

## EMPLOYEE HANDBOOK

### OUR VISION

We are committed to being a superior electrical labor organization, which continuously improves the value of services delivered to our customers and communities.

### OUR MISSION

To deliver quality electrical services.  
To create a recognized, integrated electrical labor service system.  
To provide exceptional opportunities for personal, and professional growth for our employees.

### OUR VALUES

To guide our decisions and behavior, we must commit to these values:

**Customer Satisfaction.** Our customers are our reason for being. We commit to collaborative interaction with them to achieve excellent outcomes, cost-effectiveness, and high levels of satisfaction.

**Honesty.** We are honest and ethical in our relationships. We are accountable for our performance and exhibit trust in others.

**Mutual Respect.** We value the contributions from diverse individuals, respect the right to differ, and recognize that differences can be the strength of our commitment to improvement. Therefore, we promote mutual respect among all members of our organization.

**Supportive Environment.** We strive to maximize the personal and professional potential of each individual in our work force by fostering a supportive environment.

**Enthusiasm.** We believe that enthusiasm for our work is fundamental to achieving the goals our organization. A positive attitude demonstrates that we care and creates a favorable impression of our services

### EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of Allied Electric Force Inc. not to discriminate against its employees and applicants for employment. All decisions involving employment, including recruitment, training, hiring, promotions and transfers will be made on the basis of individual qualifications related to the requirements of the position. All decisions made regarding employment will not be influenced in any manner by race, color, religion, sex, age, national origin, veteran status or disability.

Likewise, the administration of all other personnel matters such as compensation, benefits, reduction in force, recall, training, and education will be free from any discriminatory, illegal, or unethical practices.

### ETHICS COMPLIANCE POLICY

Allied Electric Force Inc's Ethics Compliance Policy defines the ethical and legal standards, principles and values that guide the actions of all employees. Every employee is responsible for reading, understanding and following the policies outlined in the Ethics/Compliance Policy. These Policies include:

- Conforming with all applicable laws and regulations
- Acting ethically with integrity in all business activities
- Reporting suspected violations of these policies
- Attending training sessions appropriate to your position

If an employee has an ethics concern, he or she should discuss the situation with his or her supervisor. If such a conversation would be uncomfortable, you may contact Dan Jacobson.

## STANDARDS FOR EMPLOYMENT

Applicants for employment must be able to satisfactorily perform the essential duties for the position for which they are applying. Candidates will be asked to present original documents as evidence of any required licensure, certification or registration prior to employment. Employees must maintain all required credentials throughout their employment.

## CITIZENSHIP AND ALIEN STATUS VERIFICATION

In compliance with the Immigration Reform and Control Act of 1990, Allied Electric Force Inc. will hire only those applicants who are eligible to work in the United States. All offers of employment are contingents on employees producing certain documents that verify their eligibility to work.

## EMPLOYMENT OPPORTUNITES

When employment opportunities arise, Allied Electric Force. is committed to the promotion of qualified candidates from within the company. Every effort is made to promote the most capable and experienced individuals based on past performance, relevant pre-employment background and demonstrated ability to assume greater responsibility.

## TRANSFERS

Consideration will be given to those individuals who wish to make transfer within the Allied Electric Force Inc. sites or system, subject to the needs and best interests of Allied Electric Force Inc.

## DEMOTIONS

Occasionally, it may be necessary to make changes in an employee's position as a result of significantly reduced job duties or responsibilities, poor performance or personal circumstances.

## ATTENTANCE AND TARDINESS STANDARDS

Absence creates problems for employees who must perform the duties of their fellow workers. Punctuality and regular attendance are essential to the proper operation of Allied Electric Force Inc. These also help employees establish a good working reputation and add to their opportunity for advancement.

Only a supervisor may excuse absence or tardiness. It is the responsibility of an employee who is unable to work or to report to work on time to personally notify the supervisor as far in advance as possibly before the shift begins. Supervisors will determine, in accordance with Allied Electric Force Inc. policy, whether such absences are excused.

Repeated or continuous unexcused absenteeism and tardiness will be documented and are grounds for disciplinary action up to and including termination.

## ABSENCE WITHOUT NOTICE

In order for Allied Electric Force Inc. to operate effectively, employees must keep the supervisor informed as to when the employee will be off work for any reason. If employee fails to notify his or her supervisor after two consecutive days of an absence, it will be assumed that the employee has abandoned his position and the employee may be terminated. If an employee must leave work for any reason before the end of the day, he or she must notify and obtain prior consent from his or her supervisor. Failure to do so is grounds for dismissal.

## RESIGNATION

Should an employee decide to leave., he or she must notify his or her supervisor two weeks prior to the departure date so that an orderly transition can be made. Employees who fail to provide such notice may not be eligible for rehire.

At the time of resignation, the employee will be required to turn in any company property such as keys, vehicle, and tools. They will also be required to settle any outstanding balances owed to Allied Electric Force Inc., supply any address change and complete any paperwork or forms as required due to federal, state or local regulations.

#### REDUCATION IN FORCE

Allied Electric Force Inc. determines that a reduction in force is warranted because of lack of work, reorganization or other factors, the following procedures apply. When a reduction-in-force termination is necessary Allied Electric Force Inc. will consider the following factors: the employee's performance, productivity, qualifications, ability, attitude, flexibility, availability, and commitment to Allied Electric Force Inc. vision, mission, values as judged by Allied Electric Force Inc. management. In cases where Allied Electric Force Inc. determines these factors are essentially equal between employees, length of service shall also be considered in determining who will be retained.

#### CONCERNING YOUR RIGHTS

Open Communications Between Management and Employees of Allied Electric Force Inc. encourages managers and employees to freely discuss Allied Electric Force Inc. appropriate matters in constructive and respectful manner. Employees who have views regarding a relevant issue should endeavor to speak with their supervisors at a mutually convenient time or whenever operations permit. It is the responsibility of both the supervisor and employees to keep open the lines of communication.

#### LUNCH AND BREAK TIME

Each full time employee is given a lunch break, and may be offered brief morning and afternoon breaks each day, subject to Contractor's demands. Lunch and break times should be scheduled with the supervisor. Employees must take at least thirty minutes for lunch. Employees will be provided a full, continuous lunch break.

#### ADMINISTRATIVE AND PERSONNEL POLICIES

For the first 90 days of employment, management may be in close contact with the employee for the purpose of training and performance appraisal. During this period, accelerated disciplinary procedures may apply. This orientation period is not intended to, and indeed does not, constitute a period of temporary guaranteed employment.

#### EMPLOYEE DATA CHANGES

Employees will be responsible for notifying their Supervisor/Manager as soon as possible of any changes such as:

- Name
- Address
- Telephone number
- Dependents (names or number of)
- Marital status
- Formal education
- Physical or other limitations
- Person to notify in case of emergency
- Courses completed or other training/skills acquired

#### ACCESS TO PERSONNEL FILES

Important events in each employee's employment history with Allied Electric Force Inc. are recorded and kept in the employee's personnel file. Employment application, performance reviews, change of status records are examples of records maintained. Employee information is held in strictest confidence, and only those persons with a bona fide reason will be given such information.

Employees who wish to inspect their files may do so by arranging an appointment with the appropriate person in the office. Personnel files are the property of Allied Electric Force Inc. In order to maintain the strictest

confidentiality, we do not permit employees to remove or distribute any portion of the information contained in their personnel files.

## HARRASSMENT

Allied Electric Force Inc. is committed to maintaining a workplace free from employee harassment, whether it is sexual, racial, and ethnic or of some other type. Harassment in any form – verbal, physical, visual or work environment – is strictly against Allied Electric Force Inc. policy and will result in disciplinary action. If an employee believes he or she has been the victim of harassment, the objectionable conduct should be reported immediately to the supervisor, office, or President. These sensitive matters will be treated with the strictest confidence and discretion.

## PROFESSIONAL ETHICS AND CONFIDENTIAL INFORMATION

Unauthorized disclosure of confidential information by employees could render the employee and Allied Electric Force Inc. liable for legal damages. Any employee who violates the confidentiality of company information is subject to serious disciplinary action up to and including termination of employment.

## REFERENCES

It is Allied Electric Force Inc. policy to provide to prospective employers only the following information.

- 1) Dates of employment
- 2) Position held

Upon an employee's written request, salary information may be provided. All inquiries should be forwarded to the office for the response.

## DRESS CODE

We operate in many different settings. Individual job sites may define appropriate attire for that specific location. The following are general guidelines to follow.

Since personal appearance creates an impression for our clients, it is important that employees' dress be neat, clean, and of a reasonably conservative style. All attire must be appropriate and in good taste. If you are working on an industrial site, you must wear pants and work boots. On all job sites you must wear a hard hat. If you have questions regarding the attire of a certain site you need to ask before your shift begins what would be deemed appropriate dress attire.

If Allied Electric Force Inc. or Contractor deems an employee's attire or hygiene inappropriate, he or she may be required to leave work and return when he or she is suitably dressed. Any time missed for this reason will not be paid for.

## CONDUCT GUIDELINES

It is important that employees be aware of their responsibilities to Allied Electric Force Inc. and to co-workers.

Allied Electric Force Inc. utilizes a constructive approach to disciplinary matters to prevent and correct conduct, which threatens to interfere with effective Allied Electric Force Inc. operations and to foster a positive work environment. Violations of Allied Electric Force Inc. policies can result in one of the following forms of disciplinary action: warning, final warning, suspension and/or discharge. Discipline will be imposed at the discretion of Allied Electric Force Inc. management. In arriving at a decision for proper action, the following will be considered:

- Seriousness of infraction
- Past record of the employee
- Circumstances surrounding the matter

## WARNINGS

If any employee fails to comply with Allied Electric Force Inc. policy or if his or her job performance is unacceptable, Allied Electric Force Inc. management may issue verbal and/or written warnings. Initial warnings, which do not result in immediate improvement, may be followed by fully documented warnings. Employees are permitted to add written comments to such later warnings.

An employee who is given a written warning will be requested to acknowledge the warning by signature. This signature is not an admission of guilt nor agreement that the warning is justified, but merely serves verification that the warning was received. In some instances, employees will be given a final warning, indicating that future infractions for misconduct or nonperformance may result in termination. All performance related counseling, warnings, and other documentation will be placed in the employee's personnel file.

## TERMINATION

Serious violation of policy or continued unacceptable performance is grounds for termination. Termination may be immediate and without warning. Failure to support Allied Electric Force Inc.'s vision, mission, and values may result in disciplinary action up to and including termination.

It is not feasible to list each action, which will result in disciplinary action up to, and including dismissal. Typically, conduct which threatens the ability to work together and to provide a friendly and efficient environment which compromises the quality of service.

The following are examples of some, but not all, that may result in disciplinary action up to and including termination. These guidelines apply to all Allied Electric Force Inc. employees, including management:

- Excessive or repeated absenteeism/tardiness
- Disregarding customer relations
- Disregarding proper dress and/or personal hygiene.
- Disregarding safety and/or sanitation policies.
- Failure to report injuries of themselves, other employees or customers immediately to the manager.
- Releasing statements or stories to anyone without the explicit authorization from Allied Electric Force Inc. President.
- Violation of the Allied Electric Force Inc.'s rule against solicitation and distribution.
- Posting or removing notices, signs, or any other material from Allied Electric Force Inc. property with permission.
- Failure to exhibit a high level of cooperation toward fellow employees
- Non-Performance of duties according to standards, failure to correct misconduct, or failure to improve unsatisfactory performance, which has been the subject of a previous warning.
- Disregard of established procedures and/or standards.
- Harassment, unfavorable statements, or discrimination pertaining to race, ethnic group, gender, sexual conduct, age or disability.
- Discourteous treatment of clients, customers, public, and fellow employees.
- Insubordination to supervisors or other members of management, including disrespectful behavior or the refusal or failure to perform assigned work or follows the instruction of management personnel.
- Divulging or misusing confidential information regarding a customer, client, or fellow employee of Allied Electric Force Inc.
- Falsifying information concerning the employment application, time records or any other Allied Electric Force Inc. record.
- Seeking or disseminating confidential salary or other payroll information.
- Immoral conduct (dishonesty, obscene behavior or language, gambling, etc.)
- Intoxication while on the job or bringing intoxicating beverages on premises of Allied Electric Force Inc. or Allied Electric Force Inc. clients (job sites). Possessing, using, selling, distributing, accepting or being under the influence of illegal drugs, including prescription drugs or controlled substances obtained without prescription or physicians' directive.
- Fighting or attempting to injure others.
- Soliciting of any type. (Work, tips, etc.)
- Disorderly behavior.
- Willful destruction, theft or misappropriation of Allied Electric Force Inc., Client or employee property.
- Violations of the law during work hours or in the course of an employee's work duties.

It is important to remember that the above list comprises examples of some specific behaviors and how they may be handled. They should not be considered to cover all situations that can result in disciplinary action nor do they limit management's right to take appropriate action in any specific incident or situation.

Upon termination your final payment will be mailed to you at the address on file.

#### INSUBORDINATION

If asked or directed to perform a task, which an employee feels is unfair, unwarranted or unrelated to a specific job, the employee is required to perform the task, as long as the requested action does not constitute a violation of law or company policy. Thereafter, at an appropriate time and place, the employee may consult his or her supervisor. In the event it is not feasible to discuss the matter with the supervisor or the consultation results are unsatisfactory, the employee should contact the President. Failure to obey directives and reasonable requests and the use of vulgar or abusive language will not be tolerated.

#### SOLITATIONS AND DISTRIBUTIONS

To avoid the disruption of workflow of Allied Electric Force Inc., solicitations, distribution or circulation of petitions by employees are not permitted during work time or in work areas at any time. This includes any solicitation of any kind, such as but not limited to solicitation for membership into any organization, selling of subscriptions or tickets, or any other purpose.

#### CONCERNING YOUR PAY

##### Work hours and schedules

An employee's work hours will be discussed before he or she begins the job. The employee's immediate supervisor will determine the actual work schedule. Any change an employee may wish to make in the working times must be discussed with an approved by the supervisor.

Employees must expect occasional reassignments, as the needs of Allied Electric Force Inc. require. They also may be required to perform some overtime work.

#### OVERTIME

Hourly employees will be paid time and one half for hours worked in excess of 40 hours in one week in accordance law. Their supervisor must authorize all overtime work by hourly employees in advance.

#### JOB DESCRIPTION AND CLASSIFICATIONS

##### Regular Full-time

Employees regularly scheduled to work at least 40 hours per week are classified as regular full time employees

#### TIME SHEETS

Allied Electric Force Inc. is legally required to keep an accurate of all employees time worked. Further, keeping accurate and complete time sheet is very important, because these records serve as the basis on which you will be paid you are required to record your time as you work it, and then turn your time in on Friday when you receive your check. If you work time on Saturday and/or Sunday after you have turned your time in you are required to call the time in to the office no later than 6:00 p.m. Sunday. If you time is not called in, by Monday, it could result in you being paid for those hours called in late on the following week.

#### HEALTH AND SAFETY

Employees are expected to be conscious of health, safety and fire prevention and to be compliant with all applicable precautions.

#### WEAPONS

In accordance with Allied Electric Force Inc. commitment to safety, firearms and other weapons are not allowed on Allied Electric Force Inc. property, and Allied Electric Force Inc. customer's property (job sites, etc.) Allied

Electric Force Inc. reserves the right to deny access to any individual reasonably suspected of carrying a weapon and to search the premises and its employees to ensure the absence of weapons at its facilities.

#### EQUIPMENT

Work safety depends on the careful use of equipment and maintenance of neat and organized work area. Employees will be responsible for keeping the equipment they use clean and in good working order. Each employee should report damage or excessive wear of equipment in his or her work area promptly so that repair can be made. Observe all warning signs indicating hazards.

#### ILLNESS OR INJURY ON THE JOB

Employees who become ill during working hours should notify their supervisor.

#### INJURY ON THE JOB

In the event of on-the-job injury of an employee or co-worker, an employee must notify his or her supervisor immediately.

If an employee has an accident at work or if he or she should witness an accident of another employee on the property of Allied Electric Force Inc. or Allied Electric Force Inc.'s clients, he or she is also to notify his or her supervisor.

#### WORKER'S COMPENSATION INSURANCE

Worker's Compensation Insurance is an employer-paid insurance program administered through Allied Electric Force Inc.'s compensation carrier. The Worker's Compensation Act applies only to illness or injuries sustained by employees in the course and scope of their employment. Employees of Allied Electric Force Inc. are covered immediately upon employment for the following workers' compensation benefits.

#### FILING A CLAIM

It is the policy of Allied Electric Force Inc. to assure that each employee will receive maximum benefits under the law with a minimum delay and inconvenience. It is required that any occupational injury or illness be reported to the employee's supervisor immediately, enabling Allied Electric Force Inc. to notify the appropriate state agencies with the time limit specified by law. It is the employee's responsibility to report such occurrences to his or her immediate supervisor, who will, in turn, notify the appropriate person.

If medical attention is required, you must be seen by an Emergicare Medical Clinic in the area. If an employee prefers to be seen by a doctor or hospital of their choice, it will be at their own expense. Again, the above procedure must be followed.

If this procedure is not followed, the injury/accident will not be considered valid unless extraordinary circumstances exist.

Allied Electric Force Inc. reserves the right to test all on the job injuries. See Substance abuse policy.

#### SUBSTANCE ABUSE

In circumstances where drug use or impairment is reasonably suspected, Allied Electric Force Inc. employees may be required to submit a drug testing to protect fellow employees. In these narrowly defined instances, as set forth in Allied Electric Force Inc. policy, required drug tests will be executed in a confidential manner. Employees undergoing reasonable cause testing may return to work upon receipt of a negative result. Positive test results will result in appropriate disciplinary action. The company reserves the right to test all on the job injuries. Additionally, Allied Electric Force Inc. will pay for the test up front. If the tests are negative, Allied Electric Force Inc. will carry the cost. If however, the tests are positive, the cost of the test will come out of the employee's next paycheck.

**COMPANY PROPERTY**

Occasionally, Allied Electric Force Inc. will loan tools to its employees. If you borrow tools or property from Allied Electric Force Inc. you will be required to sign for it. If Allied Electric Force Inc. property is damaged, lost or stolen due to your negligence, you will be required to either replace the property at your cost, or pay for the property and/or damage of property out of your paycheck.

**NO HIRE CLAUSE**

After termination of employment with Allied Electric Force Inc. either employee or employer, you are not able to obtain employment with any of Allied Electric Force Inc. clients, customers, and Contractors for a period of no less than 90 days after termination date.

**EMPLOYEE ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK**

I have read Allied Electric Force Inc. Employee Handbook and understand the company procedures. Any questions that I may have I will ask my supervisor, or our Operations Manager Dan Jacobson. I agree to abide by the policies and procedures of Allied Electric Inc. Additionally, I have received a copy of the Employee Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date