is essential to maintaining the Company's competitive advantage and long-term success.

Confidential and Trade Secret Information Includes, but is Not Limited To:

- Business strategies, plans, and financial data
- Customer lists, vendor agreements, and pricing models
- Marketing strategies and product development information
- Software, proprietary technology, and research
- Employee records and internal policies
- Any other non-public information that provides the Company with a competitive advantage

Employees are strictly prohibited from disclosing, sharing, or using confidential or trade secret information for any purpose outside of their job duties. This includes disclosure to competitors, customers, vendors, or any unauthorized third party.

Legal Obligations After Employment Ends

Your obligation to maintain confidentiality continues even after your employment with the Company ends. Employees who misappropriate or disclose proprietary, confidential, or trade secret information after separation may be subject to legal action, including injunctions, damages, and other remedies under the Defend Trade Secrets Act (DTSA) and applicable state laws.

Violations of this policy may result in disciplinary action, up to and including termination, as well as potential civil and criminal liability.

17.2 Conflicts of Interest

Employees are expected to act in the best interests of the Company and to avoid situations that create actual or potential conflicts of interest. Employees must fully disclose any outside activities, financial interests, or personal relationships that could interfere with their ability to perform their job duties impartially and in the Company's best interest.

Prohibited Conflicts of Interest Include, but are Not Limited To:

- Working for a competitor, customer, or vendor as an employee, consultant, or independent contractor.
- Owning a financial interest in a competitor, customer, vendor, or any entity that does business with the Company, unless such interest is publicly traded and insignificant.
- Using Company resources, property, or time for personal financial gain or to assist an outside entity.
- Leveraging your position for personal benefit, including obtaining discounts, kickbacks, or personal favors from Company vendors or clients.

Disclosure and Approval Process

Employees who believe they may have a conflict of interest must immediately disclose the situation to Human Resources or Management. The Company will assess the situation and determine whether a conflict exists and, if so, what actions are necessary to mitigate or eliminate it.

Consequences of Violating this Policy

Employees who fail to disclose conflicts of interest or engage in prohibited activities may face disciplinary action, up to and including termination. In cases involving financial misconduct, fraud, or unlawful competitive behavior, the Company reserves the right to pursue legal action.

Section 18

Discrimination and Harassment

18.1 Equal Employment Opportunity (EEO) Policy

The Company is committed to maintaining a workplace free of discrimination, harassment, and retaliation. We provide equal employment opportunities to all employees and applicants without regard to:

- Race, color, or national origin
- Religion or creed
- Sex (including pregnancy, childbirth, lactation, or related medical conditions)
- Age (40 and older)
- Disability (physical or mental)
- Citizenship or immigration status
- Genetic information (including family medical history and genetic testing results)
- Military or veteran status
- Any other characteristic protected by federal, state, or local law

This commitment applies to all aspects of employment, including but not limited to:

- Hiring, recruitment, and job assignments
- Promotions, transfers, and career development
- Compensation, benefits, and training opportunities
- Discipline and termination decisions

Reporting Discrimination and Retaliation Protection

Employees or applicants who believe they have been subjected to discrimination should report the matter immediately by following the procedures outlined in our Complaint Policy (Section 19 of this Handbook). Employees are also encouraged to report if they witness discrimination occurring.

The Company strictly prohibits retaliation against any employee or applicant who:

- Reports discrimination in good faith
- Assists in a discrimination investigation
- Files an administrative charge or lawsuit alleging discrimination

Managers and supervisors are required to report any suspected violations of this policy.

The Company will promptly and thoroughly investigate all complaints of discrimination and take appropriate disciplinary action, up to and including termination, against any employee found to have violated this policy.

18.2 Anti-Harassment Policy

Commitment to a Harassment-Free Workplace

The Company is dedicated to providing a workplace free from harassment based on:

- Race, color, or national origin
- Religion or creed
- Sex (including pregnancy, childbirth, or related medical conditions)
- Age (40 and older)
- Disability (physical or mental)
- Citizenship or immigration status
- Genetic information (including family medical history and genetic testing results)
- Military or veteran status
- Any other characteristic protected by federal, state, or local law

Harassment undermines morale, productivity, and workplace safety and will not be tolerated.

What Constitutes Harassment?

Harassment includes, but is not limited to:

- Physical conduct: Unwanted touching, blocking movement, or physical interference with work
- Verbal conduct: Slurs, offensive remarks, derogatory comments, threats, or insults
- Visual conduct: Displaying offensive posters, cartoons, drawings, or gestures
- Sexual harassment:
    - Unwelcome sexual advances
    - Requests for sexual favors
    - Sexually suggestive gestures, jokes, comments, or propositions
    - Sending sexually explicit messages or materials, including by email or text
    - Conditioning employment benefits on sexual favors (quid pro quo harassment)

Reporting Harassment and Retaliation Protection

If you experience or witness any form of harassment, report it immediately using the Complaint Policy (Section 20 of this Handbook).
The Company strictly prohibits retaliation against anyone who:

- Reports harassment in good faith
- Assists in a harassment investigation
- Files an administrative charge or lawsuit alleging harassment

Managers and supervisors must immediately report any harassment complaints or observed incidents.
Investigation and Disciplinary Action
All reports of harassment will be promptly and thoroughly investigated. Any employee found to have engaged in harassment will face disciplinary action, up to and including termination.

Section 19

Complaint Policies

19:1 Complaint Procedures

The Company is committed to providing a safe, respectful, and productive workplace free from threats to employee health, safety, and well-being. Such threats include, but are not limited to:

- Harassment and discrimination
- Workplace violence
- Violations of health and safety rules
- Wage and hour disputes
- Retaliation for reporting concerns
- Misconduct related to drug and alcohol use
- Violations of financial, accounting, or internal control policies

How to File a Complaint

If you witness or experience any inappropriate workplace conduct, you are encouraged to report it immediately by speaking with:

- Your immediate supervisor, or
- Any Company officer or Human Resources representative

If your concern involves your supervisor or if you feel uncomfortable reporting to them, you may go directly to Human Resources or another Company officer.

Manager and Supervisor Responsibilities

Any supervisor, manager, or Company officer who receives witnesses, or learns of a complaint regarding inappropriate workplace conduct must immediately report it to Human Resources.

Investigation Process

Upon receiving a complaint, Human Resources will determine how to proceed, ensuring:

- Serious complaints are promptly investigated in an impartial, thorough, and confidential manner
- Employees fully cooperate with the investigation, including providing relevant documents, information, and truthful answers
- Corrective action is taken where appropriate

All complaints will be handled as confidentially as possible, but some information may be shared as necessary to complete a fair and thorough investigation.

Protection Against Retaliation

The Company strictly prohibits retaliation against any employee who:

- Reports a complaint in good faith
- Assists in an investigation
- Files an administrative charge or legal claim

If you believe you are experiencing retaliation because of a complaint or participation in an investigation, report it immediately to Human Resources or any Company officer.

Whistleblower Protections

Employees may also report concerns regarding the Company's accounting, auditing, or internal controls through this complaint procedure. Employees may submit complaints anonymously by providing a written report to the President. Retaliation against employees who report financial misconduct is strictly prohibited under the Sarbanes-Oxley Act and other applicable whistleblower laws.

19:2 Our Doors Are Open to You

The Company is committed to maintaining a positive and transparent work environment where employees feel comfortable raising questions, concerns, or suggestions.

If you have a concern regarding your job, workplace policies, or any work-related matter, you are encouraged to:

- First, speak with your immediate supervisor as soon as possible
- If you are uncomfortable speaking with your supervisor, you may bring your concern to:
    - Human Resources
    - Any Company officer

Why Speak Up?

The Company values employee feedback and problem-solving. We cannot address concerns if we are not aware of them. Employees should feel empowered to ask questions, share ideas, and report issues without fear of retaliation.

The Company will not tolerate retaliation against any employee who raises concerns in good faith through this Open-Door Policy.

Section 20

Ending Employment

20:1 Resignation

If you decide to resign from your position, we appreciate your contributions and wish you success in your future endeavors. To ensure a smooth transition for both you and the Company, please follow the guidelines below:
Providing Notice

- Employees who intend to resign should submit a written notice to Josh Cagle as soon as possible.
- To resign in good standing, an employee must give notice at least ten working days prior to the effective date of the resignation. Employees who fail to give the proper notice may forfeit all accumulated leave.
- Providing a full two-week notice helps:
    - Ensure a smooth transition for your role and responsibilities.
    - Allow time to process your final paycheck, accrued overtime, vacation pay, and any other compensation owed to you.
    - Maintain positive professional relationships and a strong employment record for future references.

To support employees in fulfilling their full two-week notice period, the Company offers the following:

- Final Pay Processing Priority – Employees who fulfill their two-week notice will have their final paycheck processed efficiently with no delays.
- Payout of Accrued PTO/Vacation – Eligible employees who complete their two-week notice will receive accrued vacation or PTO pay according to Company policy.
- Exit Interview & Feedback Opportunity – Employees are encouraged to participate in an exit interview to share feedback and help improve workplace experiences.
- Professional References – The Company values professional integrity and may provide positive references for employees who complete their notice in good standing.

Final Pay & Benefits

- Your final paycheck will be processed according to Oklahoma wage laws and Company policies.
- If applicable, you will receive information regarding continuation of benefits (COBRA) and retirement plan distributions.

Return of Company Property
Before your last day, you must return all Company property in good condition, including but not limited to:

- Keys, keycards, or access badges
- Company-issued laptops, mobile devices, or equipment
- Uniforms, tools, or other job-related items
- Confidential documents, reports, or files (whether physical or electronic)

Failure to return the Company property may result in delays in final paycheck processing or legal action if necessary. See Section 9 for details on Company property obligations.
Ongoing Confidentiality Obligations
Even after your employment ends, you must continue to protect the Company's confidential, proprietary, and trade secret information. Unauthorized disclosure or misuse of such information may result in legal action. Refer to Section 17 for more details.

20:2 Final Paychecks

The Company complies with Oklahoma wage laws regarding final paychecks for all employees who resign or are terminated.

- Employees who resign voluntarily will receive their final paycheck on the next regular payday following their last day of work.
- Employees who are terminated involuntarily (fired or laid off) will also receive their final paycheck on the next regular payday, as required by Oklahoma law.
- Final paychecks will not be withheld for any reason, including the return of company property; however, the Company may deduct the value of unreturned company property from the final paycheck only if the employee has provided written authorization for such a deduction in accordance with Oklahoma wage laws. If the final paycheck does not cover the company property yet to be returned, you will be invoiced for the balance within 14 days and the invoice is due upon receipt.

20:3 No Severance Pay

Our Company does not provide severance pay to employees upon departure, regardless of whether the separation is due to resignation, layoff, or termination for any reason.

20:4 Continuing Your Health Insurance Coverage

Our Company provides group health insurance coverage as an employee benefit. If you become ineligible for coverage due to a reduction in work hours, voluntary resignation, or termination of employment (for reasons other than gross misconduct), you may have the right to continue your health insurance coverage under **COBRA.**

COBRA Coverage

Federal COBRA continuation coverage allows you and your covered dependents to continue your health insurance for up to 18 months (or longer in certain situations) by paying the full premium plus an administrative fee.

In addition, covered dependents (such as your spouse and children) may have independent continuation rights in specific circumstances:

- Divorce or Legal Separation: Your spouse may continue coverage.
- Death of an Employee: Your surviving spouse and children may continue coverage.
- Loss of Dependent Status: Once your children no longer qualify as dependents, they may continue their coverage.

You will receive an initial notice explaining your continuation rights when you first become eligible for the company's group health plan. If you experience a qualifying event (e.g., reduction in hours, resignation, or termination), you will receive a written notice from the Company's Plan Administrator explaining:

1. How to elect continuation coverage,
2. Your payment obligations,
3. Any available subsidies, and
4. The duration of your continuation coverage.

If a dependent becomes eligible for continuation coverage due to divorce, legal separation, or loss of dependent status, you must notify the company in writing within 60 days of the qualifying event.

Employees and dependents electing continuation coverage must pay the full cost of the premium, plus any applicable administrative fees, to maintain coverage.

20:5 Exit Interviews

Our Company may conduct an exit interview with departing employees as part of the offboarding process. While participation is encouraged, it is not mandatory. The exit interview provides an opportunity for employees to share feedback about their experience, suggest improvements, and discuss any final employment matters.

During the exit interview, employees will also receive important information regarding their final paycheck, benefits continuation options (such as COBRA or state continuation coverage), and return of company property. Employees who choose not to participate in an exit interview are still responsible for returning all company property before their last working day.

If you have any questions regarding the exit process, please contact Human Resources.

20:6 References

When contacted by prospective employers regarding former employees, our Company will only verify the following information:

- Position(s) held
- Dates of employment
- Salary or rate of pay (if authorized by the former employee)

We do not provide additional details regarding performance, reason for departure, or rehire eligibility unless required by law or with the written consent of the former employee. All reference requests should be directed to Human Resources to ensure consistency and compliance with company policy.

Handbook Acknowledgment Form

By signing this form, I acknowledge that I have received a copy of the Company's Employee Handbook. I understand that it contains important information about the Company's policies, that I am expected to read the Handbook and familiarize myself with its contents, and that the policies in the Handbook apply to me. I understand that nothing in the Handbook constitutes a contract or promise of continued employment and that the Company may change the policies in the Handbook at any time.

By signing this form, I acknowledge that my employment is at-will. I understand that I have the right to end the employment relationship at any time and for any reason, with or without notice, with or without cause, and that the Company has the same right. I acknowledge that neither the Company nor I have entered into an employment agreement for a specified period, that only the President, Robin Cagle, may make any agreement contrary to the at-will policy, and that any such agreement must be in writing, signed by myself and Robin Cagle.

_____ _____

Employee's Signature Date

_____

Employee's Name (Print)