



## **EMPLOYEE HANDBOOK**

### **WELCOME TO TURNER SPECIALTY SERVICES!**

We are glad that you are a part of our team! This handbook ("Handbook") outlines the general guidelines and policies applicable to your employment with Turner Specialty Services, LLC [the "Company" or "TSS"]. This Handbook applies to all Company employees, regardless of whether they are salaried or hourly, exempt, or non-exempt under the Fair Labor Standards Act. For those Company employees who work at client/customer/owner jobsites, this Handbook does not replace those specific jobsite policies and/or procedures. Rather, these policies are intended to work in combination with such jobsite policies to ensure a safer and more productive workplace. Job and site-specific employees are required to become familiar with and abide by all policies and procedures applicable to them at their jobsites. Furthermore, Company employees are not jointly or dually employed under any circumstances with clients, contractors, subcontractors, or any other company. The Company is your sole and exclusive employer for purposes of this Handbook. Even though you may work closely with the client or customer, it is important to remember that TSS and only TSS is your employer.

The Company operates within the group of companies known as Turner Industries ("Turner") who assists the Company with certain administrative functions. The Company is exclusively responsible for its own employees, agents and subcontractors in the performance of its services. Nothing in this Handbook shall be construed to create a co-employment relationship by and between the Company and Turner. You and the Company agree that such a relationship is not the intent of this Handbook. Turner shall not assume any of TSS' rights, responsibilities, or liabilities as an employer, including without limitation, liability for payment of wages, payroll taxes, or workers' compensation for any of TSS' employees. TSS retains full direction and control over its employees and in all aspects of its business.

You should read this Handbook carefully. It is the obligation of all Company employees to become familiar with and follow all Company rules, policies, and procedures. You can access this Handbook from the Company's website at <https://www.turnerspecialtyservices.com> or you can also obtain a hard copy from Turner's Personnel Offices.

The term "Company Premises" is used throughout this Handbook. "Company Premises" includes all locations where work is performed by the Company, or which is/are assigned to the Company for its use by a client, customer, or another contractor, including without limitation, operating units, parking lots, common areas, and storage areas. It also includes aircrafts, automobiles, trucks, and other vehicles and equipment whether Company owned or leased.

**This Handbook is not a contract and does not create or imply an employment contract between you and the Company. Nothing in this Handbook should be construed in any way to limit the at-will nature of your employment with the Company.** This Handbook is a summary of general guidelines and policies as they exist as of the date of publication and is subject to change by the Company. Employees with separate written employment agreements have additional rights and obligations therein provided.

**NOTWITHSTANDING THE FOREGOING PARAGRAPHS, THE COMPANY DISPUTE RESOLUTION AGREEMENT ["DRA"] TO WHICH**

**YOU ARE SEPARATELY BOUND AS A CONDITION OF YOUR EMPLOYMENT IS A SEPARATE AND DISTINCT BINDING CONTRACT BETWEEN YOU AND THE COMPANY.**

The information contained in this Handbook serves as guidelines rather than absolute rules, and exceptions may be made based on individual circumstances. The Company reserves the right to modify, revoke, suspend, or withdraw, any of the provisions of this Handbook at any time. From time to time, you may receive updated information concerning changes in Company policy or this Handbook.

Contact information and telephone numbers for Turner regional offices are listed at <https://www.turner-industries.com/what-we-do/operations-offices/>. Employees are encouraged to familiarize themselves with the Company's website. If you have any questions concerning this Handbook, please ask your supervisor or contact the Personnel, Human Resource and/or Employee Relations Department.

***Nothing in this Employee Handbook or in any other documented policy will be interpreted or applied in such a way as to violate any local, state, or federal law, including but not limited to the National Labor Relations Act.***

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## COMPANY HISTORY

The Company provides services principally to the industrial marketplace. These industries include refinery, petrochemical, power generating, and paper and pulp facilities. Our Company's culture is one of ongoing commitments to safety, quality performance, and service delivery through training, safety planning, job execution, and equal employment opportunity. In addition, we strive to be an actively involved corporate citizen in the communities in which our employees live and work.

We provide value to our clients and customers through establishing positive working relationships, and by implementing sound and innovative business solutions. Our goal is to provide clients and customers with services that will allow them to i.) achieve their business objectives, ii.) be the best, and iii.) deliver results that promote positive economic impacts. We assist our clients by working more efficiently and effectively than our competitors. We deliver innovative solutions so that our clients' and customers' competitive advantage, as well as our own, will be maximized and maintained.

## EMPLOYMENT AT WILL

Employment at the Company is on an at-will basis unless otherwise provided in a written individual written employment agreement. This means that employment is not guaranteed for any specific duration and that either the employee or the Company may terminate the employment relationship at any time, for any reason, with or without notice.

**NOTHING CONTAINED IN THIS HANDBOOK IS INTENDED TO BE, NOR SHOULD IT BE, CONSTRUED AS AN EMPLOYMENT CONTRACT (EXPRESS OR IMPLIED) OR A PROMISE TO PROVIDE ANY BENEFIT THAT WILL CONTINUE FOR ANY SPECIFIC TIME PERIOD.** No manager, supervisor, or employee is authorized to modify this at-will employment policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

## EMPLOYEE ORIENTATION

During the first few days of employment, employees receive important information regarding performance requirements, basic Company policies, benefit programs, and other information necessary to familiarize the employee with his/her job and the Company.

Please ensure that all information you provide to the Company during the hire-in process and otherwise is accurate. Falsification of any Company documents is a violation of Company policy and may result in disciplinary action, up to and including termination of employment. Every employee further has an on-going obligation to update and provide to the Company all pertinent information regarding the employee.

## CORPORATE CODE OF CONDUCT

### CODE OF ETHICS AND PROFESSIONAL CONDUCT

Commitment and dedication to ethical professional conduct are expected of all employees in every aspect of our business practices. Our Company is judged by how its employees act. Our business model is based upon a commitment to i.) sound ethics, ii.) personal integrity, and iii.) shared responsibilities, as well as a firm commitment

to our business owners. Therefore, upholding the Company's reputation is of paramount importance. This reputation will be upheld only if we act with honesty and integrity in all business practices. Maintaining the trust and confidence of our owners, employees, customers, vendors, suppliers, and other people with whom we conduct business [even with our competitors], as well as the communities in which we work, is crucial to our continued growth and success.

This Code serves as a basis for ethical decision-making in the performance of work for this Company. Additionally, this Code serves as a basis for judging the merit of a complaint pertaining to violations of professional ethical standards contained herein. It is understood that some words and descriptions in this Code are subject to differing interpretations, and that any ethical principle may conflict with other ethical principles in specific situations. Questions related to ethical conflicts can best be answered by thoughtful consideration of fundamental principles such as honesty, integrity, trust, openness, teamwork, pride, professionalism, and respect for others. Put another way, adhering to this Code is an expression of our integrity, attitudes, and our way of life, as well as a standard by which we govern our professional lives. This Code therefore is a standard to live by – and not just a list of rules to obey. This will often mean making judgment calls about situations that might not be expressly stated in this Code.

### **General Business Principles**

Our Company's objectives include the efficient engagement of resources that result in responsible and profitable successes in providing Company Services. We also strive to participate in the search for and development of other sources of revenue. The Company seeks to maintain a high standard of performance, and to maintain long-term competitive business positions. This Code fully supports and helps achieve those objectives.

### **Economic Principles**

Profitability is essential to fulfilling our objectives. Without profits and a strong financial foundation, it is not possible for us to fulfill the Company's objectives. In addition, when making sound investment and business decisions, we will not exclusively consider economic results, but we will also consider social and environmental consequences.

### **Anti-Corruption and Legal Compliance Commitment**

Trust lies at the heart of our Company's purpose. Our ethics and compliance approach contributes to this trust by promoting a culture of integrity with no room for corruption of any kind, which cannot be accepted.

Our anti-corruption policy is proactive: we are committed to conducting our business with transparency and integrity throughout the entire organization.

Our anti-corruption policy is a reference document: it tells us what behavior is appropriate and what behavior is prohibited. Prohibited behavior includes behavior that is likely to constitute an act of corruption or influence peddling. So, it protects us individually and collectively.

Our anti-corruption policy applies to all employees, managers, and directors, as well as anyone who acts on our behalf. Everyone must play an active role because preventing the risk of corruption is everyone's business.

We hereby reaffirm our commitment to uphold the principle of zero tolerance for corruption and influence peddling in our daily activities.

## **Business Integrity, including Receipt of Gifts and Entertainment**

Throughout the Company, we insist on honesty, integrity, and fairness in all aspects of our business and expect the same in our relationships with those with whom we conduct business. The direct or indirect offer, payment, solicitation, and acceptance of bribes or illegal payment in any form is unacceptable under any circumstances. An employee's conflicts of interest between private financial activities and the manner in which the employee conducts Company business must be avoided at all times and under all circumstances. All business transactions on behalf of our Company must be reflected accurately and fairly in the accounts of our Company in accordance with and subject to established procedures and verifiable audit. Employees have a duty to avoid situations that are potentially incompatible with the Company's best interests or that might result in conflicting loyalties or interests.

Our Company's business interests are best served when decisions are based on commercial criteria and not influenced by a gift, gratuity, or entertainment. We should never give or accept anything which could impair, or appear to impair, our or another party's ability to exercise best business judgment in a fair and unbiased manner. On occasion, we may give or receive a gift or entertainment minor in value assuming a definite and legitimate business purpose is being served and the value and frequency are not excessive under the circumstances. We are expected to use our good judgment and follow our Company's Conflict of Interest policy when determining what may be excessive under the circumstances. **COMPANY EMPLOYEES MAY NEVER ACCEPT OR GIVE CASH OR CASH EQUIVALENTS AS A GIFT OR FOR ENTERTAINMENT.**

Gifts that may be considered excessive and unacceptable include:

- Non-business-related goods or services
- Stocks or bonds
- Travel with no legitimate business purpose
- Expensive bottles of wine or liquor
- Premium priced tickets to entertainment or sporting events
- Use of a residence, vacation home, or other lodging accommodation for non-business use
- Anything of value for which we are not required to pay the retail or usual and customary market price.

The Company's Conflict of Interest Policy and Related Party Disclosures address prohibited involvement with suppliers, contractors, competitors, or customers, prohibit lavish gift giving and inappropriate entertainment of Company customers, vendors, or suppliers, as well as prohibit the use of Company information.

## **General Moral Imperatives of our Company and our Employees:**

1. Avoid harm to self and others
2. Contribute positively to society and human well-being
3. Be honest and trustworthy
4. Be fair and do not discriminate, harass, or retaliate against others in any way
5. Honor property rights including such assets as copyrights, trademarks, and patents
6. Respect the privacy of others
7. Give proper credit for intellectual property - one must not take credit for another's ideas or work



8. Honor confidentiality
9. Adhere to all applicable federal and state laws and regulations

**General Professional Responsibilities:**

1. Acquire and maintain professional competence
2. Know, respect, and adhere to existing laws related to our operations
3. Learn and grow from work performance evaluations
4. Strive to achieve exceptional quality, effectiveness and dignity in business practices
5. Honor contracts, agreements, and responsibilities

**Compliance with this Corporate Code of Conduct**

The Company's future depends on our operational, administrative, and ethical excellence. All employees should adhere to the principles of this Code and should encourage and support adherence to these principles by their co-workers. Our compliance policies and this Code are designed to avoid unethical conduct as well as possible violations of laws and regulations. Each employee has an obligation to seek clarification and advice whenever a question concerning compliance with this Code arises. Such advice may be sought from management, or from the Ethics and Compliance Department, internal Risk Management, Legal, Internal Audit or the Employee Relations Department. Our long-term success in this area will depend on each employee realizing the Company's commitment to this Code, seeking advice before engaging in conduct that presents legal or ethical questions, and proceeding with business in a professional and ethical manner.

**Reporting Possible Violations of this Corporate Code of Conduct**

Any employee with a good faith belief of behavior in violation of this Code must report same to **1-800-626-1735**. Any attempt at retaliation or intimidation against anyone reporting in good faith a suspected violation of this Code or against anyone who participates in an investigation of a suspected violation will not be tolerated. Once a report of a possible violation of this Code is made, a prompt investigation will be conducted by the Ethics and Compliance Department and/or the Internal Audit Department. Violators of this Code are subject to disciplinary action up to and including termination of employment. In certain cases, where appropriate, law enforcement officials will be informed of facts discovered by any internal investigation concerning non-compliance with laws and regulations.

**Supplier Code of Conduct, Updated Purchase Order Terms and Training Requirements**

The Company's subcontractors, suppliers, and vendors must conform to the Company's expectations and requirements. The Supplier Code of Conduct may be found at [Supplier Code of Conduct rev 070725.pdf \(turner-industries.com\)](#). Company terms and provisions relative to purchase orders issued by the Company may be found at [Purchase-Order-General-Terms-and-Conditions rev 08192022.docx \(turner-industries.com\)](#). Periodically updated versions of these documents shall likewise be communicated.

Subcontractors, suppliers, and vendors under the Company's control are further required to comply with the Company's training and certification requirements.

**CORPORATE FRAUD & WHISTLEBLOWER POLICIES**

The Company insists on honesty, integrity, and fairness in all aspects of our business and expects the same in our relationships with those with whom we conduct business. These Corporate Fraud & Whistleblower Policies are established to facilitate the development of controls which will aid in the detection, prevention, and elimination of fraud or other illegal or dishonest conduct against the Company. It is the Company's intent to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and the conduct of appropriate investigations.

### **Scope of Corporate Fraud Policy**

The Corporate Fraud Policy applies to any fraud, or suspected fraud, as well genuine concerns regarding wrongful conduct involving employees as well as consultants, vendors, independent contractors, subcontractors, or any outside agencies or parties with a business relationship with the Company. Such conduct could include but is not limited to actual or suspected:

- Fraud, dishonesty, embezzlement, or deception regarding accounting, financial controls, financial reporting, audit, and other financial matters.
  - **"Fraud"** is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to the employee's detriment.
- Unauthorized alteration or manipulation of personal or Company data.
- Misappropriation or misuse of Company assets, resources, or any confidential, proprietary, or trade secret information.
- Violation of the Company's Conflict of Interest policy.
- Serious violations of Company policy or applicable federal, state, or local law or regulation.
- Facilitating or concealing any of the above or similar actions.

The Company reserves the right to engage all appropriate investigative agencies without regard to a suspected wrongdoer's length of service, position/title, or relationship to the Company.

### **Scope of Corporate Whistleblower Policy**

The Corporate Whistleblower Policy is intended to encourage, enable, and protect employees who report good faith concerns about suspected corporate wrongful conduct (including the examples listed in the Corporate Fraud Policy) to a Company officer or supervisor so that prompt, corrective action can be taken.

The Corporate Whistleblower Policy is designed to:

- Inform employees how to disclose allegations of corporate wrongful conduct;
- Protect employees who have disclosed alleged corporate wrongful conduct from reprisal; and
- Provide employees who believe they have been subject to reprisal, a process for obtaining relief.

The Company reserves the right to engage all appropriate investigative agencies without regard to a suspected wrongdoer's length of service, position/title, or relationship to the Company.

These Corporate Fraud & Whistleblower Policies do not protect employees who make unsubstantiated, malicious, or false allegations of wrongful conduct nor does it interfere with standard employment decisions.

## **Policy & Reporting Procedures**

Company Management is responsible for having reasonable procedures in place to detect and prevent wrongful conduct pursuant to these Corporate Fraud & Whistleblower Policies. Each member of the management team should be familiar with the types of improprieties that might occur within the employee's area of responsibility and be alert for any indication of irregularity. Any employee who discovers or suspects wrongful conduct should notify the appropriate supervisor or a designated Company administrator or contact the Hotline immediately at **1-800-626- 1735**. The employee or other complainant may remain anonymous when reporting to the Hotline. Employees reporting concerns are encouraged to provide as much detail as possible to enable a full and complete investigation.

## **Retaliation/Reprisal Prohibited**

An individual who makes a report under these Corporate Fraud & Whistleblower Policies will not be retaliated against. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination of employment, compensation decreases, and threats of physical harm. Any complainant or whistleblower who has a good faith belief of being retaliated against must notify the employee's manager or supervisor, the applicable regional Human Resources Manager, the Employee Relations Department at **1- 800-288- 6503**, or the Hotline at **1-800-626-1735**. Accordingly, any person who retaliates against an individual who has made a protected disclosure is subject to disciplinary action, up to and including termination of employment.

However, an individual who knowingly provides false information regarding either wrongful conduct or retaliation may be subject to disciplinary action, up to and including termination of employment.

## **Investigation Authorization and Responsibilities**

Reports of suspected wrongful conduct are provided to the Internal Audit Department ("Internal Audit"). Subject to review by the Company's Office of the General Counsel, Internal Audit has the primary responsibility for the investigation of all suspected fraudulent acts as defined in these Corporate Fraud & Whistleblower Policies. The Director of Internal Audit will coordinate all investigations with the Office of the General Counsel and other affected departments and institutions, both internal and external, as necessary. Depending on the nature of the investigation, The Internal Audit or the Office of the General Counsel may secure the services of an independent private investigator or outside law firm to assist in investigating relevant facts and circumstances, or to determine whether an impropriety or a violation of these Corporate Fraud & Whistleblower Policies has occurred. If the investigation substantiates that fraudulent or wrongful activities have occurred, decisions to prosecute or refer the matter to the appropriate law enforcement and/or regulatory agencies for independent investigation, as well as final decisions on disposition of the investigation will be made by the Company's senior management, with input and advice from the Office of the General Counsel and Internal Audit.

All inquiries concerning activity under investigation from the suspected individual, the employee's attorney or representative, or any other inquirer should be directed to the Director of Internal Audit or to the Office of the General Counsel; however only the Office of the General Counsel is authorized to speak to anyone's attorney or to any governmental investigator or official.

## **Confidentiality for Reporters of Suspected Fraud**

Subject to any requirements of law or regulation, all information shall be confidential. Any employee who suspects

dishonest, wrongful, or fraudulent activity should call the Hotline immediately (**1- 800-626-1735**) and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

Insofar as possible, the confidentiality of the reporter, if known, will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. Investigative results will only be disclosed or discussed subject to advice and input from the Office of the General Counsel.

#### **Disciplinary Action / Termination**

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed by senior management and the Office of the General Counsel, and if appropriate, a designated representative of the Company's Employee Relations Department, with final approval by senior management.

### **OTHER CORPORATE CODE OF CONDUCT POLICIES**

#### **Respect for and Commitment to Human Rights/Commitment Against Forced Labor**

Universal support of human rights is essential to the Company's business model, including in its relationships with its customers, vendors, suppliers, and subcontractors. The Company encourages its employees to join in the Company's commitment to respect and support the rights of all human beings and to fundamental principles of fairness and dignity – not just in the conduct of their lives, but also in the communities where the Company and its employees work and live. Fulfilling that responsibility in the respect of human rights is a key to the Company's vision as a business enterprise. Further to the foregoing, neither the Company nor its employees tolerate any form of human trafficking, forced labor, or child labor and the Company has full expectation that this commitment of non- tolerance is shared with the Company's vendors, suppliers, subcontractors, and those that do business with the Company.

#### **Sourcing from Civil War Zones & Other Areas with Severe Human Rights Infringements**

The Company is mindful of areas of the planet where governments and infrastructure are abusive of human rights and which diverge from the Company's commitments toward maintaining human rights, all as more fully pronounced by the United Nations. Documented areas where this conduct occurs include the Democratic Republic of Congo and its neighboring countries ("Documented Areas of Human Rights Abuses"). The Company does not source any materials from Documented Areas of Human Rights Abuses. The Company has updated its Supplier Code of Conduct to reflect that no suppliers of materials to the Company source from Documented Areas of Human Rights Abuses. This is documented as affirmative statements from the Company's suppliers attesting to this commitment.

#### **Checking Against International/Regional/National Sanction Party Lists**

The Company has a process in place to check any of its business partners who are a part of international/regional/national sanction party lists. This includes any such lists relating to arms, weapons and/or terrorism. The Company's Procurement Department periodically screens its suppliers against any such lists.

#### **Public Policy on Setting Boundaries re: Trading with Suppliers and Business Partners Against International/Regional/National Sanction Party Lists**

The Company has instituted the following public policy:

The Company shall not conduct any business with any entity who is identified on any international/regional/national sanction party lists related or regarding terrorism, war perpetration and/or ethnic genocide.

The Company's Procurement Department periodically screens its suppliers against any such lists.

### **Competition**

The Company supports competition and free enterprise. We seek to compete fairly and ethically within the framework of applicable antitrust and anti-competition laws, and we will not prevent others from competing freely with us. The Company's antitrust compliance policies and guidelines set forth the Company's intentions to conduct operations in strict compliance with all applicable antitrust laws. The antitrust laws generally prohibit business activities that constitute unreasonable restraints on trade.

### **Political Activities**

The Company is a responsible corporate citizen and complies with applicable laws and related regulations regarding the use of corporate resources in connection with political activities. The Company further believes that its commitment to responsible corporate citizenship demands involvement in a healthy and informed democracy. The Company generally encourages its employees to participate in permitted political activities where they live and work, provided that such activities only occur in an individual and private capacity and not on behalf of the Company. In addition, employees may not take part in political activities on Company time or using Company resources.

In furtherance of these principles, the Company has adopted a political activity policy, which provides that the Company may make political contributions or use appropriate corporate funds or assets for any candidates or political parties, including campaign committees and funds, caucuses, independent expenditure committees, or special interest groups engaged in lobbying activities – that further the Company's interests in our industry and in our communities, not based on preferences of individual employees. All legally permissible political expenditures are made through the Company's Executive Management Committee.

Employees who privately engage in political activities that are not directly related to the workplace, including the election process, must do so solely on their own behalf and at their own cost and not on the Company's behalf, time, premises, or cost.

### **The Community**

Our success is due in large part to the benefits, both tangible and intangible, that we derive from memberships in our communities, whether local, national, or global. We encourage employees to participate in community organizations, charities, or other activities that return those benefits, but it should not be done in the Company's name without prior approval.

Additionally, our Company takes a constructive interest in social matters that may or may not be directly related to our business. Community involvement in educational and/or charity programs may vary, and each opportunity will be evaluated individually.

## **EMPLOYMENT POLICIES**

### **EMPLOYEE CONDUCT**

Our Company has standards governing appropriate employee conduct. Subject to applicable law, employee actions contrary to these standards may subject the employee to disciplinary action up to and including termination of employment in the Company's sole discretion. Please note that it is not intended that these standards cover all causes for disciplinary action. Employees of our Company are subject to disciplinary actions such as, but not limited to, oral reprimands, written reprimands, final warnings, suspensions without pay, and terminations. Disciplinary actions do not necessarily occur in an escalating or progressive order. Infractions or actions warranting discipline are handled on a case-by-case basis and in the Company's sole discretion.

### **General Conduct Requirements, Standards & Expectations**

Employees are encouraged to be, at all times, courteous and respectful and to refrain from any rude or unprofessional behavior, toward any manager, co-worker, client, or customer of the Company, or any member of the public while in the course and scope of the Company's business. Employees shall work in a cooperative manner with management, supervisors, co-workers, clients, customers, and Company vendors. Employees are further expected to abide by Company policies and are encouraged to fully cooperate in any investigation that the Company may undertake.

Employees are prohibited from making or using any racial slurs, comments or insults toward any co-worker, supervisor or any client or customer of the Company.

Any logos or graphics worn by employees must not reflect any form of violent, profane, discriminatory, abusive, offensive, message or depiction.

Any one of the following non-exhaustive acts or omissions is grounds for disciplinary action up to and including termination of employment:

- a. Violation of or refusal to comply with safety rules and procedures, Lock-Out/Tag-Out procedures, permit procedures, confined space procedures, and other violations or deviations from Company safety rules, policies, or protocols
- b. Failure to utilize designated personal protective equipment
- c. Violation of Company anti-harassment, anti-discrimination, and/or anti-retaliation policies
- d. Unsatisfactory job performance or failure to perform one's job duties/responsibilities
- e. Removing, circumventing, altering, or bypassing any guard, safety device, or indicator without specific consent of the job superintendent
- f. Dishonest acts and/or falsifications of records, including without limitation, giving of false information  
in the hiring or recruitment process, when hired or during employment
- g. Engaging in workplace violence or threatening to cause or causing bodily or mental harm, injury, or death to any persons, including without limitation, fighting, threatening, or intimidation on Company Premises or any work site, or an activity that could provoke fighting, threatening, or intimidation
- h. Use or possession of intoxicants, illicit drugs, illegal substances (such as synthetic cannabinoids), certain prohibited prescription drugs, or narcotics on Company Premises or any work site in violation of the Company's Drug, Alcohol, and Contraband Policy or other Company policies or this Handbook
- i. Reporting to work in an impaired condition in violation of the Company's Drug, Alcohol, and

Contraband Policy or other Company policies or this Handbook

- j. Use or possession of weapons, ammunition, explosives, or other prohibited dangerous items on Company Premises or any work site in violation of the Company's Security, Workplace Violence, and Weapons policy or any related jobsite policies and rules (or orders from law enforcement or laws)
- k. Bringing "strike anywhere" matches to the work site or having any type of match, cigarette lighter, or flame producing device in restricted areas
- l. Insubordination or refusal to comply with lawful orders, requests, or instructions
- m. Entering or leaving Company or client/customer property without permission
- n. Failure to report for work for a scheduled shift ("no call-no show") or leaving work early without supervisor permission
- o. Acts of "horseplay," bullying, roughhousing, or similar acts on Company Premises or any work site
- p. Using or divulging, without written permission, any confidential, proprietary, or trade secret information acquired through employment with the Company or in violation of the Confidentiality and Nondisclosure Policy
- q. Gambling or bringing gambling paraphernalia onto Company Premises or any work site
- r. Theft, concealment, or unauthorized removal of Company or client property, as well as property of employees, contractors, or vendors
- s. Neglect of duty or job abandonment
- t. Sleeping or appearing to be sleeping during work periods
- u. Misuse, damage, incorrect use, or neglect of tools, equipment, machinery, vehicles, and/or property resulting in injury to persons and/or damage to property on Company Premises or work site
- v. Failure to report, incorrectly reporting, or delay in reporting incidents, injuries, unsafe acts, or unsafe working conditions immediately to supervisory personnel
- w. Violation of federal, state, or local criminal, penal, or other laws
- x. Excessive absenteeism, late arrival, early departure, or tardiness
- y. Violation of any of the standards/policies contained in this Handbook, Company policies, or specific jobsite policies

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

## **ATTENDANCE**

Excessive absenteeism seriously interferes with job performance and inconveniences and delays your work and the work of others. In the event any employee will be absent or tardy from work, the employee must notify the appropriate supervisor and/or jobsite timekeeper as early as possible prior to the absence or tardiness. Excessive absenteeism or tardiness will not be tolerated and may result in disciplinary action up to and including termination

of employment. Individual jobsites may set their own absenteeism and tardiness policies. As a general rule, a jobsite employee who is absent from work two (2) or more consecutive days and fails to notify his/her supervisor and timekeeper may be disciplined up to and including termination of employment.

Visits during jobsite shift times to personal automobiles or parking areas will not be allowed without prior approval from jobsite supervision.

#### **Late Arrival Pass/Early Out Pass**

Subject to any specific jobsite policies, any employee finding it necessary to arrive late or to leave work early must obtain prior approval from the employee's supervisor and must notify [if applicable] the jobsite timekeeper.

#### **Precedence of Jobsite Policies**

Jobsite specific policies regarding attendance, excessive absenteeism, tardiness, late arrival, early out, and lunch break as well as supervisor/manager/site specific policies that are more stringent than the procedures detailed in this Handbook policy may supersede such policies included in this Handbook.

#### **Smoking & Tobacco Products**

In order to maintain a safe and comfortable working environment and to comply with applicable laws, except where specifically allowed via clear and visible signage, smoking and the use of any and all tobacco products [including smokeless and/or chewing] and/or any "e-cigarettes", vaping, or other forms of electronic smoking is prohibited in or on all Company Premises, including all offices, parking lots, restrooms, and all other areas adjacent to and/or tangential to any such offices. These further include, but are not limited to Company buildings, jobsite offices, tool sheds, and trailers. Smoking is also prohibited in all Company vehicles. Specific work locations and jobsites may have nonsmoking policies both within the Company's buildings and vehicles on that site as well as for the outside areas of the site. Employees are to comply with all designated nonsmoking areas at their particular jobsite.

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Company is committed to providing equal employment opportunity in all of its employment practices (including, but not limited to, selection, hiring, promotion, transfer, compensation, training, layoff, and termination) to all qualified applicants and employees without regard to race (including hairstyles or hair texture historically associated with race), color, religion, sex, gender, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity, pregnancy, union affiliation or any other basis prohibited by federal, state or local law [collectively and/or individually, "Protected Characteristic"]. Employment decisions at the Company are based on merit, experience, qualifications, abilities, attendance, work history, safety record, and other business-related considerations. Any employee, supervisor, or manager who is found to be in violation of this policy will be subject to disciplinary action up to and including termination of employment.

If any employee has been subjected to discrimination, harassment, and/or retaliation in violation of this policy, the employee must report the incident or complaint directly to the appropriate manager or supervisor, the applicable regional Human Resources Manager, Personnel Department, the Employee Relations Department at **1-800-288-6503**, or the Hotline at **1- 800-626-1735**.



## **WORKPLACE ANTI-HARASSMENT, ANTI-DISCRIMINATION, & ANTI-RETALIATION POLICY**

The Company strictly prohibits all forms of unlawful harassment, discrimination, and retaliation in the workplace and/or at work-related gatherings. Verbal, written, or physical conduct that creates an intimidating, hostile, or offensive work environment based on an individual's Protected Characteristic is strictly prohibited by this policy. Examples of actions that may constitute harassment, discrimination, and/or retaliation in violation of this policy include epithets, slurs, or negative stereotyping, offensive or denigrating jokes or comments, visual displays such as offensive posters, photos, cartoons, drawings or gestures. Written or other materials in or on Company Premises showing hostility toward an individual because of an individual's Protected Characteristic are also prohibited.

The Company will also take all reasonable steps, when made aware, to prevent and eliminate harassment of, discrimination against, and/or retaliation against Company employees, should it occur, by visitors, customers, clients, and vendors. The Company also strictly prohibits the unlawful or improper use of Company communication systems and equipment in violation of this policy. Improper use includes any harassing, offensive, discriminatory, demeaning, insulting, defaming, threatening, intimidating, obscene, and/or sexually suggestive written, recorded, or electronically transmitted ("e-mail", social media, text and voice mail) messages, jokes, stories, or pictures that inappropriately reference someone's Protected Characteristic. Company communications systems and equipment include but is not limited to interoffice mail, standard postal mail, instant messaging, TEAMS, Zoom, texting, electronic mail ("e-mail"), courier services, facsimiles, telephone systems, personal computers, computer networks, social media websites, blogs, on-line services, Internet connections, computer files, video equipment and tapes, tape recorders and recordings, pagers, cell phones, and bulletin boards.

### **Sexual Harassment**

The Company strictly prohibits sexual harassment of any Company employees, as well as the employees of vendors, contractors, subcontractors, clients, or customers. "Sexual harassment" has been defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment also involves both sexual orientation and gender identity as protected under Title VII and other employment laws owing to the US Supreme Court case, *Bostock v Clayton County* in June, 2020. Accordingly, it can include, for example, offensive or derogatory remarks about sexual orientation (e.g., being gay or straight). Harassment can also include, for example, offensive or derogatory remarks about a person's transgender status or gender transition.

Examples of behavior that is or may be considered sexual harassment include but are not limited to:

- Verbal (Spoken) – Sexual innuendoes, suggestive comments, insults, humor and jokes about sex, threats, or sexual demand
- Non-Verbal – Leering, whistling, obscene gestures
- Physical – Intentionally touching or brushing the body, petting, pinching, kissing, fondling, sexual

intercourse or sexual relations, assault

- Written – Harassing, demeaning, obscene, or sexually suggestive pictures, jokes, stories, messages (whether electronic or other format)

### **Filing a Complaint of Harassment, Discrimination, or Retaliation**

All complaints or concerns regarding harassment, discrimination, and/or retaliation by any manager, co-worker, vendor, client, or non-employee MUST be reported immediately or as soon as possible. If the employee has been subjected to harassment, discrimination, and/or retaliation, or sees another person engaging in conduct in violation of this Policy, the employee MUST report the incident or complaint directly to one of the following: the employee's manager or supervisor, the applicable regional Human Resources Manager, the Personnel Department, the Employee Relations Department at **1-800-288-6503**, or the Hotline at **1-800-626-1735**.

It is not necessary for an employee to first complain to the offending supervisor before reporting harassment, discrimination, or retaliation. In addition, if the employee does not receive a response to the initial complaint or if the alleged conduct continues, the employee should report the conduct directly to the Employee Relations Department or the Hotline.

### **Retaliation**

The Company strictly prohibits any kind of retaliation due to an employee's protected activity. "Protected activity" means (a) an employee's opposition to an unlawful employment practice, or (b) participation in an investigation, proceeding, or hearing under employment law.

As previously noted, to file a complaint or to report retaliatory conduct, the employee should notify one or more of the following: the employee's manager or supervisor, the applicable regional Human Resources Manager, the Employee Relations Department at **1-800-288-6503**, or the Hotline at **1-800-626-1735**. Calls to the Hotline may also be made anonymously.

### **Investigation**

The Company will promptly undertake an investigation of reports of harassment, discrimination, and retaliation. Subject to applicable law, regulation, and/or pronouncement, the Company will maintain confidentiality in accordance with legitimate and reasonable business justifications and to the extent consistent with a thorough investigation.

### **Discipline**

Any employee at any level found to have engaged in harassment, discrimination, or retaliation in violation of law and/or this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

## **DIVERSITY AND INCLUSION**

Our employees are our most vital assets. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talents that our employees invest in their work represents a significant part of not only our culture, but our reputation and the Company's achievement as well.

Diversity and inclusion are core values for the Company, and we strive to incorporate these values into all aspects

of our work, including communications, workplace environment, vendor selection, hiring, promotion, and retention of employees. We appreciate and value diverse ideas and backgrounds and endeavor to bring a diversity of thought, experience, and expertise to everything we do. We believe that an inclusive work environment allows individuals to attain their greatest potential.

## **AMERICANS WITH DISABILITIES ACT**

The Company complies with the Americans with Disabilities Act of 1990, as amended ["ADA"], which protects qualified applicants and employees with disabilities or who are "regarded as" disabled as defined by the ADA from discrimination, harassment, and/or retaliation. The Company further complies with any applicable state and local laws and regulations when considering reasonable accommodation requests for employees with disabilities.

The Company will provide a reasonable accommodation to any qualified individual with a disability to enable the employee to perform essential job functions unless doing so would be an undue hardship in accordance with the ADA. If an employee wishes to request an accommodation under this policy, the employee should submit a request to the Employee Relations Department to commence the ADA interactive process. All supervisors who receive a request for accommodation under this policy should notify the Employee Relations Department. Depending on the nature of the accommodation, the employee may be required to provide documentation from a health care provider substantiating the need for the accommodation. The interactive process may involve further inquiry and exchange, if necessary, between the Company and employee to evaluate other potential accommodation and related factors. Following the interactive process, absent undue hardship, the Company will make the final decision on what reasonable accommodation is appropriate, if any, under the circumstances consistent with the ADA.

For leaves of absence, the Company may require you to provide return to work documentation from a medical provider before you can return to work. If such documentation is required by the Company, your return to work may be delayed until you provide the requested documentation.

If during the period of accommodation, the employee's condition or situation changes, the employee must immediately notify the Employee Relations Department of any such change as it may be necessary to amend, modify, or revise the restriction or accommodation after once again engaging in the ADA interactive process.

The Company prohibits any retaliation or adverse action against an individual on account of their request or receipt of a reasonable accommodation under this policy. To file a complaint or to report a violation of this policy, call 1-800-626-1735 or contact the Employee Relations Department.

## **PREGNANT WORKERS FAIRNESS ACT**

The Company complies with the Pregnant Workers Fairness Act ["PWFA"], which protects employees with known limitations related to pregnancy, childbirth, or related medical conditions, as well as other state and local laws providing job protections for pregnant workers. The Company will provide a reasonable accommodation to qualified employees with physical or mental conditions related to pregnancy, childbirth, or related medical conditions that the employee or employee's representative has communicated to the Company, unless the accommodation would impose an undue hardship on the Company's operations. As used in this policy, the term "employee" shall include job applicants.

An employee may request an accommodation due to limitations associated with pregnancy, childbirth, or a related medical condition by contacting the Employee Relations Department. All supervisors who receive a request for accommodation under this policy should notify the Employee Relations Department. The Employee Relations

Department or its designee will engage with the employee in the interactive process and, depending on the nature of the requested accommodation, the employee may be required to provide documentation from a health care provider substantiating the need for the accommodation. Following the interactive process, absent undue hardship, the Company will make the final decision on what reasonable accommodation is appropriate, if any, under the circumstances consistent with the PWFA and applicable state and local law.

An employee may request unpaid leave as a reasonable accommodation under this policy; however, the Company will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue working unless the accommodation will cause undue hardship to the Company's operations.

The Company prohibits any retaliation or adverse action against an employee on account of the employee requesting or receiving reasonable accommodation under this policy. To file a complaint or to report a violation of this policy, the employee should call **1-800-626-1735** or contact the Employee Relations Department.

## **SEPARATION OF EMPLOYMENT**

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and PTO will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire absent extenuating circumstances.

In some cases, HR or supervisor may conduct an exit meeting on or before the last day of employment to collect all Company property and to discuss final pay obligations. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's last known address of record. Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the Company's sole discretion.

## **EMPLOYEE BACKGROUND CHECKS**

Subject to applicable law, the Company retains the right to conduct pre-employment background checks on applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form. Background checks may include a criminal record check. Background checks for employees assigned to client/customer jobsites will be conducted in accordance with and to the extent mandated by jobsite requirements.

All background checks are conducted in conformity with state and federal laws, including as applicable the Fair Credit Reporting Act, as amended (the "FCRA").

Subject to compliance with the FCRA as applicable, additional checks such as a driving record, credit report, criminal background checks, or other deemed consumer reports may be made on applicants for particular job categories if appropriate and job related.

The Company also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment or as agreed by the employee in the same manner as described above.

## **HEALTH, SAFETY AND ENVIRONMENTAL (HSE) RULES & REGULATIONS**

All employees are expected to commit to the pursuit of protecting against harm to people and the environment by using material, equipment, and energy efficiently and by following all safety policies and procedures. Our Company's approach to health, safety, and environmental management is designed to achieve continuous successful performance while ensuring compliance with laws and regulations. Subcontractors, suppliers, and vendors are expected to comply with all required safety policies and procedures and are contractually bound to do so.

Compliance with the Company's Health, Safety, and Environmental ("HSE") policies and procedures is a condition of employment, and all employees must exhibit a conscientious assumption of HSE responsibility. People are the most essential element of our HSE Program because concerned, involved, and trained employees are the Company's greatest resource. Work that is performed in a safe and healthy manner is the result of careful attention to all Company operations by those who are directly and indirectly involved. The Company is committed to making sure that all our jobsites and work locations are safe. Therefore, the Company strives for the highest safety standards on all our projects. Employees must think and act safely.

Employees at all levels should work diligently to execute the Company's HSE policies and procedures. Employees should follow good common-sense health and safety habits. Our health and safety program has been developed to ensure compliance with federal, state, local, and client rules and regulations and to protect the health and safety of our employees. Employees are periodically informed of the most recent HSE Manual updates.

**UNSAFE CONDITIONS AND PRACTICES SHOULD BE REPORTED TO YOUR SUPERVISOR IMMEDIATELY. ANY INCIDENT, REGARDLESS OF HOW MINOR IT MAY SEEM TO YOU, IS TO BE REPORTED TO YOUR SUPERVISOR IMMEDIATELY. FAILURE TO REPORT INCIDENTS, INJURIES, UNSAFE ACTS, OR UNSAFE CONDITIONS IMMEDIATELY TO SUPERVISION MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.**

It is the employee's obligation to become familiar with and to abide by all the Company's safety policies, standards, and procedures and to abide by all rules, regulations, and procedures therein.

To maintain a safe and healthy work environment, employees entering or leaving Company buildings and jobsites may be asked to display their badges and submit to an inspection of such things as lunch boxes and other parcels.

Employees may request any appropriate HSE information from their supervisors. All employees are required, whether as part of their hire-in process, orientation, or on-site job training, to comply with the Company's health and safety policies and procedures. Further, as a condition of your employment, you certify, affirm, and acknowledge that you have been afforded ample opportunity to become acquainted with the Company's health and safety policies and procedures. If you have any questions regarding the Company's health and safety policies and procedures, please ask your supervisor.

The Company supports implementation by our customers and clients of lower carbon and sustainability initiatives in furtherance of their commitments to a sustainable future. The Company supports these social and economic enhancements by our customers and clients which reinforce commitments to long term goals of achieving sustainability. The Company is further committed to improving the social, economic, and environmental well-being of our workplaces and the communities where we work and live.

## **MEDICAL EVALUATION AND RELEASE PROCEDURES**

To the extent allowed by law, applicants to whom a conditional offer of employment has been extended as well as current employees under certain circumstances may be required to undergo medical tests, procedures, or examinations wherever management determines these are necessary for the continued safe and/or efficient operation of the organization. This also includes filling out any required second injury fund questionnaire as well as

return to work forms.

## **CORPORATE SECURITY POLICY**

Client jobsites and Company facilities must remain secure at all times. Every Company employee is a steward for maintaining such corporate security. Causing risks to corporate or jobsite security is not permitted, and all security badges, security protocols, security systems, and other matters seeking to support corporate security should be strictly followed. A violation of these provisions shall give rise appropriate discipline, including but not limited to termination of employment.

## **DRUG, ALCOHOL, & CONTRABAND POLICY**

### **Purpose for the Policy**

The Company has established this Drug, Alcohol, and Contraband Policy (the "DAC Policy") to assist us in providing a safe and healthy working environment for our employees, to protect our property and the property of our clients, and to cooperate with our clients in their efforts to provide safe and efficient operations.

### **Statement of the Policy**

The use, possession, concealment, transportation, promotion or sale of the following items or substances by any Company employee, or by any employees of a subcontractor for the company is strictly prohibited on all Company Premises or jobsite premises:

- Illegal drugs, controlled substances (including trace amounts), look-alike drugs, designer drugs, or any other substance which, subject to interpretation and enforcement as per applicable law and regulation, may have the effect on the human body of being a narcotic, depressant, stimulant, hallucinogen or cannabinoid, as well as, to the extent allowed by law, marijuana in any form even if prescribed by a doctor, Hemp Oil, and CBD (collectively, "drugs")
- Alcoholic beverages
- Firearms, weapons, explosives, and ammunition
- Unauthorized items:
- Any stolen property
- Unauthorized prescription drugs
- Drug Paraphernalia

Attempting to alter, degrade, substitute, dilute, or switch any urine, hair, oral fluid, blood sample or any other specimen is prohibited.

Employees must contact the applicable regional Human Resources office to disclose if taking prescribed, recommended, or over-the-counter medication(s) where:

- i. a physician has indicated that the employee's senses, judgment, and/or job performance might be affected by the medication(s), or it/they might impair the employee's ability to perform his/her job safely;
- ii. the employee has reason to believe that his/her senses, judgment, and/or job performance might be affected by the medication(s), or it/they might impair the employee's ability to perform his/her job safely; and/or

- iii. the Company or the Company's physician has reason to believe that the employee's senses, judgment, and/or job performance might be affected by the medication(s), or it/they might impair the employee's ability to perform his/her job safely.

Any information divulged by the employee will be held in confidence, as required by law. The employee must be able to provide a record of the recommendation or prescription, including the name of the medication, the prescribing physician's name, the reason it was prescribed, and any limitations the prescription may place on the employee's ability to perform assigned duties. Failure to provide the requested information can result in discipline up to and including refusal of access to the facility, suspension, and/or termination of employment.

If an employee's physician has properly documented that the employee requires a particular prescribed, recommended, or controlled drug or medication as a necessary accommodation to perform the essential job functions, the Company will evaluate the actual or anticipated impairment, and/or the requested accommodation to determine if the employee's condition and actual or anticipated impairment can be reasonably accommodated by the Company based on the employee's job duties. The Company reserves the right to determine the anticipated level of impairment to be expected by discussing the impairment and/or the requested accommodation with the employee and by requesting, through the employee, for the employee's physician to respond to a medical questionnaire regarding the employee's anticipated impairment. Such inquiries may question whether the medication causing the impairment is the only effective treatment, or if there are alternative treatments available that will eliminate the impairment. The Company will also evaluate employees occupying safety-sensitive positions to determine if they can continue to perform their job duties and not become a danger to themselves or to others at the employee's worksite. If an employee has questions about whether s/he occupies a safety-sensitive position, the employee should contact the regional Human Resources office.

Further, notwithstanding anything to the contrary, to the maximum extent allowed by law, rule, or regulation, the Company reserves all rights to determine, in its sole discretion, whether requested use of any drug or medication shall compromise the Company's obligation to maintain a safe and secure workplace for all of its employees, including but not limited to maintaining the ability to deny the requested use of any drug or medication due to any perceived safety or other risk issues.

Subject to applicable law and/or regulation, the guidelines for prescription drugs by Medical Review Officers and/or physicians are:

- A prescription for a drug other than a controlled dangerous substance shall expire one year after the date written.
- A prescription for a controlled dangerous substance listed in Schedule II, III, IV, or V shall expire six months after the date written.
- Expired prescriptions shall not be refillable or renewable.

The Company shall adopt and institute appropriate additional guidelines to effectuate these policies in a manner which is consistent with applicable law and/or regulation.

**\*\*\*NOTE: WHERE STATE LAWS CONFLICT WITH THIS POLICY, THE APPLICABLE STATE LAW WILL APPLY.**

Subject to applicable law and/or regulation, also prohibited is being at work, or reporting for work, with any detectable quantity of any prohibited drug in the employee's system. In addition, employees are prohibited from the off-premises use of alcohol and possession, use, or sale of illegal drugs when such activities adversely affect job performance, job safety, or the Company's reputation in the community or industry. The foregoing shall be interpreted and enforced to the maximum extent allowed by applicable law and/or regulation.

## **Searches and Inspections**

To the maximum extent allowed by law and/or regulation, the Company or the client may, at any time, conduct searches and inspections of employees or other persons and their lockers, lunch boxes, personal effects, clothing, work areas, and vehicles, for the purpose of determining if such employees or other persons are in possession, use, transportation, or concealment of any prohibited items and substances. Such searches and inspections may be conducted by supervisors or specialists, including trained dogs.

## **Drug Screening**

To the maximum extent allowed by law and/or regulation, the Company may conduct Drug Screen Testing, using hair, urine, oral fluid, or other specimen in the detection of drug or alcohol usage in violation of this policy. All testing will be in accordance with all applicable federal, state, and local drug and alcohol related laws and regulations. To the maximum extent allowed by law and/or regulation, these tests may be utilized in, but not limited to, the following circumstances: post-offer, pre-hire; random, unannounced; reasonable suspicion; post-accident in which there is a reasonable basis for concluding that drug use could have contributed to the incident; return-to-work; and periodic, unannounced following treatment for a substance abuse disorder, if applicable; routine fit-for-duty; and any lawful testing required by any of the Company's clients or customers.

***\*Follow up testing can be conducted without notice for any employee or rehire with previous violations.***

***\*\* To the maximum extent allowed by law and/or regulation, employees may not be allowed to return to work at the Company or on the clients' premises until documentation has been provided showing a negative alcohol and drug screen or proof of a valid prescription or recommendation (listed in the employee's name) or other medical documentation from the employee's treating physician that the company deems to be sufficient in its sole discretion to establish that prescription drugs or other controlled medication/substances detected by a drug test conducted in accordance with this policy and at levels provided for in applicable law have legally been provided to the employee by the employee's treating physician. In the event such medical documentation is provided, the Company maintains the right, as set forth in more detail above, to evaluate whether use of the prescribed or recommended substances will compromise the Company's obligation to maintain a safe and secure workplace for all employees.***

The results of these tests will be kept confidential to the extent required by law or regulation. To the extent allowed by law or regulation, test results may also be disclosed to the client when requested or required. Drug tests not conducted under Company supervision are not recognized as approved.

## **Alcohol Screening**

The Company may utilize several types of alcohol screening methods in effort to control or detect the use of alcohol. Any detectable amount of alcohol is a violation of company policy. Alcohol testing shall be done using: Breath Analyzer Test (BAT), Saliva Test, or Blood Test.

The Company will pay for the cost of the drug and alcohol testing, including the confirmation of any positive test result by gas chromatography or approved method. The testing lab will retain samples in accordance with state law, so that a candidate may request a retest of the sample at his/her own expense if the candidate disagrees with the test result.

## **Subcontractor Responsibilities**

It is required of all subcontractors' to fully comply with this DAC Policy, as well as the client's and all applicable



federal, state, and local laws and regulations. Any violation of this requirement will be subject to appropriate action up to and including termination of the subcontract. The Company may audit subcontractor drug and alcohol testing records, as needed.

#### **Client Rules**

In addition, and without constituting such Company employees as employees of the client or customer, to the maximum extent allowed by law and/or regulation, all Company employees at or on client jobsites must comply with all rules and requirements of the Company's clients and customers.

#### **Disciplinary Action for Policy Violations**

To the maximum extent allowed by law and/or regulation, an employee who refuses to submit to a search or inspection or to a drug or alcohol screen, or is found as a result of such tests to have any detectable quantity of any illegal drug, controlled substance or other substance that may have the effect on the human body of being a narcotic, depressant, stimulant, hallucinogen, or cannabinoid in his/her system or who otherwise violates this DAC Policy will be subject to disciplinary action up to and including termination of employment. Attempting to alter, degrade, substitute, dilute, or switch any urine, hair, oral fluid, blood, or other sample shall be a violation of this Policy. Compliance with this DAC Policy and programs is a condition of employment.

#### **Refusal to Undergo Testing or Provide Specimens**

Candidates or employees who refuse to submit to a drug or alcohol screening or who fail to show up for a drug test or who refuse to give a specimen after applicable period of time (subject to certain exceptions, including without limitation shy bladder situations) will be disciplined up to and including termination of employment or will no longer be considered for employment, subject to any requirements of the Americans with Disabilities Act or other applicable law.

#### **Positive Test**

If a candidate or employee tests positive on an initial screening test, the test will be confirmed using [gas chromatography] or other approved method. To the maximum extent allowed by law and/or regulation, on site testing will be utilized for the initial screening. Appropriate action will be taken following an initial positive test pending confirmation by a certified laboratory and review by a Medical Review Officer as determined by the Company. On receipt of the second positive confirmation test, the employment offer will be formally withdrawn or employment will be terminated, and the candidate will be provided the reason why the candidate is no longer being considered for employment.

#### **Right to Explain Test Results-ADAAA Interactive Process**

All candidates and employees have the right to meet with the Medical Department, to explain confirmed positive test results. These discussions will be considered confidential except that information disclosed in such tests will be communicated to personnel within the Company who need to know such information to make proper decisions regarding the employment of the individual. For any candidate or employee who wishes to engage in an interactive discussion in compliance with the Americans with Disabilities Act, the Medical Department with the input and advice of the Employee Relations Department may consider your explanation and engage in interactive discussions

regarding same. See Americans with Disabilities Act section of this Handbook.

### **Document Retention and Confidentiality**

The Company will maintain the appropriate records, in the Medical Department, for the length of time requested by the client and/or applicable law. The forms retained may include chain of custody forms, alcohol screening forms, acknowledgement forms, etc.

All records concerning test results will be kept in medical files that are maintained separately from the Company personnel files. Testing laboratories may not conduct general testing related to the medical conditions of the individual that are unrelated to drug usage.

### **Re-Application and Rehire**

The Company understands that individuals who are rehabilitated drug users or engaged in a supervised drug rehabilitation program and are no longer using drugs (and do not later abuse drugs) are protected under the Americans with Disabilities Act. Therefore, the Company may consider the applications of candidates who formerly tested positive for unlawful drugs if candidates can subsequently show evidence of rehabilitation.

### **Violations of this Policy**

Any violation of this policy can result in permanent removal from the client's or the Company's Premises, upon their or the Company's request.

The proper law enforcement authorities may be notified in appropriate cases.

This DAC Policy is made for the maximum safety and well-being of all employees and other personnel. Your assistance and cooperation for the achievement of this goal is vitally important. This DAC Policy may be revised, amended, or changed from time to time by the Company.

### **Shipping/Product Handling for Clients/Customers**

For or at any work sites where the Company handles or conducts work relative to the handling and/or shipping of products or materials on behalf of such Clients, inaccurate or unverified data sheets, weight verification records, floor scale measurements and other records or data involved in handling or shipping of products or materials ("Handling/Shipping") can lead to adverse audit outcomes or other non-conformance issues. Employees involved in such Handling/Shipping must be mindful of and implement all required protocol and work performance standards.

## **INFORMATION TECHNOLOGY AND SOCIAL MEDIA POLICIES**

The following policies apply to all users accessing the Company's information systems (including through computers, cell phones, smart phones, tablets, or other handheld devices, iPads, other recognized devices, networks, etc.) regardless of the method or location of connecting to the systems.

### **Computer, Email, and Messaging Policy**

All network transmissions including email are considered Company property. The Company has the right to review all information traveling over the Company's network and stored on Company devices. Unless expressly authorized, sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other Company confidential information is strictly prohibited. If sent or transmitted, such data, trade secrets, or other confidential information

may only be sent through the Company's secure platform.

Material that is fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful may not be accessed, reviewed or sent by email or any other form of electronic communication. Users encountering or receiving this kind of material should immediately report the incident to the Hotline **1-800-626-1735**. Employees may not initiate or forward any non-business-related chain email, solicitations, or personal events. The email accounts given to employees are to assist them in the performance of their jobs. Users should not have any expectation of privacy in anything they create, store, send, or receive via the Company computer, email, or messaging system regardless of any password protections or other security applications. The Company may access and monitor all network transmissions and stored communications and files on its systems and devices as it considers appropriate at its sole discretion and without further notice. Additionally, the Company deems email as a transient communication tool and will automatically delete email in the email system based on a timeline established by the Company. Any emails deemed to be a document of record or subject to applicable litigation hold protocols need to be archived or otherwise moved to other network locations which is/are exempt from any applicable deletion period.

Employees are expressly prohibited from sending significantly large amounts of data in the form of attachments, digital images, or other data that adversely impact the functionality of the Company's email server.

### **Password Policy**

Employees shall abide by the Company's policies in setting the complexity of passwords. The Company strictly prohibits the sharing of passwords to all electronic devices (Company owned or personally owned but connected to the Company network) including, but not limited to computers, cell phones, smart phones, tablets, or other handheld devices. The no sharing policy also applies to our intranet and the internet as well as all installed or online applications/software. If a user needs access to a program or specifics in a program, a request for personal access should be directed the employee's supervisor.

### **Internet Policy**

The Company's Internet system is to be used for official Company business purposes. The Company has the right to review all information traveling over the Company's network. The display of any kind of explicit image or document, regardless of whether sexual, race, gender, or protected class-based, or other demeaning or disparaging image on any Company system is prohibited by our policy on workplace harassment, discrimination, and/or retaliation. This prohibition includes offensive or objectionable images, and further includes but is not limited to raster image files [joint photographic experts group (JPEG), graphics interchange format (GIF), portable network graphics (PNG)], vector image files [encapsulated postscript (EPS), adobe illustrator document (AI), portable document format (PDF)], tagged image files (TIFF), photoshop documents (PSD)], high and low resolution files, adobe indesign documents (INDD), raw image formats (RAW), other image-based formats, videos and video file formats [audio video interleave (AVI), flash video format (FLV), windows media video (WMV), apple quicktime movie (MOV), moving pictures expert group 4 (MPEG4), and other video-based formats], and/or symbols of every kind and nature. In addition, explicit or other offensive material which violates the Company policies may not be archived, stored, distributed, edited, or recorded using the Company Internet connection or computing resources. Under no circumstances should software be downloaded from the Internet without proper authorization from the Information Technology Department. Employees may not use Company Internet facilities to download entertainment software or games, or to play games over the Internet. Employees with Internet access may not use Company Internet facilities to download images or videos unless there is an express business-related use for the material. Employees may not upload any software licensed to the Company or data owned or licensed by the

Company without the express authorization of the Information Technology Department. Because a wide variety of materials may be considered offensive by colleagues, customers, or suppliers, it is a violation of Company policy to store, view, print, or redistribute any document or graphic file that is not directly related to the user's job or the Company's business activities, using the Company's Internet system.

### **Company Information Systems as Company Property**

All Company information systems, including the information transmitted or stored by them, are the Company's sole property. Subject to applicable law or regulation, the Company may access and monitor employee communications and files, as it considers appropriate at its sole discretion and without further notice. Information systems include, but may not be limited to mail, electronic mail (email), instant messaging, text messages, courier services, facsimiles, telephone systems, personal computers, computer networks, wireless and cellular networks, on-line services, Internet connections, computer files, video equipment and tapes, tape recorders and recordings, pagers, cellular phones and bulletin boards. On-line services, Internet and email access may be provided to employees based on business justification and the meeting of technical requirements. It is the employee's responsibility to ensure all Company data is returned to the Company upon separation of employment. In cases where data has been copied, the data must be destroyed with supervisor and/or IT supervision. No software of any type is to be installed or executed on Company information systems without prior approval from the Information Technology Department. It is the responsibility of every employee to utilize communications services as a business tool. Employees should represent the Company in a professional manner while sending and receiving information within and outside the Company. The sending or public posting of confidential materials outside of the Company's systems is strictly prohibited. Employees should refrain from exchanging any confidential information to unauthorized personnel. In no event shall any employee be allowed to publish or post to any social media site while on Company time unless required by their job duties.

### **Artificial Intelligence ("AI")**

The Company strives to support innovation and the ethical use of AI in a responsible, transparent and effective manner. The Company's AI policy promotes the following:

- Legal and ethical use of AI and Generative AI;
- Enhancement of operational strategic goals and operational needs using AI;
- Risk management in connection with AI; and
- Compliance with laws and regulations associated with and regarding AI.

Employees should contact the Company's Information and Technology Department for more information on the use or development of AI.

### **Disciplinary Action**

Improper use of Company Information Systems and equipment in violation of this policy may result in disciplinary action, up to and including employment termination. Management reserves the right to terminate access to its information systems and/or equipment at any time.

## **MEDIA CONTACT & SOCIAL MEDIA GUIDELINES**

The Internet has become an accessible and powerful means of public communication, including through social

media. Social media as used in this policy includes e-mail, chat rooms, websites, blogs, and wikis (whether maintained by the employee or by a third party), and social networking sites like Facebook or Meta, Facebook Messenger, Twitter, YouTube, WhatsApp, Instagram, Snapchat, WeChat, TikTok, Pinterest, Skype, QQ, Telegram, LinkedIn, and others.

The Company requires that its employees' use of social media be confined to non-work time and to employees' own devices unless required as part of the employee's job duties. We do not permit employees to use social media during work time or on Company equipment. The Company also expects and insists that employees' use of social media does not damage the Company or its working environment. Employees should observe the following guidelines to ensure that their public activities on social media do not conflict with their responsibilities to the Company and its customers or clients.

If you choose to discuss the Company or Company-related matters on a social media platform, note the following:

- If you choose to identify yourself as an employee of the Company on social media, you are expected to also make clear to your readers that the views you express do not necessarily reflect the views of the Company, by posting a disclaimer in a prominent place (e.g., **"THE VIEWS EXPRESSED ARE MINE ALONE AND DO NOT NECESSARILY REFLECT THE VIEWS OF MY EMPLOYER."**)
- If you post any comment that promotes or endorses Company products or services in any way on any social media, the law requires that you disclose that you are employed by the Company. Again, we require the use of a disclaimer in that circumstance. (e.g., **"THE VIEWS EXPRESSED ARE MINE ALONE AND DO NOT NECESSARILY REFLECT THE VIEWS OF MY EMPLOYER."**)
- We would prefer that you not disparage Company products or services. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as false, malicious, obscene, threatening violence, or intimidating. Examples of such conduct include, but are not limited to, offensive posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, national origin, sexual orientation, gender identity, or any other characteristics protected by law or Company policy.
- Protect the Company's confidential, proprietary, and trade information, and that of its customers, clients, and vendors. You have an obligation to maintain the confidentiality of this information under Company policy. Such information is defined as financial, pricing, marketing, performance, and customer information. If you are unsure whether it is appropriate to post certain information, please check with your supervisor or the Employee Relations Department.
- Be aware of and follow copyright and fair use laws. For your protection as well as the Company's, you must comply with all laws governing copyright and fair use of copyrighted material owned by others. This means, for example, that you may not publish, for commercial gain, copyrighted material without the permission of the copyright owner, whether that is the Company or a third party.
- Be aware of and do not use, for commercial gain, any trademark, patent or other intellectual property of the Company or others without obtaining the required licenses, permits, or approvals in advance.

This policy is not intended to infringe in any way on Company employees' legal rights to discuss the terms and conditions of their employment with other Company employees for their mutual aid and benefit. Instead, it seeks to balance the Company's legal duties and legitimate business objectives with employees' protected rights.

To summarize, when you use social media, use good judgment. Be aware that there may be consequences to

what you post or publish online. These consequences may include discipline up to and including dismissal if the conduct violates Company policy or if the Company determines that your posting or publication is not legally protected and harms (or has the potential to harm) the Company's legitimate business interests and obligations toward its employees and its customers or clients.

## WORKPLACE AUDIO-VISUAL RECORDING POLICY

The use of audio and video recording devices on or in the Company's personnel processing area(s), pipe fabrication bays, equipment and modular yards, warehouses, customer or client operating facilities and/or common areas associated with any of the foregoing are strictly prohibited without the advance express written authorization of TSS management. This includes all cell phones, iPhones, iPads, tablets, or other PDA devices with built-in cameras and/or video cameras or audio recording devices. Notwithstanding the foregoing, to the extent allowed by law, photographs, recordings, and/or digital images may be taken to document any perceived safety related concerns, provided that Company management is contemporaneously contacted and provided with access to and/or a copy of such photographs, recordings, and/or digital images. Any violation of this policy may lead to disciplinary action up to and including termination of employment.

As to approved photography and audio/video recordings, to the extent allowed by law, the Company reserves the right to use any photographs, digital images or audio/video recordings of its employees taken at work, Company functions, Company sponsored events, or any other Company related occasion for business purposes. Employees who wish to revoke this right are required to contact the marketing department and complete a written opt-out form. This policy applies even in those states or localities that permit one-party consent recording or that do not require any consent of either party for recording.

## VEHICLE POLICY

Designated Company employees are allowed to operate and use Company vehicles for **BUSINESS PURPOSES ONLY**. This Policy is designed to assure that all Company vehicles are operated in a safe and professional manner in compliance with all Company policies and applicable laws and regulations.

**"Company Business Use"** shall be defined as activities that involve performance of one's duties for the benefit of the Company in accordance with the directives and instructions received from Company management.

**"Company Vehicles"** shall be defined as all vehicles owned, leased, reimbursed, or otherwise provided for by the Company and used in the furtherance of the Company Business Use.

No Company Vehicle is to be used for any reason other than a Company Business Use. Company owned or leased Vehicles are not intended for Personal Use.

**"Personal Use"** is defined as: ANY vehicle operation outside the scope of Company Business Use.

Employees who are assigned a Company Vehicle will be held responsible for all incidents or damage that occurs during the use, other than for a Company Business Use, related to driving or operation of the Company Vehicle. The Company does not provide automobile liability insurance coverage for any incidents, claims, demands, suits, damages, etc. occurring or arising out of the use, other than a Company Business Use, of a Company Vehicle, or for the operation or use of a Company Vehicle in a manner which is in violation of this policy.

### Authorized Operators, Users, and Occupants of Company Vehicles

The operation or use of any Company Vehicle is limited to Company Business Use by the assigned driver or other Company employee acting under the authority of the assigned driver and in compliance with Company Policies. No other person is authorized or permitted to operate or use a Company Vehicle, including but not limited to the spouse, friend, children, or other family member of the Company employee.

Field supervisors, superintendents, and Company management employees may authorize or permit another Company employee to operate or use a Company Vehicle for Company Business Use, but only for specific and limited business-related assignments. Any deviation from that limited and specific assignment by a Company employee will be considered use or operation of the vehicle without the Company's authorization.

Company employees, clients, vendors, and suppliers are allowed to occupy a Company Vehicle in the course of Company business interests or activities.

Except where a reasonable accommodation has been properly evaluated and approved for an approved service animal, no animal or pet may occupy a Company Vehicle.

### **General Provisions**

Any Company employee to whom a Company Vehicle has been assigned, or who receives a monetary allowance as reimbursement for expenses incurred in the operation and/or use of a personal vehicle for Company Business, must maintain a valid operator's license at all times.

Any Company employee whose operating license or operating privileges have been suspended or revoked must notify the Company's safety department immediately. Operating or using a Company Vehicle or a personal vehicle for Company Business Use under a suspended or revoked license is a violation of this policy.

Under no circumstances shall an operator of a Company Vehicle remove or in any way deface Company information, safety information, or other Company authorized information on a Company Vehicle, including but not limited to the 1-800 information displayed on the vehicle.

No other decals, bumper stickers, or other information may be displayed on a Company Vehicle without Company executive-level authorization.

### **Violations of this Policy**

Use or operation of a Company Vehicle under any of the following circumstances is considered a direct violation of this policy:

1. Unauthorized operation or use of a Company Vehicle;
2. Operating a Company Vehicle without a valid operator's license or under suspension or revocation of operating privileges;
3. Operating or using a Company Vehicle by anyone who has consumed any alcoholic beverage of any amount whatsoever;
4. Operating a Company Vehicle in a careless or dangerous manner, including but not limited to speeding or;
5. Operating, using, or occupying a Company Vehicle by anyone who has consumed or ingested any controlled or illegal substance or drug, unless the controlled substance or drug has been prescribed by a physician having knowledge that a vehicle may be operated or used by that person while under the influence of the controlled substance or drug;
6. Hauling goods or pulling any type of trailer for any reason other than Company Business Use,

including but not limited to the hauling or pulling of boats, motorcycles, etc.;

7. Operating, using, or occupying a Company Vehicle for any reason except as is necessary for traveling to and from work or for Company Business Use only. Deviation from normal and ordinary travel routes to or from work is not authorized or permitted, unless directly related to Company Business Use;
8. Operating or occupying a Company Vehicle while not wearing a seat belt;
9. Smoking in a Company Vehicle;
10. Texting, sending, or receiving emails when operating a Company Vehicle;
11. Operating or parking a Company Vehicle at an establishment that serves alcohol as its primary business;
12. No employee driving, operating, or occupying a Company Vehicle shall engage in any activity that is or could be construed as detrimental to the Company's reputation in the community.

Violation of this policy will result in discipline up to and including termination of employment.

### **Employees Receiving Automobile Allowances**

Any Company employee who receives a monetary allowance as reimbursement for expenses incurred in the operation and use of his/her personal vehicle for Company business, shall obtain a minimum of \$250,000/\$500,000 single limit liability insurance coverage per occurrence with a reputable insurance carrier, naming the Company and its affiliates and their respective officers, directors, owners, members, shareholders, and employees as additional insureds. A certificate of insurance coverage, showing that the Company employee has obtained this coverage, shall be furnished to the Company.

## **ETHICS, PROCUREMENT, & RELATED PARTY DISCLOSURES**

Those employees in procurement or other sensitive positions who have been identified as being required to undertake annual training in the form of disclosure reporting shall do so as required. Employees who fail to timely complete this training face disciplinary action, up to and including termination of employment.

## **CONFIDENTIALITY AND NON-DISCLOSURE**

The protection of confidential business information and trade secrets is vital to the Company's best interests and success. The operations, activities, and business affairs of the Company and our clients and customers are kept confidential to the greatest possible extent. It is the responsibility of all employees to keep sensitive Company information confidential and secure, as well as the confidential and trade secret information that belongs to the Company's customers, clients, and other third parties.

**"Confidential Information"** is defined as information of any kind, type or nature, whether owned by the Company, developed by the Company or its employees, or licensed from or used by permission of third parties, relating to the Company's or its clients product design; accounting or financial data; accounting systems/programs; business plans and/or strategies; business contracts and negotiations of same; Company/Customer/Client lists, processes and procedures; cost systems/programs; designs; drawings; intellectual property rights; training methods and techniques; marketing strategies; pricing information and strategies; proprietary production processes; proprietary, trademark, or copyright information; research and development; technological data; sales and financial data;



scientific prototypes; and technological prototypes.

### **Confidentiality and Non-Disclosure Policy**

All employees shall:

- Not disclose any Confidential Information to third parties, unless required for the Company's business operations, required by proper legal process or law, or as may be authorized in writing by the Company;
- Not send or forward any Confidential Information to a personal cell phone, PDA, home computer, or similar device, without the Company's prior written authorization;
- Not use any Confidential Information for their own benefit or for the benefit of any third party or permit Confidential Information to be used for their own benefit or for the benefit of any third party;
- Maintain the confidentiality of all Confidential Information encountered while engaged in business activities, such as Company, employee, or customer information; and
- Maintain the confidentiality of all Confidential Information and property in whatever form it is maintained, including documents, records, or electronic media, and, upon termination of employment, immediately return such Confidential Information and property to the Company.

The Company considers all records, information, and all other Confidential Information obtained or created in the performance of your duties to be the Company's sole property. Every employee is responsible for ensuring that confidentiality is not compromised. As an employee of the Company, you are responsible for protecting all such Confidential Information by adhering to this Confidentiality and Non-Disclosure Policy. Failure to do so will subject you to disciplinary action, up to and including termination of employment, as well as other applicable legal actions.

### **Disclosure of Trade Secrets Under the Defend Trade Secrets Act - Notice of Immunity**

An employee may not be held criminally or civilly liable under any federal or state trade secret law for any disclosure of a trade secret that is made:

- in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney, and solely for the purpose of reporting or investigating a suspected violation of law; or
- in a complaint or other document that is filed under seal in a lawsuit or other proceeding.

If an employee files a complaint for retaliation against the Company for reporting a suspected violation of law, the employee may disclose the Company's trade secrets to the employee's attorney and use the trade secret information in the court proceeding if the employee:

- files any document containing the trade secret under seal; and
- does not disclose the trade secret, except pursuant to court order.

### **Restrictions with Respect to Information of Others**

Employees are prohibited from improperly using or disclosing any confidential or proprietary information or trade secrets of any former or concurrent employer or other person or entity, and shall not bring onto Company premises or into any Company systems any unpublished document, confidential or proprietary information or trade secret belonging to any such employer, person or entity without the prior written approval of such employer, person or entity and the Company.

## **Logos, Copyrights, Trade Names, Trademarks & Intellectual Property Rights**

Employees shall respect all copyright, trademark, trade name, patent, domain names, and other intellectual property rights, laws, rights of publicity, and other rights of the Company, its customers, and clients, as well as other third parties. For the Company's protection as well as its employees, it is critical that the employee show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, patents, copyrights, trade names, brands, domain names, and other intellectual property, including that same property owned by the Company, its customers, and clients, and other third parties. To minimize the risk of a copyright violation, the employee should provide references to the source(s) of information used and accurately cite copyrighted works the employee identifies in any applicable online communications. Do not use, for commercial gain, logos, brand names, taglines, slogans, patents, trademarks or other intellectual property that belong to the Company, its customers, and clients, as well as other third parties. By the same token, the Company actively seeks to create and/or protect its intellectual property. The Marketing Department has developed the Company's Brand Guidelines that should be adhered to in all communications and presentations. In all respects, employees must not place, display or in any way use an official mark, logo and/or brand of any Company client or customer without express written consent. All such approval requests must be routed through the Legal Department.

## **SECURITY, WORKPLACE VIOLENCE & WEAPONS**

To maintain project security, all employees entering or leaving Company premises/the jobsite/jobsite premises shall display their badges and submit to an inspection of any lunch boxes and other parcels upon the request of the security guard. No employee shall have a reasonable expectation of privacy in any lunch box or other parcel brought onto Company Premises.

### **Workplace Violence**

In furtherance of ensuring a safe workplace, the Company does not tolerate bullying behavior of any kind. The Company defines "bullying" as "repeated and/or severe abusive, intimidating or humiliating behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the Company's Code of Conduct. Employees found in violation of this policy will be disciplined up to and including termination of employment. The following are examples of bullying:

- Verbal bullying: Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Horseplay: rough or boisterous play, pranks, fighting, teasing, or similar actions.

Conduct that threatens, intimidates, or coerces another employee, customer, vendor, or business associate will not be tolerated. Company resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace.

Direct or indirect threats of violence, incidents of actual violence, and suspicious activities should be reported as soon as possible to a supervisor, appropriate security personnel, the Employee Relations Department, applicable Human Resources manager, or any member of senior management. When reporting a threat or incident of

violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

The Company treats threats or threatening/menacing actions against its employees resulting from an abusive personal relationship as it does other forms of workplace violence. Employees should promptly inform the Employee Relations Department, appropriate security personnel, supervisor, or applicable Human Resource department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns regarding domestic abuse. The Company is committed to supporting victims of domestic abuse by providing referrals to the Company's employee assistance program (EAP) and community resources and providing time off for reasons related thereto.

The Company will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities occurring on its premises, involving its employees or systems. Reports can be submitted anonymously to **1-800-626-1735**. The Company will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In furtherance of workplace safety and the integrity of its investigation, the Company may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of this policy will be subject to prompt disciplinary action up to and including termination of employment.

### **Weapons**

Subject to applicable law and subject further to jobsite-specific policies and procedures, employees may store lawfully possessed firearms or other weapons in their personal vehicles provided the vehicle is locked and such firearms or other weapons are hidden from plain view or locked in a case or container within the vehicle. All employees shall be required to familiarize themselves with any jobsite-specific policies and procedures regarding the presence of firearms or other weapons on client/owner premises and/or parking facilities. The Company reserves the right to alter or amend this policy in accordance with changes in applicable law.

This policy will be strictly enforced, and any violations will result in disciplinary action up to and including termination of employment.

### **SOLICITATION & RAFFLES**

The Company prohibits solicitation and distribution on Company Premises and on the Company Email System by non-employees and permits solicitation and distribution by employees only as outlined below.

1. The Company limits solicitation and distribution on Company Premises and on the Company's Email System because when left unrestricted, such activities can interfere with the normal operations of the organization, can be detrimental to employee efficiency, and can be annoying to customers and coworkers.
2. In addition, the Company's commitment to safety and safe working environments should never be compromised by possible distractions caused by such solicitations.
3. The Personnel and Legal departments are responsible for administering this policy and for enforcing its provisions. Employees will be subject to disciplinary action up to and including termination of employment for violation of this policy.
4. Persons who are not employed by the Company are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitation or similar activity.
5. The Company may authorize fund drives on behalf of charitable organizations or for other

Worthy Causes, as defined below. Employees are encouraged to volunteer to assist in these drives. However, employees are not to be discriminated against because of their willingness or unwillingness to participate.

6. Any such fund drives, including but not limited to raffles, must be approved in advance by senior management at the Senior VP level or above. Such approval must be documented, with a copy provided to the Employee Relations Department. All legal requirements for holding a raffle must be followed, including but not limited to obtaining any required license. The Legal Department should be contacted for instructions on how to obtain a required license for an approved fund drive and/or raffle.
7. The Company acknowledges that its employees may wish to coordinate and/or participate in fund drives or raffles for a worthy cause. Examples include initiatives to assist individual(s) i.) suffering a serious or dire medical condition, ii.) who have experienced a major disruption as a result of calamitous events or circumstances, or iii.) other good faith initiatives designed to assist an individual or group of individuals ("Worthy Cause"). Other than as above provided, a Worthy Cause DOES NOT include any raffle, fund drive or initiative whose design or intent is to provide financial benefit or remuneration to an individual or group of individuals. Examples include selling raffle tickets for merchandise or equipment solely for financial benefit. Such activity might also arguably constitute gambling, which is also prohibited by Company policy. The applicable Senior VP or above shall determine and approve whether the raffle or fund drive is for a Worthy Cause. All applicable licensing requirements must still be fulfilled and/or obtained. In the event a raffle or fund drive is conducted i.) without approval as above provided or ii.) based upon false or misleading information provided to the applicable senior management approver, such occurrence is grounds for appropriate discipline, including termination of employment. Notwithstanding this policy statement, any raffle of a firearm or firearms is strictly prohibited. Any employee involved in any way with holding, staging, coordinating, arranging or participating in such a raffle shall face appropriate discipline, including termination of employment.
8. Employees are permitted to engage in solicitation or distribution of literature for any group or organization, including charitable organizations, only in accordance with the following restrictions:
  - a.) The sale of merchandise external to the Company is prohibited on Company Premises.
  - b.) Solicitation and distribution of literature are prohibited on Company Premises during the working time of either the employee making the solicitation or distribution, or the targeted employee. The term "working time" for purposes of this policy does not include an employee's authorized lunch or rest periods, or any other time when the employee is not expected to be engaged in work tasks.
  - c.) Except as otherwise provided by law and regulations, distribution of literature related to solicitation is prohibited generally during working time, and specifically prohibited at all times in all work areas without computer access.
  - d.) The distribution of literature in such a manner as to cause litter on Company Premises is prohibited.
  - e.) Except as otherwise provided by law, off-duty employees are not allowed to return to the Company interior operational premises until their next scheduled work time.

Notwithstanding the foregoing, this Solicitation Policy shall not be deemed to conflict with the Company's Email and Internet Usage Policies, which shall govern and control the use of the Company's electronic media, including but not limited to its email, internet, and electronic networking systems.

The Company maintains bulletin boards to communicate information to employees and to post notices required by law. These bulletin boards are for the posting of Company information and notices only, and only designated persons may place notices on or take down material from the bulletin boards.

Further notwithstanding the foregoing, nothing in this policy is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed by Section 7 of the NLRA, including but not limited to, the right to engage in protected concerted activity for the purposes of their mutual aid and/or protection regarding their terms and conditions of employment.

## **COMPANY PROPERTY**

It is impermissible to remove property of the Company, a client or customer, other contractor, fellow employee, or vendor from Company Premises for personal use. Removal of such property may result in discipline up to and including immediate termination of employment and/or legal action or reporting same to appropriate law enforcement authorities. Use of company property at remote job sites shall be coordinated through the applicable site or project manager.

### **Return of Company Property**

Upon conclusion of employment, whether voluntary or involuntary, or at the Company's request, employees are required to return to his/her supervisor any Company property that they have been issued and/or is in their possession or control. This includes such items as keys, Company files and documents, scan cards, Company uniforms, vehicles, and electronic equipment such as cell phones, pagers, and computers.

In the event Company property is not returned, to the maximum extent allowed by law, the Company may pursue recovery of or damages for such property and/or report any such taking or theft to law enforcement authorities.

## **COMPENSATION POLICIES**

### **CLASSIFICATION OF EMPLOYMENT**

For purposes of pay administration and eligibility for overtime payments and employee benefits, the Company classifies its employees. **SINCE ALL EMPLOYEES ARE HIRED FOR AN UNSPECIFIED DURATION, THE CATEGORIES BELOW ARE NOT INTENDED TO AND DO NOT SUGGEST OR GUARANTEE EMPLOYMENT FOR ANY LENGTH OF TIME.** All employees whether regular, temporary or working either full-time or part-time are hired with the understanding that their employment may be terminated at any time for any reason not expressly prohibited by law.

### **Regular Employees**

Full-Time: An employee who works forty (40) hours or more per week, for a continuous and indefinite period of time is considered to be full-time. Hourly employees are not guaranteed forty (40) hours of work for a given week.

Note: Subject to project-specific or jobsite specific policies, to qualify for vacation accrual, if applicable, eligible employees must be scheduled for and work at least 40 hours per week on a continuous and indefinite basis.

### **Project-Specific Employees**

An employee who is hired for a specific project or assignment, regardless of the number of hours worked per week, is hired with the understanding that their employment may be terminated during or upon completion of the specific project or assignment for any reason not expressly prohibited by law.

### **Salaried Nonexempt Employees**

Employees who are paid on a salary basis but based on their job duties and in accordance with applicable federal

and/or state wage and hour laws, are paid overtime at the rate of time and one half their regular rate of pay for all hours worked beyond forty hours in a work week.

### **Exempt Employees**

Employees who are paid on a salary basis and based on their job duties and in accordance with applicable federal and/or some state wage and hour laws are not required to be paid overtime pay for work performed beyond forty (40) hours in a workweek. Those employees whose job duties meet the applicable exemption classifications as per federal wage and hour law are generally exempt.

## **RECORDING WORK HOURS**

To ensure that accurate records are kept of the hours worked, including overtime hours, vacation, sick, and leave time, employees will be required to record their time worked and absences on the Payroll Timesheet, electronically, or by other means provided by the Company.

All employees must submit weekly or bi-weekly timesheets showing the department or job number and accounting code for the time worked. Payroll Timesheets or other recordation of time worked must be filled out properly and completely. Explanations appear on the Payroll Timesheet. Each employee will be responsible for making sure that the employee's time worked is recorded accurately. The employee's immediate supervisor must sign or approve the Payroll Timesheet or other recordation to verify its accuracy. Falsification of a Payroll Timesheet or other recordation is a violation of Company policy and may result in disciplinary action, up to and including termination of employment.

Payroll Timesheets or other recordation for hourly employees must be turned in by noon on the Monday following the end of the weekly pay period. Payroll Timesheets or other recordation for salaried employees must be turned in by noon on the Monday following the end of the bi-weekly pay period.

## **PAY PROCEDURES**

Employees are required to use the Company's automatic or direct payroll deposit program. Jobsite and hourly employees shall abide by all Company directives regarding auto direct-deposit. On the Friday following the end of the pay period earnings typically will be electronically transferred to the account designated by you. If the normal pay date falls on a holiday, then the transfer will typically take place on the last preceding workday.

The Payroll Department has notified employees of instructions on how to access their payroll data, including instructions for first time users in creating their account. All questions should be directed to the Payroll Department.

Employees should notify the Payroll Department if they discover a mistake on their statement of earnings, or if there is a problem with the transfer of funds.

## **OVERTIME PAY**

Depending on Company work needs, non-exempt employees will be required to work overtime only when requested to do so. Prior approval from a supervisor is required before any non-exempt employee works overtime. Failure to have overtime approved in advance will result in disciplinary action.

Employees are responsible for calculating their own hours for each workday. Overtime pay is based on hours worked per week in accordance with state and/or federal regulations. Overtime hours worked by non-exempt

employees are paid at one and one-half times the employee's regular rate of pay per hour. Hours worked means time actually spent on the job. It does not include hours away from work due to vacation, sickness, paid or unpaid leave, or holiday even when these days are compensated.

Subject to individual jobsite policies and procedures, the following provisions apply.

1. Employees who arrive at work prior to their shift or start time do so on their own time and for their own convenience and shall not work nor perform any work until their shift or start time commences.
2. Employees who arrive early at the jobsite/yard/office are free to engage in any non-employment related activities they wish so long as they do not engage in any work.
3. Employees who arrive early to their jobsite/yard/office before their shift begins are also free to leave the jobsite/yard/office at their discretion at any time, provided they return to their assigned work areas for the start of their respective shift(s).
4. Employees understand and acknowledge that early arrival at the jobsite/yard/office, coupled with unauthorized engagement of work, is in violation of this policy, and shall be subject to employee discipline appropriate to the circumstances, including possibly termination of employment.

## PAYROLL DEDUCTIONS

The Company will automatically withhold federal and state income taxes and social security (FICA) from the employee's gross wages or salary. Voluntary payroll deductions will not be made without a written request or authorization. These items may include contributions to the group insurance policy, savings plan, and charitable organizations. All deductions will be itemized on the employee's bi-weekly statement of earnings. Employees should review their pay stubs each pay period for accuracy and report any problems immediately. The Company will not retaliate against any employee for reporting a good faith belief of an improper deduction from the employee's wages. In the event the Company determines that an inadvertent, isolated, or other error has occurred with an employee's pay, a correction will be issued.

Personal tools brought on the jobsite should be checked in with a tool room attendant or supervisor according to the policy for your work location so that the employee may obtain a Gate Tool Pass in order to remove any of the tools from the jobsite when necessary.

Employees owing any money or sums to the Company, whether from cash advance(s) or otherwise, or owing any return of property to the Company, expressly acknowledge such liability to the Company for the return of such property or sums. To the maximum extent allowed by law, including, where applicable, any requirement that such deductions be pre-authorized, the Company reserves and maintains all rights for the return of such property or sums, which may include payroll deductions from current or final paychecks to the extent allowed by law. **Under no circumstances shall any deductions from final paychecks result in any payments to employees at rates or amounts less than as required by state or federal minimum wage laws.**

## EMPLOYEE BENEFITS

Subject to the terms of the actual employee benefits plan, employment benefits are available to qualified and eligible full-time employees. For further information, please contact the Turner Benefits Department at 225-214-2566, or [www.tigbenefits.com](http://www.tigbenefits.com). Information regarding vacation eligibility and accrual may further be obtained from the Company's payroll, personnel, or the Employee Relations Department. Job-site specific and/or unique Company office or departmental employees' vacation eligibility and/or accrual may be obtained from

Company management at the particular jobsite or through the applicable office or department.

Notwithstanding the foregoing, and except as provided by applicable law, all employees who work at jobsites shall, to the extent applicable, be governed by the Company's vacation and/or sick time policies in place at the respective jobsites. In the event of any conflict between this Handbook and the TSS jobsite specific vacation policy[ies], the TSS jobsite specific vacation and/or sick time policy[ies] shall govern the employees' vacation and/or sick time benefits. Any portability or transference of vacation and/or sick time benefits shall be governed by the appropriate and applicable jobsite policy[ies].

### **Holidays**

For its corporate and administrative offices, the Company provides paid time off to all employees on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after

Thanksgiving Day and Christmas Day. Employees who work at jobsites are subject to the site's policies as to paid holidays.

Paid holiday time, vacation, personal, and sick leave time will not be considered as time worked for the purpose of computing overtime for non-exempt employees.

### **Sick Leave**

Subject to specific jobsite policies, eligible employees will be granted fifty-six (56) hours of paid sick leave per year. Sick leave may be utilized by an employee for personal own illness, injury, or other personal medical reason or when the employee is needed to care for their child, spouse, or parent who has an illness, injury or other medical condition. **No eligible employee will be granted or allowed to utilize more than fifty-six (56) hours of paid sick leave per year.** In the event an absence requires more time off than the employee has unused sick time available, any accrued unused paid vacation time may be applied toward the remainder of the leave. Unused sick leave cannot be carried forward to the next year.

Employees are prohibited from falsifying the reason for an absence. In the event of an illness or injury, the Company may request a medical statement from the employee's doctor or require the employee to submit to a medical examination to verify a claimed illness or injury. The Company may also require the employee to obtain a doctor's release in order to return to work. Unauthorized absences will be considered abuses of this policy and are grounds for disciplinary action, up to and including termination of employment. In addition, unauthorized absences will not be compensated.

Employees must notify their supervisors as soon as possible in the event of an absence. It is the employee's responsibility to report promptly to the appropriate supervisor on the status and the employee's intention to return to work.

In the event an employee's employment relationship with the Company ends for any reason, that employee will not be paid for any unused sick leave. In addition, unused sick leave may not be converted into cash, holidays, or vacation.

## **LEAVES OF ABSENCE**



## JURY DUTY

Time off for mandatory jury duty or court appearances is available if a valid subpoena or court order is properly provided to the employee. The absence will be excused provided that proof of duty is verified by the employee's supervisor and timekeeper. Non-exempt employees may be required to take leave without pay for any time spent on jury duty unless prohibited by specific federal, municipal, or state law. Subject to state and/or municipal law, employees may be entitled to pay for jury duty. Employees are expected to report for work when it does not conflict with court obligations. It is the employee's responsibility to keep the appropriate supervisor informed about the amount of time required for jury duty or court appearances. Subject to state and/or municipal law, employees who are subject to jury duty and notify the appropriate supervisor may not be retaliated against for taking such leave.

## FAMILY and MEDICAL LEAVE ACT

Eligible employees are entitled to up to 12 weeks of unpaid, job protected leave for certain family and medical reasons during a rolling 12-month period measured backward from the initial date an employee uses FMLA leave. The taking of leave may be denied if the employee does not meet the eligibility requirements or if the reason for leave is not covered by the FMLA. FMLA leave is handled through the FMLA Leave Administrator, to whom all questions should be directed.

### Eligibility

Employees are eligible if they have been employed for at least 12 months (as defined by FMLA ) **AND** have worked at least 1,250 hours of service during the previous 12-month period preceding the start of the leave, **AND** if there are at least 50 employees within a 75 mile radius of the employee's worksite.

### FMLA leaves are granted for one or more of the following reasons:

- Birth of the employee's child, and in order to care for the child within twelve months of the birth
- Placement of a child with the employee for adoption or foster care for the child within 12 months of placement
- Where the employee is needed to care for a child (biological, adopted, foster child, stepchild, or legal ward), spouse (a husband or wife as recognized under state law for the purposes of marriage in the state where the employee lives, including common law marriages and same-sex marriages in certain states), or parent (biological or an individual who stood in the place of a biological parent during the employee's childhood) who has a "serious health condition" (defined below)
- Employee's own "serious health condition" (defined below)

### Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical facility
- A condition requiring absence of more than 3 consecutive work days that involves treatment by a healthcare provider
- Pregnancy or prenatal care
- To support or care for a covered family member in the Armed forces who incurs injury or illness in

the line of duty or experiences a “qualifying exigency” pursuant to statute.

- A chronic condition (i.e., asthma, diabetes, anemia, atrial fibrillation, epilepsy, etc.)
- A permanent or long-term condition requiring medical supervision (i.e. terminal cancer, Alzheimer’s disease, stroke, terminal diseases etc.)
- Absences to receive and recover from multiple treatments by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than 3 consecutive workdays if left untreated (i.e., chemotherapy, physical therapy, dialysis, etc.).

#### **Examples of what is NOT a serious health condition**

- Treatment that includes taking over-the-counter medications such as aspirin or antihistamines that can be started without visiting a health care provider
- Routine physical exams; including eye and dental exams
- Cosmetic treatments (i.e., plastic surgery) unless inpatient hospital care becomes necessary or complications develop
- The common cold, an ordinary case of the flu, earaches, upset stomach, allergy shots, tendonitis, minor ulcers, headaches other than migraine, routine dental problems.
- Absence because of the employee’s substance abuse, rather than for treatment.

#### **Service Member Leave Entitlement**

Service member FMLA provides eligible employees unpaid leave for anyone, or for a combination, of the following reasons:

- Eligible employees with a spouse, son, daughter or parent on duty or call to active-duty status in the Armed Forces in support of a contingency operation may take up to 12 weeks of leave entitlement to address qualifying exigencies which may include attending certain military events, arranging for alternative childcare, addressing certain legal and deployment reintegration briefings.
- Eligible employees may take up to 26 weeks during a single 12-month period to care for a covered family member who had incurred an injury or illness may render the family member medically unfit to perform duties of the member’s office, grade, rank or rating.

#### **Advance Notice**

If the need for FMLA leave is foreseeable, the employee must provide the Company with at least 30 days’ notice. If the leave is unforeseeable, the employee should provide as much notice as practicable. Failure to provide required notice may result in denial or delay of the requested leave.

#### **Intermittent or Reduced Leave**

Intermittent or reduced schedule leave shall be granted under the following types of circumstances:

- There must be a medical need that can best be accommodated by intermittent or reduced leave.
- The employee or the employee’s spouse, child or parent is suffering from a serious health condition that requires intermittent leave by the employee.
- The medical need for the intermittent or reduced schedule leave and the existence of a serious health condition must be verified by a health care provider.

The employee must attempt to schedule the intermittent or reduced schedule leave so as not to disrupt the operation of the employee's department.

The employer can temporarily transfer the employee to an alternate position with equivalent pay and benefits that better accommodates the intermittent leave or reduced schedule.

#### **Medical Certification & Required Documentation**

Employees must complete and return the required FMLA paperwork timely.

The Company has the right to require an employee to provide serious health condition medical certification from the health care provider of the employee, the employee's spouse, the employee's child or parent. The Company may also require second or third opinions. Second and third medical opinions, if requested, are at the employer's cost. The Company may require an employee to recertify the medical need or the reason for leave at any reasonable interval.

The Company also has the right to require that the need for leave be supported with birth, adoption, or foster care records. To prove a family relationship, the employer may also require documentation of the relationship. Examples include birth certificate or court document.

The Company allows at least 15 calendar days for the employee to obtain the medical certification or leave need verification.

#### **Maintaining Contact**

An employee on family or medical leave must contact the Turner Benefits Department at **225-214-2566** and the employee's supervisor at least two business days prior to their expected date of return regarding the status of the employee's leave and intention to return to work. Furthermore, notice must be given as soon as practicable (within two business days if feasible) if the dates of the leave change, are extended, or initially were unknown and have been determined.

#### **Returning from FMLA Leave**

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. If a shift or position has been eliminated or overtime has been decreased while an employee is on leave, an employee would not be entitled to return to work the eliminated shift or the original overtime hours. If an employee was hired for a specific term or only to perform work on a specific project, the employer has no obligation to restore the employee if the employment term or project ends while the employee is on leave and the employer would not have otherwise continued to employ the employee. All questions should be directed to the FMLA Leave Administrator.

An employee returning from a FMLA leave that was necessary for the employee's own serious health condition will be required to complete the Company's medical release procedures and paperwork prior to returning to work in any capacity. The Company may delay the return to work of an employee who fails to provide the Company medical release paperwork.

#### **Continuation of Health Insurance**

If the employee is a participant in the Company's health insurance plan and wishes to continue health benefit

coverage while on FMLA leave, the employee must continue to pay their normal employee contribution for the duration of the FMLA leave.

For the duration of FMLA leave, the Company will continue to pay the Company's portion of the employee's health insurance premiums so long as the employee is a participant in the Company health plan at the time that his/her leave commences. Health insurance coverage may cease if the premium payment is more than 30 days late. Where an employee does not return to work after completing an approved FMLA leave of absence and where the Company has paid any portion of health insurance premiums for coverage during the leave, the employee may be obligated to reimburse the Company for the cost of such health insurance premiums. The only exception to this requirement is where the reason the employee does not return to work after the FMLA leave of absence is the continuation, recurrence, or onset of a serious health condition or other circumstance beyond the employee's control.

### **Accrual of Benefits**

The time spent by employees on FMLA leave will not count as time worked for the accrual of eligible and available vacation or sick time or for overtime.

### **Use of sick time for continuous and intermittent/reduced scheduled FMLA leave**

Any employee who has unused paid sick time will be required to use their paid sick time as part of any FMLA leave due to their own or a family member's serious health condition (i.e. the sick leave runs concurrently with FMLA leave), whether the leave is continuous or intermittent/reduced scheduled FMLA leave.

An employee must notify the appropriate supervisor and Benefits Department and/or the FMLA Leave Administrator when the employee will be out for any significant time.

## **PREGNANCY LEAVE**

The Company complies with all relevant state and federal laws and regulations relative to pregnancy and pregnancy leave benefits. Employees are required to contact the Company's Benefits Department for processing any such leave requests. Nothing provided herein shall be deemed to expand any pregnancy-based benefits as available under state or federal law.

### **Lactation/Breastfeeding Policy**

As part of the Company's family-friendly policies and benefits, and in accordance with applicable law or regulation, the Company supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. The Company complies with The Providing Urgent Maternal Protections (PUMP) For Nursing Mothers Act. Questions regarding compliance with the PUMP Act should be directed to the Employee Relations Department.

### **Accommodation for Lactating Employees**

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. The Company has designated certain rooms at its regional and corporate offices for this purpose. A small refrigerator reserved for the specific storage of breast milk is available.

Nursing employees wishing to use this room must request/reserve the room by contacting the Personnel, applicable Human Resource and/or Employee Relations Department. Additional guidelines for use of the room and refrigerator storage are posted in the room. Employees who work at a jobsite or in other locations will be accommodated with a private area as necessary.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

## **MILITARY LEAVE (USERRA)**

The Company is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised the employee's rights under applicable law or this policy.

If any employee has been subjected to discrimination in violation of this policy, the employee should immediately contact their supervisor, the Employee Relations Department and/or the Turner Benefits Department at **225-214-2566**.

Employees who have military reserve obligations or who are called to active duty should inform their supervisor and/or the Turner's Benefits Department at **225-214-2566** as far in advance as is reasonable under the circumstances prior to commencement of the military leave.

### **Eligibility**

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

### **Procedures for Military Leave**

1. Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide the Company with notice of the need for military leave as far in advance as is reasonable under the circumstances. Written notice is preferred but not required under the law or this policy.
2. To request a temporary or extended military leave of absence, the employee should contact Turner's Benefits Department at **225-214-2566**.
3. Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence.
4. When the employee intends to return to work, the employee must first contact the Military Leave Administrator and, if required, must further be cleared through TSS Medical. In the event the employee's previous job is no longer available, whether through a reduction of force, completed job [i.e., turnaround or construction], or any other issue of unavailability, the employee should contact the applicable Personnel Office for purposes of re-applying.

5. If the employee does not return to work after the completion of military leave, the supervisor must notify the Employee Relations Department so that appropriate action may be taken.

All other issues or questions as to available benefits, eligibility and allocation(s) of premium payments should be directed to Turner's Benefits Department at **225-214-2566**.

The details listed in this policy may vary depending on the circumstances and state specific laws.

## **LOUISIANA GENETIC TESTING/CANCER SCREENING LEAVE**

For employees working in Louisiana, the Company will grant employees one day of unpaid leave, when medically necessary, for employee to obtain genetic testing or preventative cancer screening. Employees seeking such leave should submit a request to the Employee Relations Department at least fifteen (15) days prior to the date of leave and shall make a reasonable effort to schedule such leave so as not to disrupt the Company's operations. Employees may also apply any available sick or annual leave to leave time permitted under this policy.

## **PERSONAL LEAVE**

Employees may request but are not guaranteed a personal unpaid leave of absence for bereavement or other personal reasons not related to statutory leave laws. Personal leave requests must be submitted in writing and are subject to the Company's discretionary approval. Requests for a personal leave of absence shall be submitted in writing to the employee's supervisor, as well as the requesting employee's Project Manager, or applicable Vice President of the employee's department. Any such request for personal leave shall further include input of Turner's Benefits Department for appropriate consideration of other factors and/or impacts of the request. The request for personal leave must be dated, signed by the employee, and state all circumstances concerning the requested personal leave. The Company reserves the right, to the extent allowed by law, to require employees granted an unpaid leave of absence due to their own medical condition to be cleared by Medical Personnel prior to returning to the employee's work location.

Following an approved unpaid personal leave of absence, the Company will make a reasonable effort, consistent with Company needs or applicable law and regulations, to return the employee to the same position previously occupied. However, the Company does not guarantee that the employee will be returned to the same or similar position. If the same or similar position is not available, the employee may be offered, but is not guaranteed, a lower-level position with wages appropriate or commensurate to such job classification.

## **EMPLOYEE ACTIONS**

### **DRESS & GROOMING**

Each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Employees must present a professional and businesslike image to clients, fellow employees, and the public. Acceptable personal appearance is an ongoing requirement of employment with the Company. Radical departures from dress or personal grooming and hygiene standards are not permitted, subject to applicable laws.

Pursuant to Title VII, religious practices or clothing or garb unique to a particular religious belief shall be subject to the interactive process and may be reasonably accommodated on a case-by-case basis in accordance with applicable law, considering legitimate and lawful expectations of work site safety and other considerations unique to the Company's business.

Employees who do not comply with the Dress and Grooming Policy may be subject to discipline up to and including termination of employment.

### **Office Workers**

Company office workers and employees who may meet with clients and the public must comply with the personal appearance standards that are normally acceptable in conventional business establishments. Employees should not wear suggestive attire, suggestive jeans, athletic clothing, shorts, flip flop sandals, T-shirts, novelty buttons, hats, and similar items of casual attire that do not present a professional appearance. Projecting a professional business image should be uppermost in the mind of any employee when dressing for work. Appropriate business attire is required at all times.

Standard hygiene and grooming are expected of all employees. Subject to applicable law, employees are expected to observe the following:

- Avoid extremes of unprofessional or disruptive clothing, accessories, make-up, or nail fashions. Fingernails and toenails should be clean and well maintained.
- Subject to applicable law or regulation regarding protected styles, hair should be clean, combed, and neatly trimmed or arranged.
- Sideburns, moustaches, and beards should be neatly trimmed.
- For jobsite employees, hair that falls below the nape of the neck must be contained in some manner which will not cause danger to the employee or others; by fire or entanglement in moving machinery.
- An employee's hair may not interfere with the wearing of hard hats or other PPE when required.
- Tattoos and body piercing (other than single earring in each ear) should not be visible.
- Appropriate undergarments should be worn at all times.

These lists are not all inclusive. If the employee has questions regarding the Dress and Grooming Policy, please contact the appropriate supervisor or the Employee Relations Department at **1-800-288-6503**.

### **Clothing**

Subject to applicable law, all clothing shall be in accordance with general business and safety practices. Employees are not to wear clothing that could get caught in machinery or otherwise cause an incident. Examples include dragging pants, torn or loose long sleeves, or torn clothing. Shirts must be worn at all times. Clothing must be modest and should reflect a neat and professional attitude.

### **Casual Days for Office Workers**

Certain days [usually Fridays] may be designated at certain Company office locations as a "Casual Day." Employees may dress in more casual fashion than is normally required. On casual dress days, employees are still expected to present a neat appearance and are not permitted to wear distressed, disheveled, "skimpy", "extreme" clothing, t-shirts, athletic wear or other similarly inappropriate clothing. Business casual is acceptable. Dark blue jeans, khaki slacks and polo-type shirts are acceptable attire. Shorts, flip-flops, etc. are never acceptable business attire. Common sense should dictate business casual.

### **Footwear**

“Flip-flops,” bare slides, thongs, bedroom slippers, casual sandals that do not fasten around the foot and athletic shoes are prohibited (i.e. jogging shoes, cross trainers, etc.). Business-appropriate sandals, open-toed and casual canvas shoes (i.e. Keds and similar shoes) are acceptable footwear.

### **Jewelry**

The Company may request that jewelry be removed for safety purposes and for professional appearance. Jewelry unique to a particular religious belief shall be reasonably accommodated on a case-by-case basis in accordance with applicable law, taking into account legitimate and lawful expectations of work site safety and other considerations.

## **HOURS OF WORK**

The Company shall establish the time and duration of working hours as required by the workload, customer needs, the efficient management of human resources and any applicable law.

The Company reserves the right to change work hours and days from time to time if business conditions require us to do so.

### **Break Periods**

Break periods for non-exempt hourly employees shall be governed as per applicable jobsite policy[ies] or office location. For salaried employees, individual supervisors have the option and discretion on whether they will allow employees to take a morning and/or afternoon break, at what time those breaks may be taken, and how long the break(s) will be in duration. Employees are not to leave the work premises for break periods of (20) twenty minutes or less. Break periods greater than (20) twenty minutes are unpaid, and the employee will be relieved of all job duties.

### **Lunch Periods**

Lunch periods for non-exempt hourly employees may vary in duration and shall be governed as per applicable jobsite policy[ies] or office location. For salaried employees, individual supervisors have the option and discretion in allocating a lunch period, when that lunch period may be taken, and how long the lunch period will be in duration. Lunch periods are typically either (30) thirty minutes or (60) sixty minutes in duration. During any applicable lunch break, nonexempt, hourly employees are required to remain in the project area and should utilize the lunch areas provided. Nonexempt hourly employees must be relieved of all job duties during their lunch break unless prior approval is obtained from the employee’s immediate supervisor. Non-exempt salaried employees may not work through lunch unless prior approval is obtained from their immediate supervisor. Please note that in most cases, federal and state laws do not require that employees be given lunch breaks during the workday.

## **MISCELLANEOUS**

### **EMPLOYEE RECORDS**



Subject to state and federal law related to access to personnel files, employee files are maintained by the Human Resources Department and are considered the Company's sole and exclusive property. Any changes to your personal information must be promptly reported to the Personnel Department. Requests for copies of your personnel file must be accompanied by an official legal subpoena approved by the Company's Legal Department.

***Managers and supervisors may only have access to personnel file information on a need-to-know basis. In accordance with federal, state or other law, personnel file access requests by current and former employees shall be sent to the Legal Department and the Personnel Department and upon such request will generally be permitted within fifteen business days of the request unless otherwise required under state law or unless a longer period of time is required to locate the records. Personnel files are to be reviewed in the Human Resource and Legal department. Further, to ensure to the extent practicable the confidentiality of our employees' and applicants' Social Security Numbers (SSNs) and confidential personal information, acquiring, disclosing, or using the SSN or personal information of any other employee without authorization is strictly prohibited except where required by law. Internal access to employee SSNs, driver's license numbers, or financial account numbers will be restricted to employees with a legitimate business need for the information. Further, Personnel files may not be taken outside the Personnel department. The Company will cooperate with proper requests from authorized law enforcement or local, state, or federal agencies and as otherwise legally required by subpoena or court order. Company clients and customers may request employee records pertinent to particular jobsite requirements, such as skills and/or crafts certifications. To the extent allowed by law or regulation, the Company shall provide such employee information. This policy is subject to revision and change at any time.***

## **EMPLOYMENT VERIFICATIONS**

It is the policy of the Company to respond to requests for employment verifications of former employees only by confirming [1] that the individual had been employed by the Company, [2] dates of employment, and [3] position(s) occupied.

Employees who need proof of employment or income should contact the Personnel Department or the Employee Relations Department at **1- 800-288-6503**.

## **EMPLOYMENT OF MINORS**

It is Company policy that all applicants for employment be 18 years or older to work inside an industrial facility such as a plant or petrochemical facility. The Personnel Department is responsible for verifying the employee's age once the applicant has completed all employment paperwork.

The Company only employs minors (i.e., less than 18 years of age) in accordance with a.) state and federal law and b.) established Company policy and practice. Where required by the laws of the city, county and/or parish where they will work, applicants under the age of 18 seeking employment in an office facility must secure an employment certificate issued by the city, county and/or parish superintendent of schools (or similar position) prior to reporting for work. This permit must be kept in the employee's personnel file until the child reaches the age of 18 or until the child is no longer employed by the Company. The foregoing applies regardless of whether they have graduated high school.

Any Company manager who wishes to hire or employ a minor must contact the Personnel Department for a request form which must be filled out and submitted to Personnel. The Personnel Department may request additional information and documents regarding the proposed hiring of a minor. The Personnel Department will

inform the requesting Company manager of any and all compliance requirements for employing such minor.

All employment records on minors, including any required employment permit, time records, or other documentation, shall be centralized and housed/maintained at both a.) (where applicable) the Personnel facility associated with the location where such minors are employed and b.) the corporate Personnel Department Headquarters.

## **TRAINING**

Education and training are essential to employee performance, professional development and in preparation for career advancement. Employees may be asked to attend or participate in job related training programs, whether the programs are sponsored by the Company or by a Company approved provider of public seminars. Attendance or participation approval must be obtained from your immediate supervisor prior to enrollment in the training program.

## **TRAVEL EXPENSES & REIMBURSEMENT**

The Company will reimburse all approved actual and reasonable business-related travel expenses incurred by eligible [generally only salaried] employees in the performance of job responsibilities. Employees shall be required to use the Company's approved portal or website to process reimbursement requests. Pre-approval of such expenses is required. All such expenses incurred must be approved by the employee's supervisor for payment to be processed. Employees should use the most expedient mode of transportation available, book the least expensive fares, rent mid-sized vehicles, and stay and eat at moderately priced establishments.

Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee through the Company's designated portal, app, or pertinent instructions, and approved by the supervisor. All lines or data fields on the expense report must be filled in completely. The purpose of the business and the job or account to which the expense is to be charged should be indicated on the report. If you are unsure of the job or account to be charged, please check with your supervisor or a representative of the Accounting Department. The Accounting Department will handle any inter-Company billing that is indicated and approved on the expense report.

Original receipts must be attached or scanned for hotel, transportation, or any other expense. Reimbursement will not be made for finance charges on personal credit cards, nor will non-itemized credit card billings be accepted as receipts. In all respects, employees must adhere to the receipt uploading and other requirements of the Company's applicable expense processing portal or website.

If airline tickets are charged to a travel agency, the agency should bill TSS. The charge from the agency may be charged to the appropriate employee receivable account until an expense report is received.

Employees may, in some circumstances obtain a cash advance for approved business travel by submitting a written request to the Accounting Department. Cash advances and Company credit cards are Company property, and their use must be properly documented and approved.

Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility. The Accounting Department will make every effort to issue expense reimbursements within one week of receipt.

Political and charitable contributions cannot be paid by the employee and reimbursed through their expense report.

## **PER DIEM POLICIES**

Certain employees may be eligible for per diem travel expense reimbursement. All such eligible employees shall provide true and accurate records regarding their residence and otherwise comply with the per diem accountable plan and jobsite regulations. A violation of such plan and regulations will result in discipline up to and including termination of employment.

## **EMERGENCY CLOSINGS**

In the event of an emergency (such as severe weather), the Company will notify affected employees if management determines that the situation requires an office closing. If a Company administrative office is officially closed to permit employees to leave early due to an emergency, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If you leave earlier than the official closing time, you will be paid only for actual hours worked. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

**\*\*\* *EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM NEXT PAGE* \*\*\***

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

I acknowledge that I have received and/or have been given appropriate time and opportunity to view, whether on- line or in-person, the foregoing Employee Handbook, which outlines the Company's general policies and procedures.

By my electronic signature, I acknowledge, understand, accept, and agree to comply with the policies and procedures contained in the Employee Handbook. I have read and fully understand all policies and procedures included in the Employee Handbook. I understand and agree that my failure to comply with said policies and procedures can lead to disciplinary action, up to and including termination of employment. By proceeding with the electronic signature process, I certify that I am aware of and agree to the use of an electronic platform to receive and acknowledge this Employee Handbook electronically, and that my electronic signature, whether digital or encrypted, is valid, enforceable, and intended to signify my acknowledgment of receipt and review of this Employee Handbook and to have the same force and effect as a manual signature would have on a physical copy. I acknowledge that proceeding with the electronic signature process will cause my electronic signature to attach to affix to, imprint upon, logically associate with, and/or otherwise generate electronically on this Acknowledgment. I acknowledge it is my intent and agreement that my electronic signature be given the full force and effect as a manual signature and for all purposes permitted under the Electronic Signatures in Global and National Commerce Act (E-Sign Act), the Uniform Electronic Transactions Act (UETA), and any similar state statutes or laws that may apply.

I have been informed of and agree, as a condition of employment, to abide by and participate in the Company's Drug, Alcohol, and Contraband Policy. I have provided accurate and complete information for the Second Injury Fund Questionnaire and / or all other medical history inquiries. I understand that violations of safety rules or procedures can lead to disciplinary action up to and including termination of employment. I understand and accept my responsibility for PROMPTLY reporting and/or correcting any safety hazards or hazardous conditions that I become aware of, before proceeding or allowing others to proceed. I am to immediately report such situations to my supervisor and the Safety Department. I understand and am aware of the reporting procedures for filing complaints of harassment, discrimination and/or retaliation. I understand that violations of the policies, practices and procedures contained in this Handbook can lead to disciplinary action up to and including termination of employment.

I acknowledge and agree that I have received the Company's Dispute Resolution Agreement and agree to sign same and be bound by same in connection with any aspects of my employment with the Company.

I acknowledge that the information, policies, and benefits described herein are only guidelines, not guarantees which the Company may, in its sole discretion, change as needed to manage its workforce. I understand that any changes, modifications or additions to this Handbook will generally be communicated via Company email and/or through other means of notice, and then posted on the Company's website. Updates of the Employee Handbook will be posted and may be found at <https://www.turnerspecialtyservices.com>. I acknowledge and understand it is my responsibility to remain current with revisions. In addition to the policies contained in this Employee Handbook, I understand that, as a condition of employment, I must also adhere to all state and federal laws, or additional Company and specific jobsite work rules and procedures.

I understand and acknowledge that my employment may be terminated at any time, with or without cause and that nothing contained in this Employee Handbook creates a contract of employment or changes my at-will employment. I understand that there is no guarantee as to the length of my employment or the number of hours I will be asked to work each day.

**Employees shall electronically sign attesting to their acknowledgment and agreement. The below does not and shall not be construed nor interpreted to require physical signature to a hard copy version of this Handbook Acknowledgment. Notwithstanding the foregoing, employees at remote jobsites may be required to physically sign below if the digital and/or electronic hiring process is not available.**

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Employee # or Last 4 digits of SSN

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

FOR REMOTE HIRE SITES:

\_\_\_\_\_  
TSS Site Representative

Date: \_\_\_\_\_

## **EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF ANTI-HARASSMENT, ANTI-DISCRIMINATION, AND ANTI-RETALIATION POLICY**

I have read and understand the Company's Anti-Harassment, Anti-Discrimination, and Anti-Retaliation Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

By proceeding with the electronic signature process, I certify that I am aware of and agree to the use of an electronic platform to receive and acknowledge this Handbook electronically, and that my electronic signature is valid, enforceable, and intended to signify my acknowledgment of receipt and review of this Handbook and to have the same force and effect as a manual signature would have on a physical copy of the Handbook. I acknowledge that proceeding with the electronic signature process will cause my electronic signature to attach to, imprint upon, logically associate with, and/or otherwise generate electronically for this Handbook. I acknowledge it is my intent and agreement that my electronic signature be given the full force and effect as a manual signature and for all purposes permitted under the Electronic Signatures in Global and National Commerce Act (E-Sign Act), the Uniform Electronic Transactions Act (UETA), and any similar state statutes or laws that may apply.

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Employee's Name in Print

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Signature of Employee

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Date Signed by Employee

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**