



Employee Handbook

This document is not a contract of employment.

It would be impractical to set forth a list of all activities that are considered to be illegal or contrary to good business practices and good employee-employer relations. This is intended only as a guideline. C&B Electric reserves the rights to amend or change at any time.



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“From the owner”



We are so glad to

welcome you to the

C&B family. Starting

this company over 50

years ago I quickly

learned that

Dependability, Quality

Work, Fair Pricing &

Great customer service

were the key attributes

of operating a

successful business.

Having the opportunity

to be a part of helping

provide for our

employees is a

privilege. I look

forward to your impact

within the team and

your ability to flourish

in your career at C&B

Electric.



Employee Benefits

Group Medical & Dental Insurance Coverage:

You will be given a Benefits Summary packet which outlines the group medical benefits for an employee of C & B Electric. We also offer a separate Dental insurance program. This packet will explain the eligibility requirements and the costs for the plans.

- You will be eligible for benefits (such as insurance) on the 1st day of the month following their hiring.
- You need to turn in the application form on or before your 1st paycheck.
- You are solely responsible for turning in your application. If you fail to turn in your application, you will not be insured.

If you, for any reason, choose not to enroll in our insurance program within your 30 days of being hired you may enroll during open enrollment month. Open enrollment is held each March. The only other time you may enroll is if you have a qualifying event. A qualifying event is marriage, divorce, birth or death of a dependent or loss of health insurance through another company. You have only 30 days from a qualifying event to enroll.

C & B Electric pays a portion of your medical insurance premium each week. There will be a weekly payroll deduction for your portion of the insurance premium.

Premium deductions for all benefits can be obtained from the Benefits Administrator. Specific questions and concerns need to be addressed with the Benefits Administrator during normal business hours.

Vacation:

You are eligible for vacation after 52 weeks of continuous full time employment

- After one year of continuous employment, you receive one week of paid vacation.
- After two years of continuous employment, you receive two weeks of paid vacation.

Once you have earned paid vacation, you must take it within 52 weeks. You may not carry over any paid vacation past the 52-week anniversary date of your hire. You have earned your vacation after you pass your hire date anniversary and it must be taken before your next anniversary date. For example, if you were hired on June 1, 2024 you are eligible for 1 week paid vacation on June 1, 2025 or you will be paid for it on the pay period following your anniversary date.

- Scheduling Vacation Time: You must complete a vacation request form as soon as possible. Your vacation request will need to be approved by your supervisor. Once approved, you will be notified so that you may purchase tickets or make any necessary plans. Please do not make any plans until you



have confirmation, as due to other requests, vacations, etc. your dates requested may not be approved. Vacations will be granted on a 1st request-received basis.

Personal Time for office employees:

We wish to reward employees who come to work each day on time. The program we have is Personal Paid Time Off for all eligible office employees who have worked for the company a minimum of 30 days. If you have no unexcused absences (must use vacation time or have dr note) and no more than 3 tardies (including returning from lunch) in a month you will earn 4 hours of paid personal time off. (max of 6 days per calendar year) You will need to get with the office manager in advance when you wish to use your personal time off.

Paid Holidays:

C & B Electric has established 7 paid holidays for all eligible employees who have worked for the company a minimum of 30 days. This 30-day period must have been completed prior to the date the holiday falls on. The 7 holidays are as follows:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day
- *Birthday

If one of these holidays falls on a Saturday or Sunday, C & B Office will be closed on either the Friday before or the Monday after the holiday to honor it.

To be eligible for holiday pay, you must work your scheduled shifts immediately before and after the holiday unless you are on an approved vacation. Again, you must have been employed for a minimum of 30 days prior to the holiday.

*If an employee wants to take his or her birthday off, he or she must get prior approval from your supervisor. If the workload does not permit you taking the day off, it may be carried as a personal day or 8 hours of straight time can be paid on the employees check.

In order to clearly understand your pay; please keep in mind all holidays are paid as regular, straight time. If you worked 40 hours during a week there was a paid holiday your check would have 48 hours regular pay and no overtime. If you worked 50 hours during a week with a paid holiday your check would have 48 hours



of regular pay and 10 hours of overtime. The 8 hours of holiday pay is added to your check at the end as regular time only and is not used to figure overtime.

Workers Compensation:

C & B Electric provides an insurance policy on all employees in accordance with state Worker Compensation laws. If you are injured on the job you must inform the office manager immediately. Your manager, in turn, will complete an accident report in full detail and help you get required treatment, if needed. The accident report is submitted to the insurance company and they make the final decisions regarding Workers Compensation Benefits.

Employment Retirement Plan (Simple Plan):

C & B Electric offers a special long-term savings opportunity if you are at least 21 years of age and have earned \$5000 gross wages cumulatively. This plan is one of the most important long-term benefits you can enjoy as a C & B Electric employee. It gives you the opportunity to:

- The company matches dollar for dollar up to 3%
- Set aside money for the future through automatic payroll deductions.
- Reduce the amount of your income that is taxable.
- Watch your money grow – tax sheltered – over the years.

Ask your Benefits Administrator for the forms and information, fill it out and return it. Please remember that this plan is for long-term savings. It is **NOT** a passbook account and there can be substantial penalties for early withdrawals. This is a Retirement Account so that you may easily save money for your later years.

Employee Advances & Loans:

C & B Electric will grant employee advances when the company believes a legitimate reason is present. The request for loan form is to be filled out and turned into Crystal for processing. All verbal requests to anyone will be denied. The following is the terms and agreements of the loan program:

1. Date of Hire to 3 months of employment – Not eligible for loans.
2. Over 3 months to 6 months of employment – the loan is not to exceed gross of 20 hours worked
3. Over 6 months to 1 year of employment – the loan is not to exceed gross of 40 hours
4. Over 1 year employment – the loan is not to exceed the gross of 40 hours worked unless collateral worth 2 times the value of the loan is provided
 - All loan requests must be in By Monday in order to receive the loan check on that Friday. All requests received After Monday will be issued the following Friday.
 - If you have any balance from a previous loan, not including tool purchase, then you are not eligible for a new loan
 - The maximum number of loans is 3 per 6-month period.
 - Unexcused Absences will be treated in the following manner:



- unexcused absence = not eligible for any loans for 30 days
- unexcused absences = not eligible for any loans for 60 days
- unexcused absences = not eligible for any loans for 90 days
- to 6 unexcused absences = not eligible for any loans for 6 months
- Over 6 unexcused absences = not eligible for any loans for 1 year
- You must maintain a workload of 90% of the average of all office personnel to be eligible for a loan
- 10% Fee Added
- There is a transaction charge of \$10 per loan request for processing whether or not your loan is approved
- No loans made for bail or warrants
- No more than 1 missed payment allowed in 45 days
- Be aware that any monies not paid in full upon 30 days from terminating your employment will be taken to small claims court. You will be held responsible for all court costs as well as the remaining loan amount

- Payments: Minimum payment is \$50 unless other approved payments are made.
 - \$1 - \$500 = \$50
 - \$501 - \$700 = \$75
 - \$701 – Max = Minimum \$100

- Tool Purchasing:
We have the tools you may need to purchase available each morning, Monday through Friday. The monies will be deducted from your paycheck. A minimum of \$50 a week will be deducted from your paycheck. Please keep in mind that if you have been loaned money and purchase tools you will have two deductions come out of your paycheck per week.

- Cellular Phone Program:
C & B Electric furnishes each leadman with a cellular phone in order to perform their position properly. The phone comes with only in unit calling capacity. This means that you can only call within C & B Cellular Units. The fee for a lost telephone is \$100 so please make sure you take good care of this very valuable piece of equipment.

Office Policies and Procedures

Pay Period:

Your workweek begins on Saturday and ends on Friday. Any hours that you work before each week ending Friday will be paid on the following week. Every Friday is payday. You will receive your paycheck each **Friday** morning. If a Holiday falls on Friday, paychecks will be handed out prior to your departure on Thursday.

Overtime:



As an hourly employee you will receive 1 ½ times your regular hourly rate of pay for any time you work over 40 hours per workweek. Holiday hours are not used to compute overtime.

Please obtain supervisor approval before working overtime hours.

Any question regarding your paycheck or any errors found need to be brought to the attention of the office manager as soon as possible.

Electronic Time Card:

We have an electronic time card system in place that is very easy to use. Once you log into your desktop, login to your web browser for <https://app.bolttech.net/> This is the only way to clock time.

It is very important that we follow this very simple procedure each time we come to work and prior to leaving work. If you miss a punch it will cause extra and very unnecessary work for the office manager. Please remember to clock in and out as we know you want to be paid. We will do our part and make sure you are paid, but you must do your part and clock in and out every single day you work.

- There is a \$4 fee for each missed punch
- Time not paid due to a missed punch will not be paid until the following week.
- *Do Not Forget To Clock In & Out For Your Shift*

Vacation Submission within Bolt:

Bolt allows (by user) permission set the ability to place vacation/day off blocks in the calendar view and schedule view and a work order is not needed.

We will utilize this process starting today and moving forward. Any field related manager with direct reports will have user access to process. This is to be used for C&B field employees and all sub crews.

- At the employee tab, select the vacation tab
- Or double click on the date to add transaction
- Select the employee
- Select the date/Range for the time off(Start/End)
- Select Unpaid when they are not taking vacation pay
- Hours default at 8; if they are only taking a few hours, select/key the hours taking per day.
- Current employee requests need to be processed to HR as usual for records.

This also replaces a “Schedule Block” if an employee needs to be off for the end or beginning of a day. Match the hours with the amount of time off.

- No, you cannot see what hours of the day the person is off



- This is a function we are working on to better manage the system

New Vacation

Employee*

Start*

End*

Unpaid

Vacation hours per day*

Example: 4:00 (Vacation hours per day for paid vacation)

Create Vacation

Lunch and Work Breaks:

You may take up to 1 hour of unpaid time for lunch. Lunch is between 11:30 am and 12:30 pm. After 12:30 pm you are tardy.

As an hourly employee you will receive either 3 paid 10-minute breaks or 2 paid 15-minute breaks per 8-hour workday. The office manager will ask you to select the times of your breaks so as to ensure that everyone gets a fair opportunity to have their breaks while making sure the business is being taken care of.

- Smoking is only permitted outside the building. No one is permitted to smoke in the warehouse.
 - Smoking in the warehouse will result in disciplinary action.

Proper Attire:

C & B Electric allows our office staff to dress in a casual manner. You are allowed to be comfortable, but at the same time you need to remember that this is a place of business. Casual in this circumstance means that basically almost all attire is acceptable as long as you are properly covered. Pajamas/sweatpants are not permitted. This means that your shorts, skirts, and dresses need to come to at



least the tip of your fingers when your arms are flat at your sides. (About 4 inches below your buttocks). Any slits on your skirts or dresses should open no higher than your middle finger. Shirts need to be at least long enough to come to your belly button. Sheer and see through attire must have something solid, such as a t-shirt, underneath. Clean and wrinkle free clothing as well as proper body hygiene is a must.

Attendance and Punctuality:

- *You must be on time for all your scheduled shifts!*

This is essential for C & B Electric to run smoothly and efficiently. If you are late, it affects the rest of the office staff.

- If you are unable to report to work for your scheduled shift you must notify the office manager.
 - As soon as you know you will need to be off for an appointment of any type, we need to know.
 - Lack of advance notice will only be acceptable in an emergency situation. In emergency situations, you must notify the office manager as soon as possible.
- You must call in prior to the beginning of your shift. Make sure you personally communicate with the office manager.
- In the event that your childcare options conflict with your scheduled work hours please obtain management approval before bringing your children to the work place.

C & B Electric needs its employees to be at work each day they are scheduled. We together make up a team and it takes all of its members to make C & B run properly. Excessive absenteeism of any kind will be dealt with as necessary to ensure the proper running of C & B Electric.

Attendance violations shall be disciplined in the following manner. 3 unexcused tardies within 30 days are equal to 1 attendance violation & shall be treated as such.

- Any 3-attendance violations within 30 days will result in Verbal Counseling.
- The next violation within 30 days will result in Written Counseling.
- The next violation within 30 days will result in a 3 day Suspension.
- The next violation within 30 days will result in Termination.
- The 30-day period begins on that date of your counseling/suspension.

This does not mean that if you have 7 unexcused absences you will be terminated. This policy means that if you have 7 unexcused absences or equivalent tardies within a short time of each other it could lead to termination. There will be times that you may have an unexcused absence or equivalent tardies, but they can not be so frequent that they will interfere with the running of the business. If you have an unexcused absence on January 1st you get verbal counseling. If you then have another unexcused absence but it is



OVER 30 days, such as March 6th, it is simply another verbal counseling. You would need to have another attendance violation within 30 days of the January 1st counseling to lead to serious consequences.

An unexcused absence is one without approval

- Acceptable approvals: approved vacation, paid holiday, doctors note
- An unexcused tardy is one without at least one day's notice &/or approval.

Disciplinary Process:

It is important to the running of C & B Electric to have all of our employees follow our policies and procedures. It is important that both the employee and the employer have a consistent and fair process of discipline in place. This is C & B Electric's Disciplinary Process:

- | | |
|--------------------------|--------------------------------------------------|
| 1 st offense: | Verbal Counseling |
| 2 nd offense: | Written Counseling |
| 3 rd offense: | 3-day or 1-week suspension depending on incident |
| 4 th offense: | Termination |

We hope that this process will not need to be used frequently, but know that this will ensure that all employees are treated fairly. Please understand that this process will be followed regardless.

At the end of this handbook, please see a copy of the counseling form that will be used whenever disciplinary action is necessary.

There are circumstances that will result in Immediate Termination:

1. Stealing from C & B Electric
2. DUI in a Company Vehicle
3. Distribution or Possession of a Felony Narcotic

C&B Gym Conduct:

1. Employee to clock out before working out. This is not to be done on company time.
2. Employee is to get supervisor's approval if using gym during 8-5 business hours.
3. Work out equipment is to be put back up where you found it.
4. Must sanitize mats and benches after use. Clorox wipes available in weight room.
5. Equipment, mats, videos are NOT to be taken out of gym. Failure to do so is considered theft could result in criminal charges and termination from C&B.
6. TV's and stereo are to be turned off and A/C set back to 80 before leaving.
7. Proper attire as follows:
 - a. Some type of athletic shoes (clean ones), no work shoes
 - b. Shorts/sweat pants and shirts must be worn (no jeans)
 - c. Towel: use when lying on equipment and wiping sweat from whatever you are using



8. The following are positively **not allowed** in gym:
 - a. Anyone who has been drinking
 - b. Anyone who has been doing drugs that alter your mind or motor skills whether they are prescription or home made
 - c. Smoking or dipping tobacco
 - d. No food or drinks (**except water**)
 - e. No unmarked cups or glass containers
 - f. No horsing around

*This is a Zero Tolerance area. If you break any of the rules or knowingly let anyone else break them without notifying management you will lose your privileges forever. If something is damaged or broken during use report it immediately.

Employee Evaluations:

The office manager will evaluate you at your 90 day, 6 month, and yearly anniversaries. Your manager will discuss your strengths and weaknesses and what you can do to become a more valuable employee. Then you and your manager will sign the evaluation form and receive a copy. After your 1st year anniversary you will receive annual evaluations during the month of your hiring date.

You will be evaluated in these areas:

- ✓ Quality of Work
- ✓ Productivity and Initiative
- ✓ Attendance and Appearance
- ✓ Loyalty and Cooperation
- ✓ Courtesy

Rules of Conduct

As an employee of C&B Electric you are expected to follow certain rules of conduct. If you have any questions regarding these policies please speak with the office manager. Be aware that these rules of conduct are not intended to cover all conduct or work performance issues, which may be grounds for disciplinary action or immediate termination. These rules of conduct sound very formal because C & B Electric takes our future very seriously. How each one of us behaves reflects on all of us!

You Must . . .

1. Be courteous, friendly and helpful to our customers and other employees at all times.
2. Pay full attention to your work.
3. Follow specific instructions of management.
4. Perform your job in a safe manner.
5. Have proper cause, give prior to notification to management and receive proper authorization to be absent from work.
6. Please do not bring pets to the work place.
7. Not engage in conduct which may constitute any form of discrimination or harassment.



8. Not make threats to other employees or customers. C & B Electric has zero tolerance for violence.
9. Conduct yourself at all times in a manner which is consistent with all applicable laws.
10. Not possess, store, or use alcoholic beverages or illegal drugs and reporting to work under the influence of alcohol or illegal drugs are also prohibited. You must be aware of the Drug Free Workplace Policy. Post-accident drug testing may be required and a positive drug test or a failure to cooperate in drug testing could result in denial of worker's compensation benefits as permitted by law.
11. Not possess, store, or use weapons on company property or while in the performance of company business.
12. Not cause or participate in an assault, fight, argument, or other disturbance.
13. Not engage in conduct that it is unbecoming C & B Electric's image.
14. Wear clean, proper clothing.
15. Respect the property of the company and others.
16. Protect the confidentiality of all company information and not disclose any information of a sensitive matter.
17. Report accidents, suspected dishonesty, or other unusual circumstances to the office manager.
18. Not make any unauthorized long distance calls on company phones.
19. Smoke only in designated areas.
20. Be honest in handling the property of the company and others
21. Maintain truth and accuracy in all company records and documents including the employment application and time records
22. Not make false statements, misstatements, or omission to any member of the management team or co-workers.

Probationary Period:

As a new employee you are here on a 90-day probationary period, which makes you ineligible for certain benefits. However, after the first 30 days you become eligible for the holiday pay benefit.

Equal Opportunity:

Employment opportunities at C & B Electric are open to all qualified applicants solely on the basis of their experience, aptitude, and abilities. Qualified applicants are considered for all positions and for advancement without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a disability, in accordance with federal law. C & B Electric is an equal opportunity employer.

Internet Policy:

The Company respects the individual privacy of its employees. However, an employee may not expect privacy rights to be extended to work-related conduct or the use of firm-owned equipment (including computers, voice mail and telephones), supplies or property. The purpose of this policy is to notify you that no reasonable expectation of privacy exists in connection with your use of such equipment. Employees may not withhold information maintained within firm-supplied containers, including but not limited to, desks, computer files, brief cases, office cabinets and computer databases. The following policies also apply to the use of Company property:



A. *Right to Access Information*

Although employees may have individual access passwords to voicemail, e-mail, computer network systems, and the internet, these systems are accessible at all times to and by the Company and may be subject to periodic, unannounced inspections by the Company for business purposes. Backup copies of e-mail and voicemail may be maintained by the Company and may be referenced for business, legal or other reasons.

B. *Systems Use Restricted to Company Business*

Employees are expected to use the e-mail, voicemail, computer network systems and the internet for company business only and not for personal purposes. Personal purposes include, but are not limited to, soliciting for commercial ventures, religious or political causes, outside organizations or other non-job related solicitations or communications.

C. *Forbidden Conduct*

Employees are prohibited from using the Company's information systems in any way that may be disruptive or offensive to others, including but not limited to, the transmission of sexually explicit messages, cartoons, ethnic or racial slurs or the viewing of any sexually offensive material or anything that may be construed as harassment or that may defame or disparage others. Defamation includes any communication on the Company's information systems that tends to injure the reputation of another, or exposes such person to public hatred or contempt, ridicule or financial injury, or that impeaches the integrity or reputation of such person. This type of personal or inappropriate use of the Company's Property or information system will result in disciplinary action, up to and including discharge. Employees are also prohibited from playing computer games at any time while in the office, including during lunch hours.

D. *Pornographic Policy*

The distribution, viewing or possession of any form of pornographic material at C&B Electric and/or C&B Security by mail, email, pictures, video, DVD, and ALL OTHER AVENUES is strictly against C&B's policy. Any violation of this policy is grounds for immediate termination. This is a ZERO TOLERANCE policy.

SEXUAL HARRASSMENT POLICY:

It is the Company's policy to provide a business and employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment, as defined and otherwise prohibited by federal and state statutes, regulations, and guidelines. The Company condemns workplace sexual harassment, and sexual harassment will be grounds for immediate discipline up to and including termination. All reported incidents of sexual harassment will be handled in accordance with this Policy.

Sexual harassment may include, but is not limited to: vulgar language of a sexual nature; sexually derogatory names; unwelcome touching of another's body of a sexual nature; displaying sexually explicit pictures, photographs, or cartoons; unwelcome advances of a sexual nature; demands for sexual acts; promises of favorable employment decisions in exchange for sexual favors; and threats of negative employment decisions for refusal of sexual favors.



It is the responsibility of all management personnel, at all levels, including those persons serving as supervisors, to enforce the Company's sexual harassment policy. Management personnel who fail to enforce this policy strictly and promptly may also be subject to disciplinary action up to and including termination.

There shall be no express time limits for initiating complaints for sexual harassment; however, every effort should be made to file the complaint as soon as possible, preferably within 48 working hours after any incident occurs, while the facts and potential supporting witness statements are readily available.

The following procedure shall apply in initiating a sexual harassment complaint:

- A. The aggrieved person shall contact the offending person's immediate supervisor or anyone higher in the chain of command. If the complaint involves someone in the employee's direct line of supervision, then the employee should inform another supervisor of the complaint.
- B. Any statement received from an employee referring to any allegations of sexual harassment will be treated as confidential and handled in accordance with this Policy.
- C. Once a complaint has been made, the Company will interview the Complainant and the alleged harasser. *The Company will not tolerate retaliation against the Complainant for making a complaint of sexual harassment. If an employee believes they are being treated unfairly by anyone, management should immediately be notified.*
- D. After the interviews of the Complainant and the alleged harasser have been completed, the seriousness of the allegations will be weighed by the Company, and depending upon the circumstances, the alleged harasser may be suspended, with or without pay, pending completion of the investigation.
- E. All witnesses named by the parties will be questioned about the allegations and any other relevant information they may have about the Complainant, his/her allegations, the alleged harasser, his/her defenses, or other relevant information. Each person interviewed will be reminded of their duty to provide information and advised that the interview is confidential and should not be discussed with others. *The Company will not tolerate any retaliation against employees for participating in or cooperating with an investigation of sexual harassment.*
- F. If the investigation supports the Complaint, appropriate disciplinary action, up to and including termination, will be taken. The goal of any disciplinary action taken will be to stop the harassment and avoid its repetition. The discipline may vary depending on the severity of the harassment, the alleged harasser's employment history, and any prior complaints of similar harassment. Appropriate disciplinary measures may include suspension, counseling, transfer, demotion or discharge. Regardless of the outcome of the investigation, *the Company will not tolerate any retaliation against any employee for participating in the investigation of or making an allegation of sexual harassment.*

Drug Free Work Place:

You are expected and required to report to work on time and in appropriate mental and physical condition for work. C&B intends to help provide a safe and drug-free work environment for our clients and our employees. We believe that by reducing drug and alcohol abuse, we will improve the safety, health and



productivity of employees as well as prevent accidents. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of C&B:

The Company explicitly prohibits:

- The use, possession, solicitation for, manufacturing, distribution, dispensing, possession of or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises or while performing an assignment.
- Employees must not report for duty or be on company property while under the influence of, or have in their possession while on company property, any drug.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

The Company will conduct drug and/or alcohol testing under any of the following circumstances:

- **PRE EMPLOYMENT:** We do require drug testing as a condition of employment. In the event you are hired before the results of your drug test are received, you will be immediately terminated if the results comeback positive for illegal drugs.
- **RANDOM TESTING:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company.
- **FOR-CAUSE TESTING:** The Company may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.



If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

Consequences of Violating the Drug Abuse Policy

Violation of this drug abuse policy will result in one of the following forms of corrective action: Immediate discharge, suspension, probation, oral warning or written warning. In arriving at a decision for proper action, the seriousness of the infraction, the past record of the employee, and the circumstances surrounding the matter will be taken into consideration.

Treatment Programs and Employee Insurance

While we do not sponsor or endorse any specific drug treatment programs, such programs are available through public and private health care facilities in our area. The group health insurance offered to employees and their dependents provides limited coverage for expenses related to drug treatment programs. See your supervisor or refer to the plan description for details.

Education and Training Programs

We do not offer, nor require participation in, drug and alcohol abuse education and training programs. However, various public and private facilities in our area offer such programs and affected employees are encouraged to seek assistance.

I have read the employee handbook including all procedures, rules, policies and agree to abide by them explicitly. If there is anything you do not fully understand please get with the office manager before you sign and commit below.

New Employee Signature

Date

Printed Name