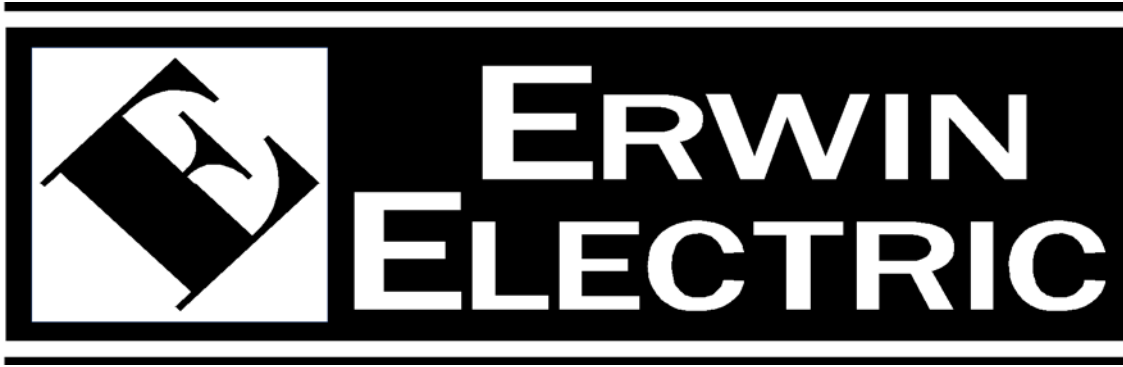




**ERWIN ELECTRIC, INC.**

**EMPLOYEE  
HANDBOOK**

**Revision Date: 06/29/2026**

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## **PURPOSE OF THE HANDBOOK**

The Handbook has been assembled to give you important information about your job and benefits. It is intended as a guideline for both employees and Erwin Electric, Inc. However, no written document can anticipate every situation that can occur. Because facts and circumstances may differ in any particular case, Erwin Electric, Inc. reserves the right to make all management decisions, as it deems best. The contents of this Handbook constitute only a summary of the employee benefits, personnel policies, and employment rules in effect at the time of publication. In the case of insurance, the current insurance documents control.

This Handbook should not be construed as creating an “employment contract” for any specific period. Although Erwin Electric, Inc. intends that the benefits, policies, and regulations outlined in this Handbook will generally remain in effect, it reserves the right at any time, with or without advance notice, to amend, curtail or terminate completely, employee benefits offered or to otherwise revise the policies and procedures outlined in this Handbook.

## **INTRODUCTORY POLICIES**

### **OUR EMPLOYEE RELATIONS PHILOSOPHY**

Each of our employees is important to us, and we are committed to attracting and retaining quality employees like you.

To accomplish this, we are committed to maintaining a competitive wage and benefit program as well as to making this a pleasant and rewarding place for you to work. We are equally committed to treating all of our employees fairly and with the respect they deserve.

We sincerely believe that our success over the years is due in no small part to the cooperative relationship between Erwin Electric, Inc. and its employees.

### **EQUAL EMPLOYMENT OPPORTUNITY**

We are committed to providing equal opportunity in all of our employment practices to all applicants and employees without regard to race, color religion, sex, national origin, citizenship status, age, handicap or disability, or any other category protected by law.

# CODE OF CONDUCT

This Code of Conduct outlines the standards expected of all employees, contractors, and visitors to promote a safe, respectful, and productive workplace.

## **1. Professional Behavior**

- Treat everyone with respect, fairness, and courtesy.
- Avoid gossip, harassment, and insubordination.
- Maintain a positive and constructive attitude.

## **2. Respect & Inclusivity**

- Embrace diversity and foster an inclusive environment.
- Avoid offensive, demeaning, or threatening language or actions.
- No yelling—take a break if needed and apologize when appropriate.

## **3. Anti-Harassment & Anti-Bullying**

- Harassment or bullying of any kind is not tolerated.
- Report concerns to HR or management without fear of retaliation.

## **4. Attendance & Punctuality**

- Be on time and adhere to your schedule.
- Notify your supervisor of any delays or absences promptly.

## **5. Integrity & Ethics**

- Act honestly and disclose conflicts of interest.
- Do not engage in theft, fraud, or misuse of resources.
- Own up to mistakes.

## **6. Confidentiality**

- Protect sensitive company, client, and employee information.
- Follow data security protocols.

## **7. Health & Safety**

- Follow safety regulations and report hazards or incidents.
- Avoid actions that endanger others or yourself.

## **8. Company Property**

- Use company resources responsibly and only for work-related purposes.
- Do not intentionally damage property.

## **9. Substance Use**

- No illegal drugs or alcohol during work hours.
- Do not report to work impaired.

## **10. Social Media & Public Representation**

- Represent the company positively.
- **Do not share confidential info or make public negative remarks.**

## **11. Reporting & Enforcement**

- **Report violations to HR or management.**
- Breaches may result in disciplinary action, including termination

## **NO HARRASSMENT POLICY**

Erwin Electric, Inc. does not and will not tolerate harassment of our employees. The term “harassment” includes, but is not limited to, slurs, jokes, cartoons, and offensive verbal, graphic, and physical conduct relating to an individual’s race, color, sex, religion national origin, citizenship, age, handicap/disability. “Harassment” also includes unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome or offensive touching, and other unwelcome verbal, graphic, or physical conduct of a sexual nature.

A pervasive, sexually harassing, abusive and demeaning atmosphere can be created by off-color jokes, teasing, name-calling, unwelcome displaying or touching to any part of ones’ own or another person’s body, picture pin-up and other types of words, acts and displays. We will not permit sexual harassment-subjecting employees to unwelcome sexual conduct as condition of employment.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate discharge.

If you feel that you are being harassed in any way by a co-worker or by an employee of a customer or vendor, you should notify Doug Erwin, Robin Erwin or the Human Resources Manager immediately. We will take immediate action to ensure that employees are not subjected to any form of sexual or other harassment or intimidation and to give proper and serious attention to any complaint of such harassment. The matter will be thoroughly investigated and where appropriate, disciplinary action will be taken.

You should also be aware that no supervisor or other member of management is authorized to make any employment decision whatsoever because of an employee’s submission to or rejection of sexual conduct or advances. Supervisors and managers are instructed not to date employees they supervise or to make welcome or unwelcome sexual advances toward any employees. No supervisor or other member of management has the authority to suggest to any employee that the employee’s continued employment or future advancement will be affected in any way because the employee enters into or refuses to enter into any form of sexual or other personal relationship with the supervisor or member of management. No supervisor or manager may take disciplinary action against an employee or deny a promotion, transfer, award, etc. to an employee because he or she has rejected sexual advances.

You will not be penalized in any way for reporting improper conduct.

Please do not assume that Erwin Electric, Inc. is aware of your problem. Please bring your complaints and concerns to our attention, so that we can resolve them.

## **PROBATIONARY PERIOD**

For every new employee, the first ninety (90) days of full-time employment is a trial period for both you and Erwin Electric, Inc. During this time, you will have the opportunity to learn about Erwin Electric, Inc., your job and your new surroundings. Your supervisor will be available to answer any questions that you may have.

During this period your supervisor will review your job performance, attendance, attitude and overall interest in your job. We will evaluate your performance and make a decision concerning your continued employment. Of course, successful completion of this probationary period does not alter your “at-will” status with Erwin Electric, Inc.

## **AT WILL POLICY**

Your employment with Erwin Electric is at will. This means your employment is for an indefinite period of time and is subject to termination by you or Erwin Electric, with or without cause, with or without notice and at any time. Nothing in this policy or any other policy of Erwin Electric shall be interpreted to be in conflict with or to eliminate or modify in any way the at will employment status of Erwin Electric employees.

The at will employment status of an employee of Erwin Electric may be modified only in a written employment agreement with that employee which is signed by the President or Vice President

## **COVENANT NOT TO COMPETE**

Employee agrees not to compete with Erwin Electric in the practice of installing, maintaining, and/or repairing electrical wiring or establishing electrical subcontracts while working for Erwin Electric and for a period of 1.5 years after termination of employment within a radius of 30 miles of Erwin Electric 13817 Monroe Business Park, Tampa, FL 33635. For purposes of this covenant not to compete, competition is defined as soliciting or accepting employment by, or rendering professional services to, any person or organization that is or was a client of Erwin Electric during the term of the employee’s employment with Erwin Electric. Employee agrees to pay liquidated damages in the amount of at minimum \$10,000.00, for any violation of the above Covenant Not to Compete is proved or admitted.

## **EMPLOYEE STATUS**

Regular, full-time employees are employees who are normally scheduled to work (32) hours or more per week. Regular, full-time employees who have completed their probationary periods are eligible for the benefits set forth in the following pages.

Part-time employees are active employees not normally scheduled to work thirty (32) hours a week. Part-time or irregular employees, employees who have not completed their introductory periods, and independent contractors are not eligible for benefits.

## TIMESHEETS & YOUR PAY

All employees are paid weekly by electronic Direct Deposit. Timesheets must be turned in no later than 8:00 a.m. Monday morning in-order to be paid on Friday. Timesheets must be an accurate documentation of actual time worked and are subject to GPS and/or other means of verification. Time and job information should be updated on a daily-basis to ensure accuracy. Submission of false or inaccurate time is considered theft and will not be tolerated. Any questions or concerns about timesheets your pay should be brought to the attention of the Human Resources manager. If you miss a day, please note why on your timesheet.

## TIME OFF

If an employee needs time off either a full day or part of day for whatever reason, the requested time off sheet **must** be filled out and given to your supervisor for approval. Please also note on your time sheet the reason for the time off. If you have any questions, please see HR

## PAID VACATION

Erwin Electric provides paid vacation benefits to promote employee well-being, work-life balance, and job satisfaction. Vacation is earned based on an employee's length of continuous service and is subject to the following provisions.

### Vacation Eligibility and Accrual

- **After 1 Year of Continuous Employment**  
Employees are eligible for **5 paid vacation days** (40 hours).
- **After 3 Years of Continuous Employment**  
Employees are eligible for **10 paid vacation days** (80 hours).
- **After 10 Years of Continuous Employment**  
Employees are eligible for **15 paid vacation days** (120 hours).

Vacation time is calculated on an annual basis and does not accrue monthly or incrementally.

### Vacation Pay in Lieu of Time Off

Employees may request to be paid for **up to 5 days** of unused vacation **per vacation cycle** in lieu of taking time off. Such requests must be approved by management and are subject to company policy and scheduling needs.

### Vacation Accumulation Cap

Employees may accumulate up to a maximum of **15 paid vacation days** (120 hours). If the maximum is reached and vacation time is not used before the next accrual cycle, **no additional vacation time will accrue** until the balance falls below the cap.

Employees are encouraged to use vacation time to maintain work-life balance and avoid loss of accrued time.

### Vacation Request Procedure

- Vacation requests must be submitted in advance through the appropriate channels.

- Requests will be considered based on staffing needs and scheduling requirements.
- If multiple employees request the same dates and coverage is limited, **seniority** will be the determining factor for approval.

### **Vacation Payout Upon Separation**

- Unused, accrued vacation time will be **paid out upon separation**, provided the employee resigns in a professional manner and gives appropriate notice (generally two weeks).
- Employees who separate **without notice** or are terminated for **misconduct** may **forfeit accrued vacation benefits** at the discretion of management.

### **BEREAVEMENT PAY**

You may receive up to 16 hours off with pay in the event of the death of your spouse parents, grandparents, brothers, sisters, children and grandchildren of either you or your spouse. Talk with your supervisor about taking time off.

### **PAID HOLIDAYS**

Paid Holidays after 90 days (**must work the day before and day after a holiday in order to receive holiday pay**).

New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, & Christmas Day.

### **MEDICAL AND DENTAL INSURANCE**

Full time employees are eligible to enroll for insurance benefits after completing 90 days of employment. We will assist you with completing the appropriate applications and turning them in to our insurance provider. Deductions for the employee portion of the insurance premiums will begin immediately following the application process. Insurance benefits will typically be effective on the 91<sup>st</sup> day of employment. Employees may only sign up for, discontinue, or make other changes to their insurance elections at the following times:

1. New Enrollment (following 90 days of employment)
2. Annual Enrollment (typically November each year with changes effective December 1<sup>st</sup>)
3. Change in Family status (marriage, divorce, new baby or death)

Erwin Electric, Inc. will pay for 50% of the employee portion of health insurance only. The employee pays for 100% of other insurances.

After 5 years of employment with Erwin Electric, Inc., Erwin Electric will pay for 75% of the employee portion of health insurance only. In addition, Erwin Electric, Inc. will pay 100% of the employee's dental and vision premium only.

### **SOCIAL SECURITY INSURANCE**

Under the Federal Insurance Contributions Act, better known as the Social Security Act, Erwin Electric, Inc. deducts a percentage of your pay and matches it with an amount from Erwin Electric, Inc. If you are not familiar with the retirement and disability benefits provided under Social Security, check with the Business Office at your local Social Security Office for a more complete explanation.

## **WORKER'S COMPENSATION**

Worker's Compensation is paid entirely by Erwin Electric, Inc. and protects you in the event of occupational injury or sickness. You must **immediately** report any on the job accident, no matter how small, to your supervisor. Where medical care is required for on the job injuries, employees must go initially to a designated medical facility.

## **FAMILY AND MEDICAL LEAVE OF ABSENCE**

Eligible employees may take up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reasons.

### **Employee Eligibility**

To be eligible for family or medical leave, employees must have worked at least:

1. 12 months for Erwin Electric, Inc. and,
2. 1,250 hours for Erwin Electric, Inc. over the previous 12 months.

### **Conditions Triggering Leave**

Family and medical leave must involve one or more of the following reasons:

1. To care for an immediate family member (spouse, child, or employee's parent) with a serious health condition.
2. To care for a newly born child, or placement of a child with the employee for adoption or foster care.
3. The employee has a serious health condition which makes the employee unable to perform the employee's job duties

### **Duration of leave**

Eligible employees may receive up to 12 work weeks of unpaid leave during any "rolling" 12-month period, measured backward from the date of any family or medical leave. Family and medical leave involving the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Eligible employees may take family and medical leave intermittently- which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule- whenever it is medically necessary to care for a seriously ill family member, or because you are seriously ill and unable to work. Intermittent leave is not permitted for birth of a child or placement of a child for adoption or foster care.

Employees approved for FMLA leave will be required to use all available accrued paid leave concurrently with FMLA leave. This includes any available sick leave and vacation leave provided under Company policy. Once all available accrued paid leave has been exhausted, the remainder of the approved FMLA leave will be unpaid, unless otherwise required by applicable law.

### **Maintenance of Health Benefits**

Erwin Electric, Inc. will maintain coverage for eligible employees and (if applicable) their families under the group health plan during your family and medical leave. This coverage will be provided if you or your family were covered under the plan before the leave was taken and on the same terms as if you had continued to work. You must make arrangements to pay your share of health plan premiums while on leave.

In some instances, Erwin Electric, Inc. may recover premiums it paid to maintain health coverage for you and your family if you do not return to work.

## **Job Restoration**

Upon returning from a family and medical leave, eligible employees will normally be restored to their original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

In addition, use of family and medical leave cannot result in the loss of any employment benefit that employees earned or were entitled to before using family and medical leave.

## **Notice and Medical Certification**

When seeking family and medical leave, employees may be required to provide:

- 1 30 days advance notice of the need to take family and medical leave, if the need is foreseeable.
- 2 Medical certifications supporting the need for leave due to a serious health condition affecting you or an immediate family member. Second or third medical opinions and periodic recertifications (at Erwin Electric, Inc.'s expense) may also be required.
- 3 Periodic reports during the leave regarding your status and intent to return to work.
- 4 Medical certification of fitness for duty before returning to work, if the leave was due to your health condition.

When leave is needed to care for an immediate family member or for the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so that it will not unduly disrupt Erwin Electric, Inc.'s operation.

## **Extended Medical Leave**

Eligible employees who have exhausted their family and medical leave and all other employees may be allowed to take extended medical leave of absence, not to exceed six (6) months following the last day worked. Employees who take such extended medical leave are not guaranteed to be returned to work or reinstated to a particular job, rate of pay or shift at the end of their extended medical leave. However, Erwin Electric, Inc. will attempt to return employees to their regular position if it is available. If it is not available at the time reinstatement is sought, we will attempt to place you in a similar job for which you are qualified, if such job is available. Employees on extended medical leave may maintain their insurance benefits, subject to policy terms and conditions by paying the applicable COBRA premiums in a timely manner.

## **Failure To Return From Leave Or Comply With This Policy**

Employees will be subject to immediate termination for:

1. Failure to return to work within twelve (12) weeks of the beginning of a family leave;
2. Failure to return to work as scheduled following the end of a medical or family leave;
3. Providing false or misleading information or omitting certain information in connection with a family or medical leave; or
4. Violation on any of Erwin Electric, Inc.'s rules and regulations relating to a family or medical leave (or any other policy or performance).

## **MILITARY LEAVE OF ABSENCE**

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirement of state and federal laws. You are expected to notify your supervisor of upcoming military duty by providing us with a copy of your orders as soon as possible.

## JURY DUTY

All eligible full-time employees will be allowed time off as the law provides for days spent in jury service or as a subpoenaed witness. Employees must notify Erwin Electric, Inc. at the time they receive a notice to appear for examination for jury duty or a summons for service as a witness. If job schedules are such that the jury duty will interfere with contractual obligations, the Erwin Electric, Inc. may suggest that the employee request a postponement.

## POLICIES AND PROCEDURES BASIC WORK RULES

Erwin Electric, Inc. has certain reasonable policies and rules. Our most important rule is the “rule of reason”. Some basic rules should not be violated under any circumstances. Examples of these basic rules are listed below. Violation of these basic rules can result in discipline, up to and including immediate termination.

**Absenteeism or Tardiness-** When an employee fails to work as scheduled, it makes it more difficult for us to serve our customers. Every employee plays an important role in our operation, and absences or tardiness places an unnecessary burden on fellow employees. Employees are therefore expected to report to work on time as scheduled, to limit their breaks and lunches to the time allowed, and to stay on the job until the end of their scheduled workday.

**Breach of confidence or Security-** We will not tolerate any breaches of our security measures or of our customer confidences. Any violation of our Security and Non-Disclosure Agreements or policies will subject employees to immediate termination.

**Damage to Property-** We will not tolerate deliberate or careless damage to Erwin Electric, Inc.’s property or that of our customers.

**Discourtesy-** We expect all employees to be courteous, polite and friendly to their fellow employees, customers, suppliers and the public. No one should use profanity, show disrespect or discourtesy to a customer, vendor the public or a coworker, or engage in any activity, which could harm the image or reputation of Erwin Electric, Inc. or our customers.

**Fighting, Threats, or Weapons-** We do not allow fighting threatening words or conduct, or any other actions that could injure a customer, fellow employee, or member of the public.

**Firearms, weapons or ammunition of any kind-** is not allowed on Erwin Electric, Inc. premises, or our customers’ premises “*Except when in compliance with Section 790.251, Florida Statutes.*”. See Firearm Policy contained in this handbook.

**Fraud, Dishonesty or False Statement-** No employee or applicant should falsify any application, medical history record, invoice, paperwork, time sheet, timecard, or any other document or statement. If you observe such a violation, please report it to your supervisor immediately.

**Harassment-** Our No Harassment Policy strictly prohibits harassment based on race, color, religion, sex, national origin, citizenship, age, handicap or disability, or any other category protected by law.

**Insubordination-** We all have duties to perform and everyone, including your supervisor, must follow directions from someone. No employee may refuse to follow the directions of a supervisor or management official.

**Misuse of Property-** Employees may not misuse or use without authorization any equipment, vehicle or other property of customers, suppliers, other employees or Erwin Electric, Inc.

**Poor Performance-** We expect all employees to make every effort to learn their jobs and to perform at a satisfactory level. Employees who fail to maintain a satisfactory level of performance are subject to immediate termination.

**Salvageable Items-** Materials, scrap wire and any & all salvageable items must be brought back to the shop every week. Cashing in, taking possession of or dismantling of any & all material for personal use or gain, will result in prosecution and termination. If you wish to remove any property from the work premises, or company dumpsters, or elsewhere, located at Erwin Electric or any dumpster located on customer job sites you **MUST** obtain written permission in advance from an owner of Erwin Electric, Inc.

**Side-Work** – Employees are not to perform work on the side for Erwin Electric customers, contractors or vendors.

**Sleeping or Inattention-** To protect the safety of all employees and to properly serve our customers, everyone needs to be fully alert while on the job. We cannot tolerate sleeping or inattention on the job.

**Solicitation/Distribution-** We strictly prohibit solicitation by an employee of another employee during the working time of either employee for any reason. Distribution of advertising materials, handbills or other literature is prohibited in all working areas at all times. We also prohibit solicitation of distribution by non-employees on Erwin Electric, Inc.'s premises at all times.

**Substance Abuse-** We will not tolerate substance abuse. Employees, who test positive for the presence of drugs or alcohol in their systems, may be subject to immediate termination. Our Drug and Alcohol Policy states our position and policy regarding drug and alcohol use.

**Theft-** To protect you, your co-workers and Erwin Electric, Inc. we reserve the right to inspect all purses, briefcases, packages, lockers, toolboxes, desks, cabinets, vehicles, and any other items on Erwin Electric, Inc.'s property (including that of our customers when you are performing work there).

**Unprofessional Conduct-** All employees are expected to conduct themselves in a professional manner at all times. Employees are expected to refrain from engaging in non-business-related activities on Erwin Electric, Inc. or customer premises or during work time. When working at customer offices, employees are expected to project a professional image at all times. Intimate personal relationships between employees and other employees, customers, or vendors or their employees are strongly discouraged.

**Unprofessional Company Attire-** Employees cannot wear clothing, hats, jackets, etc. advertising other competing electrical contractor's logos, names, symbols, etc. See personal appearance section.

**Unsafe Work Practices-** We are committed to providing a safe place in which to work. All of us should exercise good judgment and common sense in our day-to-day work. Horseplay and practical jokes can cause accidents and injuries and are therefore prohibited.

**Unauthorized Activity-** Employees must act within the scope of their authority. Performance of tasks without proper authorization, including but not limited to modifying passwords or codes or allowing a breach of our security procedures, will not be tolerated.

Violation of any of these rules may lead to discipline, up to and including immediate discharge. Obviously, this list is not all inclusive and there may be other circumstances under which employees may be disciplined, up to and including immediate discharge. If you have any questions about these basics, or what we expect of you as one of our employees, please discuss them with your supervisor.

## **DRUG AND ALCOHOL POLICY**

This Company requires all employees to report to work without any alcohol or illegal, mind altering or unauthorized controlled substances (drugs) in their systems. We also will not tolerate employees

manufacturing, using, selling, possessing, distributing, dispensing or making arrangements to distribute illegal drugs or other unauthorized controlled substances while at work or on Company property or otherwise engaged in Company duties. Further, outside conduct which affects your work, our relationship with co-workers, or the public, or reflects badly on the Company is prohibited. Violation of these rules will subject you to discipline, including discharge.

In order to enforce these rules, we reserve the right to require employees to submit at any time to urinalysis, blood, breath, or other tests to determine the presence of prohibited substances. We will utilize confirmation tests and careful collection and testing procedures to ensure that we obtain an accurate result. We also reserve the right to search desks, cabinets, toolboxes, vehicles, bags or any other property at the Company or in its vehicles. Failure to consent to search or display for visual inspection will be grounds for termination of reason for denial of access to Company premises by any others. Searches of employee's personal property will take place only in the employee's presence. All searches under this policy will occur with the utmost discretion and consideration of the employees involved. Refusal to cooperate with the Company in any investigation will result in discipline, including discharge.

The company's drug testing policy is designed to conform to the drug-free workplace program requirements set forth in section 440.102, Florida Statutes, and Rule 38F-9 of the Department of labor and Employment Security, Division of Workers' Compensation. Employees, as a condition of employment, are required to abide by this policy. The Company will conduct drug tests in the following circumstances:

**A. Application for Employment.** Job applicants must submit to a drug test as part of the application process. Refusal to submit or a positive confirmed drug test may be used as a basis for refusal to hire the applicant.

- i. All applicants who have been offered employment conditioned on successfully passing a drug test will be tested for the presence of drugs as part of the application process.
- ii. Applicants will be asked to sign the consent agreement. If an applicant refuses, he/ she will not be considered for employment application process will be terminated.
- iii. If an applicant's test is confirmed positive, the applicant will not be considered for employment, and the employment application process will be terminated.

**B. Reasonable Suspicion.** Employees may be required to submit to screening if there is a reasonable suspicion that they are using or have used drugs.

**C. Random Testing.** Employees will be randomly selected by computer (3<sup>rd</sup> party) and will be notified of scheduled testing with minimal advance notice. The supervisor shall explain to the employee that he/she is under no suspicion and that his / her name was selected randomly. A selected employee may obtain a deferral from testing if in a leave status or on official travel, but only with agreement from supervisors. (The employee may be rescheduled for testing within 60 days).

**D. Additional Testing.** Additional testing may also be conducted as required by applicable state or federal laws, rules, or regulation, or as deemed necessary by the Company. Employees who refuse to submit to drug testing or who test positive for drugs will be subject to disciplinary action up to and including discharge and forfeiture of all Workers' Compensation medical and indemnity benefits. All information received by the Company through the drug testing program is confidential and cannot be used as evidence in any public or private proceedings, except:

- i. By consent of the employee tested;
- ii. If release is compelled by a hearing officer or court;
- iii. The Company, its agents, and drug test laboratories may have access to drug test information when consulting with legal information when consulting with legal Counsel in connection with actions brought under or related to Florida Statute

440.102 Or when the information is relevant to the Company's defense in a civil  
Or administrative matter.

Information on drug test results shall not be released or used in any criminal proceeding against the employee or job applicant.

Employees can report the use of prescription or non-prescription drugs which may affect drug tests by completing a written consent form and by notifying their supervisor where these drugs may affect their job performance, such as by causing dizziness or drowsiness. It is the employee's responsibility to determine from his or her physician whether a prescribed drug may impair job performance. Common medications which may affect drug test results, and a suggested list of Employee Assistance Programs (EAP) are on file in Company office. The participation in an EAP program is confidential and must be arranged and paid for by the employee.

**E. Workman's Comp/Injury on the job. Any employee that is injured on the job where further medical assistance is needed (more than first aid) will be required to submit to a drug test. Refusal to submit to the test may result in Workman's comp not covering the injury and whether employment with Erwin Electric will continue.**

## **Cybersecurity & Information Security Policy**

Erwin Electric is committed to protecting company data, customer information, and technology systems from unauthorized access, theft, and cyber threats. All employees are expected to follow the company's Cybersecurity Policy as a condition of employment.

Employees must:

- Use strong, unique passwords and keep login credentials confidential.
- Follow company requirements for password storage and approved password management tools.
- Exercise caution when opening emails, attachments, links, and calendar invitations, and immediately report suspicious communications.
- Keep company devices secure, locked when unattended, and free from unauthorized software.
- Store company information only in approved company systems and locations.
- Protect work-related mobile devices with passcodes or screen locks and report lost or stolen devices immediately.
- Promptly report any suspected cybersecurity incident, including phishing attempts, malware infections, unauthorized access, or unusual device behavior.

Failure to comply with cybersecurity requirements may result in disciplinary action, up to and including termination of employment. Employees may be required to sign a separate Cybersecurity Policy acknowledgment form and comply with any future updates to the policy.

## WORK SCHEDULE

As discussed during your employment interview, your hours will be set by your supervisor and may be subject to change from time to time at the discretion of Erwin Electric, Inc. Employees are expected to work whatever shift is required for each particular job and customer. **Our work schedule is dictated by our customers not our employees.** Expect work shifts to be completed during the day, or evening, or night, or holidays, or weekends, or a combination of any of those times. Promptness is a mandatory requirement. Hourly employees will be expected to obtain prior authorization before extending their working time past their normal hour of dismissal.

### Remote Work / Work From Home

Erwin Electric, Inc. is an on-site company. Employees are expected to report to their assigned office or job site during their scheduled working hours unless otherwise authorized.

Certain office or administrative positions may be approved to work remotely on a limited, temporary basis when it is determined to be in the best interest of the Company. Remote work is not a benefit, a right of employment, or a guaranteed work arrangement.

Employees approved to work remotely must:

- Obtain prior management approval for each remote work arrangement unless otherwise approved in writing.
- Work their regularly scheduled hours.
- Remain available by phone, email, and other Company communication platforms during business hours.
- Maintain the same level of productivity, responsiveness, and work quality expected while working on-site.
- Accurately record all hours worked if they are non-exempt employees and obtain advance approval before working overtime.

Remote work does not change an employee's job duties, performance expectations, or attendance requirements. Employees who are unable to work their scheduled hours while working remotely must notify their supervisor and may be required to use available paid time off in accordance with Company policy.

The Company reserves the right to approve, modify, suspend, or discontinue any remote work arrangement at any time based on business needs, operational requirements, employee performance, or other legitimate business reasons.

For complete remote work expectations and procedures, employees should refer to the Company's Remote Work Policy.

## OVERTIME

Erwin Electric complies with all applicable federal and state wage and hour laws. The following outlines our policy for overtime pay for non-exempt employees:

- **Eligibility**  
Non-exempt employees are eligible for overtime pay for all hours **actually worked** in excess of forty (40) hours during a single workweek.
- **Holiday Pay and Overtime**  
Overtime will be paid when total working hours exceed forty (40) in a workweek, Holiday hours do not count as working hours
- **Paid Time Off and Overtime**  
Paid time off (PTO), including vacation, sick leave, and personal time, is **not** considered hours worked for the purpose of calculating overtime.  
Therefore, if a workweek includes paid vacation or other leave, the employee must **physically work** more than forty (40) hours during that week to be eligible for overtime pay.
- **Workweek Definition**  
For purposes of this policy, a “workweek” is defined as Monday through Sunday.
- If you have questions about your classification or how overtime is calculated, please contact Human Resources.

## **ABSENTEEISM AND TARDINESS**

Our employees play an important role in getting the day’s work done. Therefore, each employee is expected to be at work on time each day. Absenteeism or tardiness, even for good reasons, is disruptive of our operations and interferes with our ability to satisfy our customers’ needs. Therefore, any absenteeism or tardiness may result in discipline up to and including immediate discharge.

If you are going to be late or absent from work for any reason, you must personally notify your supervisor as far in advance as possible so that proper arrangements can be made to handle your work during your absence. If prior notice cannot be given, we expect you to notify your supervisor as soon as possible. Leaving a message does not qualify as notifying your supervisor. You must personally contact your supervisor.

When absence is due to illness, Erwin Electric, Inc. reserves the right to require appropriate medical documentation.

If absent for more than 3 days requires a Dr’s note upon return. 3 consecutive No Call/No Shows is considered job abandonment, and the employee will be terminated

## **TIMEKEEPING PROCEDURES**

Unless otherwise notified, each employee is required to keep an accurate record of his or her hours worked each day and each week. Non-exempt employees will be paid overtime at the rate of one and one-half their regular rate of pay. Working hours are from 7:00 AM to 3:30 PM with a 20min. AM break and a 30min lunch. Employees are not to leave the job site during the morning break. You and your supervisor must initial any changes or corrections to your timecard of handwritten time records.

## TRAVEL AND REIMBURSEMENT PROCEDURES

When incurring business expenses, Erwin Electric expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

**Company Credit Card:** Original itemized receipts are required for all expenditures billed directly to the company credit card such as airfare, auto expenses, office expenses and misc. purchases for jobs. Your meals and incidental expenses are not to be charged on the company credit card. Original itemized receipts are required to be mailed in to the corporate office on a weekly basis. Failure to meet the expense reporting requirements or making of inappropriate charges will result in loss of the company credit card.

### Company Credit Card Personal Use Policy

The use of company-issued credit cards is strictly limited to authorized business expenses only. Under no circumstances are employees permitted to use company cards for personal purchases, even if they intend to reimburse the company through payroll deduction or other means. This prohibition applies to all personal purchases, regardless of size or circumstance, and includes situations where business and personal expenses might be combined.

All company cardholders are responsible for ensuring their purchases are solely for legitimate business purposes. Each transaction must be properly documented with original receipts and clear indication of business purpose in accordance with existing expense reporting procedures. Any personal use of company cards is considered a violation of company policy and will result in immediate investigation of the charges and a written warning in the employee's personnel file. The employee will be required to immediately reimburse any unauthorized purchases. Repeated violations may result in suspension of card privileges and additional disciplinary action up to and including termination of employment.

Questions regarding appropriate use of company cards should be directed to the Finance Department before making any questionable purchases. Employees who become aware of policy violations should report them to their immediate supervisor, Human Resources, or the Finance Department. This policy will be enforced by the Finance Department in coordination with Human Resources and department managers.

**Per Diem:** Meals and Incidentals will be reimbursed on a per diem basis for each day the employee is away on company business. Regardless of the number of hours worked in a week, if the employee travels more than 120 miles round trip for business, s/he is eligible for the Per Diem rate for those days the employee is away from home on business. The Per Diem amount is dependent on the destination of travel.

The employee must report on a weekly basis those Per Diem amounts due (Per Diem amount multiplied by number of days applicable) and submit it on the timecard for the corresponding week. The Per Diem reporting must show each day and the agreed upon Per Diem amount. This information can be submitted on the bottom of your weekly time sheet on the line "List expenses to be reimbursed"

**Reimbursements:** To be reimbursed, traveling employees must provide a copy of the receipts with their time sheets on a weekly basis. Receipts more than 2 weeks old will not be reimbursed without

management approval. Traveling employees should retain their original reimbursable receipts at least until they see the reimbursement in their paycheck. To avoid confusion, please do not send copies as well as original receipts for reimbursement.

**Visits Home:** At the company's expense, employees on long term out of state projects will be allowed time off to visit home. Per Diem Compensation does not apply on days spent at home. Trips home must be approved by the Project Manager prior to scheduling travel arrangements. Frequency and duration of time off is dependent on the needs of the project.

## DRIVE TIME POLICY

Employees are responsible for their own time and mileage for commuting to and from the work site at the beginning and end of their day. For employees who are required to travel more than 50 miles one way to a job site (from the office or their home whichever is closer to the job site) the company will reimburse for **any mileage above** 100 miles round trip at the rate of \$0.655 per mile. We will also pay you for time traveled above 2 hours round trip as a per diem at your regular rate of pay. Google Maps will be consulted to determine distance and travel time. Employees who drive their own vehicles from one job to another during working hours may turn in mileage for the distance traveled **between jobs**. All time and mileage reimbursements are approved at the discretion of management.

## SAFETY

The health and well-being of our employees is foremost among our concerns. For this reason, we urge you to follow common sense safety practices and correct or report any unsafe condition to your supervisor. Each employee is expected to assist Erwin Electric, Inc. in maintaining safe working conditions. Safety is a state of mind and requires constant vigilance and common sense. Safety is everyone's responsibility. All accidents-including those, which do not involve serious injury, and those involving customers-must be reported immediately to your supervisor. Please refer to Safety Manual for updated policies and procedures.

## TOOLS

We have made some important changes to our tool sign out policy.

1. Tools are no longer to be signed out to a van. They are signed out to an employee. That employee is responsible for the tool until it gets returned to the shop. Tools are not to be left behind on a job or loaned to someone else. If you change vans, all the tools go with you. There are no exceptions.
2. Each week you will receive a list of the tools which are currently signed out to you. The list will indicate if the tool is a permanent sign-out or a temporary one. It is your responsibility to review the list and notify your supervisor if there are any discrepancies.
3. All tools must be labeled and engraved. We are now protecting the paper labels with heavy duty plastic tape which seems to be holding up well. If you have a tool in your possession that does not have a label, or has a label which is falling off please get a new label from the shop at your earliest convenience.
4. The employee who checks out a tool is responsible for its return. If you sign out a tool then you must sign it back in. Failure to return tools will result in payroll deduction in the amount of the tools replacement value.

## **WORKPLACE CHEMICALS**

If your job requires that you use workplace chemicals, you are expected to comply with all federal, state and local laws and regulations concerning their safe handling and disposal. Please be sure to familiarize yourself with proper handling and safety procedures. If you have any questions, please discuss them with your supervisor.

## **SMOKING**

### **Smoke and Vape-Free Workplace Policy**

Erwin Electric, Inc. is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As such, the following policy has been adopted and applies to all employees of Erwin Electric, Inc.

It is the policy of Erwin Electric, Inc. to prohibit smoking and vaping on all company premises except for the designated outdoor area. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

This policy applies to:

- All areas of buildings occupied by company employees.
- All vehicles owned or leased by the company.
- All company employees including temporary employees.
- All visitors (customers and vendors) to company premises.
- All contractors and consultants and/or their employees working on company premises.
- Smoking and vaping is permitted only in the following designated outdoor area – Rear of the building.

## **FIREARM POLICY**

### **Possession of Firearms on Company Property**

Ensuring a safe work environment and the prevention of workplace violence is of paramount importance for our company. Weapons inside the workplace pose a potential threat to the safety and security of our employees, and firearms of any type are strictly prohibited at all times inside company facilities, or while you are engaged in the work or business of the company, whether on-site or off-site.

The carrying of a firearm of any kind while inside a company building or leased space, on company property, inside a company-owned vehicle, or while conducting company business, on or offsite, is strictly prohibited, is a violation of company policy, and will subject an employee to discipline, up to and including termination. Except when in compliance with Section 790.251 Florida Statutes.

The company may not restrict an employee from transporting or storing lawfully possessed firearms in the employee's privately-owned vehicle, while the vehicle is in company designated parking areas.

Please note that neither the law nor company policy allows persons to possess firearms in vehicles owned by another individual.

If it is found that the employee is not in compliance with the law and company policy, the employee may be subject to disciplinary action, up to and including termination.

### **Reporting weapons in the building**

Any employee who is aware of a weapon of any type or form within the building or that an employee has a weapon in their possession while engaging in company business off-site, **has an obligation to report this information immediately to his/her manager,** and Human Resources. It is the responsibility of Human Resources to do what is necessary to ensure the safety of all individuals in the company.

### **Other Weapons**

To further ensure a safe working environment, weapons of any type, including, but not limited to, knives with a 3 inch blade or longer, fighting weapons i.e. num-chuks, daggers, etc., brass knuckles and stun guns are strictly prohibited inside a company building or leased office space, on company property, inside a company-owned vehicle, or while conducting company business, on or offsite, is strictly prohibited and is considered an intolerable offense, subject to discipline, up to and including termination.

## **CHANGES IN PERSONNEL RECORDS**

To keep your personnel records up to date, to ensure that Erwin Electric, Inc. has the ability to contact you, and to ensure that the appropriate benefits are available to you, we ask that you notify us promptly of any change of name, address, phone number, marital status, number of dependents, or other applicable information.

## **COMPLIANCE WITH APPLICABLE LAWS**

Erwin Electric, Inc. intends to comply with all applicable state and federal laws, including but not limited to those relating to medical, family or military leave, equal opportunity, or any other terms and conditions of employment. If you have any questions about a particular policy or its interpretation, please contact your immediate supervisor.

## **NOTICE OF RESIGNATION**

In the event you choose to resign from your position, we ask that you give us at least two weeks notice. We expect you to submit all requests for business-related reimbursement, to take care of all your outstanding accounts with Erwin Electric, Inc. and to return all Erwin Electric, Inc. property (tools, phone, phone charger, paperwork, blueprints, material, & etc.) prior to picking up your final paycheck. (Refer to tool Procedure). If you cannot give two weeks' notice, your final 40 hour paycheck may be paid at a maximum hourly rate of minimum wage and any accrued time off owed to you may be forfeited.

## **EXIT INTERVIEW**

Any employee leaving Erwin Electric, Inc. may be required to attend an exit interview. The purpose of the interview is to determine the reasons for leaving and to resolve any questions of compensation, insurance continuation, return of Erwin Electric, Inc. or customer property, or other related matters.

## **BUSINESS PRACTICES**

### **PROFESSIONAL CONDUCT**

Appropriate professional conduct is critical to our image outside Erwin Electric, Inc. as well as inside the firm and will be expected of all employees.

### **PERSONAL APPEARANCE**

Appropriate attire is critical to our image and will be expected of all employees. Office personnel should present a neat, well-groomed appearance and a courteous disposition at all times. Moderation and good taste in grooming and dress are required. Field personnel shall wear long pants and sleeved shirts. No shirts or hats with other company's logos will be permitted. Lead positions shall wear Erwin Electric, Inc. shirts which will be distributed after 90 days of employment. Service electricians will get Erwin Electric, Inc. shirts upon hire.

### **BUSINESS RECORDS**

Erwin Electric, Inc. and our employees maintain various types of written and electronic records related to Erwin Electric, Inc. business or that of our customers. All such records are maintained in Erwin Electric, Inc.'s property and, thus, are subject to review or inspection by Erwin Electric, Inc. For these and other reasons, please do not use our computer systems or other business systems for personal matters or those, which are not related to Erwin Electric, Inc.'s business.

### **CONFIDENTIAL INFORMATION**

We require appropriate employees, as a condition of continued employment, to execute a Security and Confidential Information Agreement from time to time. We will also limit access, to the extent practical, to certain information.

The following is an outline of our general policies regarding the confidentiality of information used in our business:

**Employment Information** - The details of an employee's terms of employment and compensation should be treated as confidential matters and not disclosed to other employees, vendors, or customers, except as necessary.

**Customer Information** – Employees may, by virtue of their employment with Erwin Electric, Inc. obtain access to sensitive, confidential, restricted and proprietary information about Erwin Electric, Inc. and / or our customers, including but not limited to financial records, customer records and files, referral or mailing lists, and similar documents. Such confidential information shall be used solely by employees in the performance of their job duties and shall not be used in any other manner whatsoever. Employees shall not, without the prior written consent of Erwin Electric, Inc. use, disclose, divulge, or publish to others any such confidential information acquired in the course of their employment. Such confidential information is the exclusive property of Erwin Electric, Inc. and / or our customers and under no circumstances whatsoever shall employees have any rights to use, disclose or publish to others such confidential information subsequent to the termination of their employment.

Unauthorized use or disclosure of confidential information may result in discipline, up to and including immediate discharge.

Upon the termination of employment, employees must deliver to Erwin Electric, Inc. any and all confidential information, including all copies of such documents prepared or produced in connection with their employment with Erwin Electric, Inc. pertaining to Erwin Electric, Inc.'s business or the employee's

services for Erwin Electric, Inc. weather made or compiled by the employee of furnished to the employee in connection with such services to Erwin Electric, Inc.

## **RESPECT OF COMPANY PROPERTY**

We have a large investment in our tools, vehicles and equipment. We expect employees to maintain and ensure proper care of all Erwin Electric, Inc. equipment in their possession. Failure to do so may result in disciplinary action, up to and including termination.

Employees must return all Erwin Electric, Inc. and customer property, including but not limited to tools and cell phones, Erwin Electric, Inc. or customer files or records, immediately upon the termination of their employment. Employee is responsible for the safe return of these items or payroll deductions will be processed to cover the loss.

## **PERSONAL TELEPHONE CALLS**

Erwin Electric, Inc. realizes that from time to time it is necessary to make personal phone calls during the business day; however, these calls should be kept to a minimum. Personal calls should not interfere with business calls, meeting or other duties. Erwin Electric, Inc. telephones should not be used for receiving incoming or making outgoing personal phone calls. Employees may be required to keep personal phones in their vehicles to prevent distractions that could lead to an unsafe or unproductive work environment.

In addition, Erwin Electric, Inc. may issue a cell phone and battery charger to the employee which is understood to be the property of Erwin Electric, Inc. The Phone and charger are the responsibility of the employee while in their possession and the employee will agree to pay for repair or replacement if the items are lost, stolen or damaged. The employee will understand that the cell phone is not to be used for personal calls. Incoming and outgoing phone calls are strictly limited to business use only. The employee will agree to pay for any charges which arise due to personal phone calls made to or from this phone while it is in the employee's possession. At the end of the time of employment with Erwin Electric, Inc. the employee will agree to return these items, in their original working condition. The employee will understand that the replacement costs of these items will be withheld from the employee's final paycheck until they are returned.

## **INTERNET POLICY**

### **1. Purpose**

This policy explains how company internet and network resources should be used. The goal is to ensure safe, secure, and productive use of things like internet access, email, devices, and software.

### **2. Who This Applies To**

This policy applies to everyone who uses company internet and network resources, including employees, contractors, and consultants.

### **3. General Guidelines**

- **Business Use:** Company resources are for work, but limited personal use is okay as long as it doesn't affect work.
- **Follow Laws:** All use must follow local, state, and federal laws.
- **Protect Data:** Keep company data safe and secure.
- **Be Respectful:** Act professionally and respectfully.
- **Security:** Follow security rules to protect against threats.

## 4. What's Not Allowed

The following are strictly prohibited:

- **Illegal Activities:** Hacking, piracy, or any illegal actions.
- **Harassment:** Using resources to harass others.
- **Unauthorized Access:** Trying to access systems or data without permission.
- **Malware:** Distributing harmful software.
- **Excessive Personal Use:** Personal use that affects work or uses too many resources.
- **Unauthorized Software:** Installing software without approval.
- **Bypassing Security:** Trying to avoid security measures.
- **Data Leaks:** Sharing confidential company information.
- **Misrepresentation:** Pretending to be someone else online.
- **Spam/Chain Letters:** Sending spam or chain emails.
- **Inappropriate Content:** Accessing gambling or adult content.
- **Bad Social Media Use:** Posting confidential information or negative comments about the company.

## 5. Monitoring and Consequences

- The company can monitor internet and network use.
- Violating this policy may lead to disciplinary action, including termination.

## 6. Email Usage

- Use company email for work.
- Be careful with email attachments and links.
- Keep email passwords secure.
- Company email may be monitored.

## 7. Internet Usage

- Use the internet mainly for work.
- Avoid harmful websites and excessive downloading or streaming.

## 8. Password Security

- Use strong passwords and don't share them.
- Change passwords regularly.

## 9. Mobile Device Usage

- Follow this policy when using company mobile devices.
- Personal devices used for work must also follow security rules.
- Secure devices with passwords.

## 10. Updates

This policy will be updated occasionally. Stay informed of any changes.

# AFTER-HOURS WORK ACCESS POLICY

## 1. Purpose:

This policy sets the rules for accessing company facilities outside regular business hours, ensuring security and safety.

## 2. Scope:

Applies to all employees, contractors, and authorized personnel needing access outside of regular business hours (6:00 AM to 5:00 PM, Monday through Friday).

## 3. Authorization:

- **Pre-Authorization:**  
Access requires approval from Doug Erwin.
- **Emergency Authorization:**  
In emergencies, designated personnel (e.g., IT Manager, Security Officer) can grant access after verifying identity. A record must be submitted to Human Resources or the Logistics Operations Manager within 24 hours.

## 4. Access Procedures:

- **Access Control:**  
Access is granted via key cards and alarm codes. Employees must carry ID and not share access credentials.
- **Security Protocols:**  
Ensure all doors and windows are securely locked. Report suspicious activity to the owners, Human Resources, or Logistics Operations Manager. Employees working alone should notify a supervisor of their presence and departure time.
- **Equipment Usage:**  
Only authorized equipment may be used, and all equipment must be shut down and secured before leaving. Follow the Acceptable Use Policy for internet and network access.

## 5. Safety Guidelines:

- **Lone Worker Policy:**  
Employees working alone must check in with their supervisor regularly.
- **Emergency Procedures:**  
Know emergency procedures and contacts (e.g., 911, Security).
- **Hazard Reporting:**  
Report any hazards to the appropriate personnel.

## 6. Responsibilities:

- **Employees:**  
Follow the policy, get approval for after-hours access, and ensure security.
- **Supervisors:**  
Review and approve access requests, ensure understanding of the policy, and address violations.

- **Security/Facilities:**  
Maintain access systems and respond to security concerns.

## **7. Policy Violations:**

Unauthorized access or policy violations may lead to disciplinary action, including termination.

## **8. Policy Review:**

This policy will be periodically reviewed to stay effective and compliant.

## **9. Contact Information:**

For questions, contact [HR Department/Security Department].

## **COMPANY OWNED VEHICLE**

Employees who drive Erwin Electric vehicles are responsible for the regular maintenance of that vehicle. This will be done by submitting weekly vehicle maintenance reports and keeping their company vehicle clean inside and out. All employees that drive a company owned vehicle must fill out a vehicle maintenance form found on the Erwin Electric website, this should be done on a weekly basis. Report all vehicle issues immediately to the Fleet Manager. Company vehicles are only to be driven during business hours for company purposes only. Employees are also responsible for all tools that are kept in the vehicle, report any problems you may have with the tools immediately to the Tool Manager. Fuel cards are assigned to each vehicle. This card is not to be used for personal reasons, and no misuse of this card will be tolerated. This card is the employee's responsibility while in their possession; upon ending employment with Erwin Electric, Inc. the employee will immediately return the card.

### **TEXTING, EMAILS AND WEB BROWSING WHILE DRIVING**

We deeply value the safety and well-being of all employees. Due to the increasing number of crashes resulting from the use of cell phones or portable electronic devices while driving, employees may not use cellular telephones or mobile electronic devices while operating a motor vehicle for under any of the following situations:

- When the employee is operating a vehicle; owned, leased or rented by the Company.
- When the employee is operating a personal motor vehicle in-connection with Company business..

Pull over to a safe place and park the vehicle if you need to text, respond to emails or web browsing. Violations of this policy will be subject to the highest forms of discipline, including termination.

## **CONCLUSION**

Each of our employees is important to us and we are committed to attracting and retaining quality employees like you. Your personal and professional development and welfare is of vital interest to Erwin Electric, Inc. as a large part of our success depends upon you.

A knowledge of our policies and benefits will help you perform your duties efficiently and will enable us to work together successfully. We appreciate your cooperation in following the policies outlined in this handbook and we are glad to have you on our team.

Sincerely,

Doug and Robin Erwin

## EMPLOYEE HANDBOOK RECEIPT AND DISCLAIMER

I have received a copy of the Employee Handbook and have read it or had it read to me. If I have any questions regarding the handbook, I understand that it is my responsibility to ask my manager about them. I recognize that it is my responsibility to read the policies, practices, standards and rules it contains, and I agree to comply with them during my employment with the company.

I understand the information in this handbook is intended to acquaint employees with general policies, principles, standards, and procedures, and does not represent a contractual commitment by Erwin Electric, Inc. concerning terms of employment or other matters. Erwin Electric, Inc. remains free to act according to the best business judgment of its management and to change, interpret, withdraw, or add to the policies, principles, standards, and procedures described in the handbook at any time without prior notice, consideration, or approval by an employee or employee group. I further understand that I will be responsible for complying with future changes in such policies, practices, standards, and rules communicated to employees from time to time.

I understand that this handbook is not a contract of employment. I may voluntarily leave employment, and I may be terminated at any time for any reason. I understand and agree that, if fired, my employment is for no definite period and, regardless of the date of payment of my wages and salary, may be terminated at any time without prior notice.

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Employee Name (Please print)

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Date

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Employee Signature

Please remove and return to ERWIN ELECTRIC, INC. for placement in employee's personnel file.

Erwin Electric, Inc. is an equal opportunity employer. The company offers all persons an equal opportunity to work based on their abilities and qualifications, without regard to sex, marital status, race, color, creed, national origin, age, or the presence of non-job-related handicaps. It is the company's policy to insist upon strict compliance with both the letter and spirit of this law on the part of all employees.