



EMPLOYEE HANDBOOK

TABLE OF CONTENTS

SECTION 1.0 INTRODUCTION	1
1.1 Welcome	1
1.2 Introductory Statement	1
1.3 Customer Relations	1
SECTION 2.0 EMPLOYMENT POLICIES & PROCEDURES	2
2.1 Employment-At-Will	2
2.2 Equal Employment Opportunity	2
2.3 Affirmative Action	2
2.4 ADA Accommodation	3
2.5 Immigration Reform and Control Act	3
2.6 Employment Applications	4
2.7 Background Checks - Arrests/Convictions	4
2.8 Right to Work	5
2.9 E-Verify	5
2.10 Introductory Period	6
2.11 Employment Categories	6
2.12 Job Descriptions	7
2.13 Resignation	7
2.14 Termination	8
2.15 Re-Employment Policy	8
2.16 Non-Disclosure	9
2.17 Open Door Policy	9
2.18 Training and Development	10
2.19 Harassment Training	10
2.20 Harassment (Anti-Harassment) - Long Version	10
2.21 Workplace Bullying	12
2.22 Medical Marijuana Card/Use Policy	13
2.23 Driving MVR Distracted Driver Vehicle Usage Dash Cameras	13
2.24 Discipline/Corrective Action Policy	17
2.25 Performance Improvement Policy	17
2.26 Performance Appraisal Program	17
2.27 Promotion Policy	18
2.28 Expense Reimbursement Policy	18

SECTION 3.0 HOURS OF WORK AND PAY	19
3.1 Hours of Work	19
3.2 Breaks & Lunches	19
3.3 Overtime	19
3.5 Time Keeping	20
3.5 Flextime	21
3.6 Pay Equity	21
3.7 Paydays	22
3.8 Direct Deposit	22
3.9 Payroll Deductions	22
3.10 Child Support/New Hire Law	23
3.11 Garnishments	23
3.12 Travel Expenses	23
3.13 Final Paycheck	24
SECTION 4.0 MANDATORY EMPLOYEE BENEFITS	25
4.1 Employee Benefits	25
4.2 Social Security	25
4.3 Unemployment Insurance	25
4.4 Workers' Compensation Insurance	26
4.5 Family Medical Leave Act	26
4.6 Pregnancy Leave	33
4.7 Military Leave	33
4.8 Military Family Leave	34
4.9 Military Caregiver Leave	35
4.10 Benefit Continuation-COBRA	35
4.11 Voting	36
4.12 Jury Duty	36
SECTION 5.0 OPTIONAL EMPLOYEE BENEFITS	37
5.1 Holidays	37
5.2 Vacation	37
5.3 Paid Time Off (PTO)	38
5.4 Sick Leave	38
5.5 Personal Leave	38
5.6 Paid Family Leave	39
5.7 Parental Leave	39

5.8 Bereavement	40
5.09 Medical	41
5.10 Inclement Weather	41
SECTION 6.0 EMPLOYEE CONDUCT / RESPONSIBILITIES	42
6.1 Standard of Conduct	42
6.2 Workplace Violence	43
6.3 Weapons Free Workplace Policy	43
6.4 Workplace Safety	44
6.5 Designated Safety Sensitive Position	44
6.6 Reporting Work Related Injuries	44
6.7 Drug Free Workplace with Marijuana Card	45
6.8 Non-Smoking (Including Electronic Cigarettes)	46
6.9 Outside Employment	46
6.10 Conflict of Interest	47
6.11 Confidentiality	47
6.12 Computer Policy, Including Internet Usage and Email	48
6.13 - Mobile Device Policy	48
6.14 Social Networking Policy	49
6.15 Company Property	49
6.16 Attendance/Punctuality	50
6.17 Dress Code	50
6.18 Workplace Etiquette	51
6.19 Solicitation	51
6.20 Visitors at Work	51
6.21 Parking	52
6.22 Personal Data Changes	52
6.23 Progressive Discipline	52
6.24 Complaint Procedure	54
SECTION 7.0 MISCELLANEOUS	55
7.1 Ethics Policy	55
7.2 HIPAA Policy	55
7.3 Suggestion Program	56
7.4 Uniforms	56
SECTION 8.0 ACKNOWLEDGEMENT	57
8.1 Acknowledgement of Receipt of Company Handbook	57

SECTION 1.0 | INTRODUCTION

1.1 | Welcome

Revised: 11/18/2022 | Effective: 04/30/2020

We believe that every employee helps to make Hindsight Electric, LLC successful. We hope that you will be proud to be a member of our team.

This handbook describes many of our policies and outlines the programs and benefits available to eligible employees and will answer many questions you may have about your employment at Hindsight Electric, LLC. We suggest that you become familiar with the handbook as soon as possible.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Jon Bauer
Owner

1.2 | Introductory Statement

Revised: 11/18/2022 | Effective: 04/30/2020

This handbook has been prepared to provide our employees with a general understanding of our personnel policies, work rules, and benefits. All employees are responsible for becoming familiar with our policies and procedures. If you have any questions regarding the material in the handbook, please contact your supervisor or any other member of management for clarification.

The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. Hindsight Electric, LLC reserves the right to make changes to these policies at any time. When changes are necessary, we will provide you with amended pages for your handbook.

1.3 | Customer Relations

Revised: 09/21/2022 | Effective: 04/30/2020

Our customers are vital to the success of our business. Every employee represents Hindsight Electric, LLC to customers and the public. One of the highest priorities at Hindsight Electric, LLC is to help our customers or potential customers. Nothing is more important than being courteous, friendly, prompt, and helpful to customers.

If a customer wants to make a specific comment or a complaint, you should direct the person to the Owner for appropriate action. Your contacts with the public, your telephone manners, and any communications you send to customers reflect not only on you but also on the professionalism of Hindsight Electric, LLC.

Good customer relations build customer loyalty.

SECTION 2.0 | EMPLOYMENT POLICIES & PROCEDURES

2.1 | Employment-At-Will

Revised: 11/18/2022 | Effective: 04/30/2020

Employment with Hindsight Electric, LLC is at-will which means the employment relationship may be terminated with or without cause and with or without notice at any time by you or Hindsight Electric, LLC. In addition, Hindsight Electric, LLC may alter an employee's position, duties, title, or compensation at any time, with or without notice and with or without cause. Nothing in this handbook or in any document or statement and nothing implied from any course of conduct shall limit Hindsight Electric, LLC's, or employee's right to terminate employment at-will.

Only Hindsight Electric, LLC's Owner is authorized to modify Hindsight Electric, LLC's at-will employment policy or enter into any agreement contrary to this policy. Any such modification must be in writing and signed by the employee and the Owner.

2.2 | Equal Employment Opportunity

Revised: 11/18/2022 | Effective: 04/30/2020

Hindsight Electric, LLC adheres to all federal, state, and local laws regarding equal employment opportunity that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information and any other legally protected status. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

EEOC interprets and enforces Title VII's prohibition of sex discrimination as forbidding any employment discrimination based on **gender identity or sexual orientation**. These protections apply regardless of any contrary state or local laws.

Through investigation, conciliation, and litigation of charges by individuals against private sector employers, as well as hearings and appeals for federal sector workers, the Commission has taken the position that existing sex discrimination provisions in Title VII protect lesbian, gay, bisexual, and transgender (LGBT) applicants and employees against employment bias.

We provide equal opportunities for all employees and applicants for employment without regard to any service, past, present, or future, in the uniformed services of the United States. It is the responsibility of everyone in management to ensure that equal consideration be given to all applicants and employees in personnel actions, which include recruiting and hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoff, recalls, and terminations.

2.3 | Affirmative Action

Revised: 11/18/2022 | Effective: 04/30/2020

As part of Hindsight Electric, LLC's equal employment opportunity policy, Hindsight Electric, LLC will take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation, or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of Hindsight Electric, LLC to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies will not be tolerated.

Specific to employees in Colorado

- **Rule 80.9 - Affirmative Action:** The employer shall take affirmative action to recruit women to apply for those jobs where they have been previously excluded. Such affirmative action may include but is not limited to notifying employment referral agencies that women are welcome to apply for all positions, recruiting at women's colleges, and the use of advertising which is not classified by sex.
- **Veterans:** Veterans who have been honorably discharged from the armed services and who served during war or any other campaign for which a campaign badge was authorized are to have five points added to the passing score of an examination to qualify for employment with the state or any political subdivision. Disabled veterans are to have 10 points added to a passing score. Five points are to be added to the passing score of a surviving spouse of any person who would have been entitled to additional points or of any person who died during service or from a service-connected cause while on active duty.

2.4 | ADA Accommodation

Revised: 09/21/2022 | Effective: 04/30/2020

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

We make all types of leaves of absence available to all employees on an equal basis. Hindsight Electric, LLC is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability.

Hindsight Electric, LLC will follow any state or local law that gives more protection to a person with a disability than the ADA gives. Hindsight Electric, LLC is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

2.5 | Immigration Reform and Control Act

Revised: 09/21/2022 | Effective: 04/30/2020

It is Hindsight Electric, LLC's policy to fully comply with the regulations of the Immigration Reform and Control Act of 1986 (as amended) enforced by the Department of Homeland Security. We will hire only American citizens and aliens who are authorized to work in the United States.

The law requires Hindsight Electric, LLC to do five things:

1. All new employees must complete Section 1 of the I-9 form within three business days of hire.
2. Check documents establishing employees' identity and eligibility to work. (Note: You are not allowed to tell the employee which documents to present and cannot ask for more than is required.)
3. The person examining the documents must complete Section 2 of the I-9 Form and the Certification Section.
4. Retain the form for at least three years. (If Hindsight Electric, LLC employs the person for more than three years, Hindsight Electric, LLC must retain the form until one year after the person leaves employment.)
5. Present the form for inspection to the Department of Homeland Security or Department of Labor officer upon request. (At least three days advance notice will be given.)

If an employee is hired for less than three days, Hindsight Electric, LLC must complete Form I-9 before the end of the employee's first working day. The I-9 Form contains instructions for completion. The employee assigned to this task must follow those instructions completely.

I-9 Forms are to be kept separate from all other personnel records.

2.6 | Employment Applications

Revised: 09/21/2022 | Effective: 04/30/2020

We rely on the accuracy of the information you put on your employment application. We expect that you and your references will give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was left out on purpose, we may reject an applicant from further consideration. If the person has already been hired, it could result in termination of employment.

2.7 | Background Checks - Arrests/Convictions

Revised: 09/21/2022 | Effective: 04/30/2020

To ensure that individuals who join Hindsight Electric, LLC are well qualified, and to ensure that Hindsight Electric, LLC maintains a safe and productive work environment, it is Hindsight Electric, LLC's policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to Hindsight Electric, LLC. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead Hindsight Electric, LLC to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

Hindsight Electric, LLC also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Specific to employees in Colorado

- **Arrests:** Employers may not inquire about sealed records in an employment application or otherwise. In response to a question about a sealed record, an applicant may deny that the incident occurred. An employer may not reject an applicant solely because of a refusal to disclose information about a sealed record.
 - **Convictions:** Employers may not inquire about sealed records in an employment application or otherwise.
 - **Agency guidelines:** The Colorado Civil Rights Division's Guidelines provide that it's discriminatory to ask applicants about arrests or convictions that aren't job-related.
-

2.8 | Right to Work

Revised: 09/21/2022 | Effective: 04/30/2020

The "Right to Work" means that an employee cannot be compelled to join or pay the equivalent of dues to a union, nor can the employee be fired if he or she joins the union. In other words, the employee has the right to work, regardless of whether he or she is a member or financial contributor to such a union.

We believe that the work conditions, wages, and benefits we offer to Hindsight Electric, LLC employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, we strongly encourage you to express these concerns openly and directly to your supervisor.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Hindsight Electric, LLC fully demonstrates its commitment to employees by responding effectively to employee concerns.

2.9 | E-Verify

Revised: 09/21/2022 | Effective: 04/30/2020

E-Verify is to be used only after an offer of employment has been made and we utilize the E-Verify System to ensure that every employee in the workforce is authorized to work in the United States.

Hindsight Electric, LLC is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States in accordance with the Immigration Reform and Control Act of 1986. We do not illegally discriminate because of a person's citizenship or national origin. Every new employee at Hindsight Electric, LLC is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

Hindsight Electric, LLC follows federal and state requirements and utilizes E-Verify to provide further eligibility verification of employment. If E-Verify does not confirm eligibility, Hindsight Electric, LLC will notify the employee as required by law.

If you leave Hindsight Electric, LLC and are rehired, you must complete another Form I-9 if the previous I-9 with Hindsight Electric, LLC is more than three years old; if the original I-9 is not accurate; or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact the Business Controller. Retaliation of any form is against the law and if you ask questions or want to complain about the immigration law compliance policy, you will not be punished in any way.

Specific to employees in Colorado

Colorado requires every new hire to provide proof that they are lawfully present in the United States prior to starting work for the State and will produce the required form of identification prior to starting work.

2.10 | Introductory Period

Revised: 09/21/2022 | Effective: 04/30/2020

The first 90 days of employment are considered the introductory period. During this time, you will be evaluated by your supervisor on your job performance, personal traits, and general fitness for the job. Employees in their introductory period are not eligible for company benefits, apart from paid holidays.

After completing the introductory period, your continued employment will be determined by your job performance and adherence to Hindsight Electric, LLC's policies, and code of conduct.

2.11 | Employment Categories

Revised: 12/08/2022 | Effective: 04/30/2020

It is important that you understand the definitions of the employment categories at Hindsight Electric, LLC and know your classification. Your employment category helps determine your employment status and your eligibility for benefits. If you have questions or are not sure what your employment classification is, talk to your Supervisor/Manager.

These employment categories do not guarantee employment with Hindsight Electric, LLC for any specific period. You became an employee at Hindsight Electric, LLC voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that Hindsight Electric, LLC may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Depending on your job, you are either NONEXEMPT or EXEMPT from federal and state wage and hour laws. If you are a NONEXEMPT employee, you are entitled to overtime pay under the specific provisions of federal and state laws.

Definition of Exempt Employee:

- The Fair Labor Standards Act contains dozens of exemptions under which specific categories of employers and employees are exempted from overtime requirements. The most common exemptions are the white-collar exemptions for administrative, executive, and professional employees, computer professionals, and outside sales employees. There is also a lesser-known exemption for certain retail or service organizations.
- Your EXEMPT or NONEXEMPT classification may be changed only with written notification by Hindsight Electric, LLC management.

In addition to being a Nonexempt or Exempt employee, you may also belong to one of the following employment categories:

- You are a **Regular Full-Time** employee if you are not assigned to a temporary or introductory status AND you are regularly scheduled to work the Hindsight Electric, LLC full-time schedule. REGULAR FULL-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work the full-time schedule at Hindsight Electric, LLC. In most cases, regular full-time employees are eligible for all Hindsight Electric, LLC benefit programs, subject to the terms, conditions, and limitations of each benefit program.
- You are a **Part-Time** employee if you are not in a temporary or introductory status AND you are regularly scheduled to work 20 hours per week. Part-time employees receive all legally mandated benefits, such as

Social Security and workers' compensation insurance. Part-time employees are not eligible for the other Hindsight Electric, LLC benefit programs.

- You are a **Temporary** employee if you are hired to work on a temporary project or assignment. Such assignments may be of definite or indefinite duration. Most employers define a "temporary" employee as an individual who is not a regular employee and who will be scheduled to work for a limited period of definite or indefinite duration. Employment beyond the specified period should not in any way imply a change to the individual's employment status or benefit eligibility.
- You are a **Per Diem** employee if you are hired to routinely work scheduled hours but receive additional compensation in lieu of non-legislated benefits. "Per diem" employees may routinely work a full-time schedule and agree to accept additional pay (typically about 25% more) in lieu of all or part of the employer's usual benefit package.
- You are an **Introductory** employee if your performance is being evaluated to determine whether further employment in a specific position or with Hindsight Electric, LLC is appropriate. When you satisfactorily complete the Introductory Period, you will be told about your new employment classification.

2.12 | Job Descriptions

Revised: 09/21/2022 | Effective: 04/30/2020

We strive to have accurate job descriptions for all jobs at Hindsight Electric, LLC. A job description includes the following sections:

- Job information
- Job summary (gives a general overview of the job's purpose)
- Essential duties and responsibilities
- Supervisory responsibilities
- Qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required)
- Physical demands
- Work environment

We use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities. The Business Controller will prepare a job description when a new job is created. We review existing job descriptions and update them when a job changes.

Your job description does not necessarily cover every task or duty that you might be assigned. You may be assigned additional responsibilities as necessary. If you have questions or concerns about your job description, contact your immediate supervisor.

2.13 | Resignation

Revised: 09/21/2022 | Effective: 04/30/2020

Employees who choose to leave Hindsight Electric, LLC are asked to give at least two weeks' notice. Employees who do not give an appropriate notice will not be eligible for rehire.

All resigning employees will have an exit interview. The purpose of the interview is to be certain the reasons for the employee's resignation are not founded on a misunderstanding or erroneous situation. The interview will also cover what compensation the employee has coming and when termination of benefits will occur.

Employees are expected to turn in all company property on their last day of work with Hindsight Electric, LLC.

2.14 | Termination

Revised: 09/21/2022 | Effective: 04/30/2020

Termination may become necessary due to the employee's lack of ability or failure to fulfill the requirements of the job. Terminations are always unpleasant and costly, and Hindsight Electric, LLC does not take the decision to terminate lightly. Advance notice may or may not be given depending on the circumstances surrounding the termination.

All terminating employees will have an exit interview. The purpose of the interview is to be certain the reasons for the employee's termination are not founded on a misunderstanding or erroneous situation and to solicit information on what the employee understands of Hindsight Electric, LLC and Hindsight Electric, LLC benefits. The interview will also cover what compensation the employee has coming and when termination of benefits will occur.

Employees are expected to turn in all company property at the time of termination.

Specific to employees in Colorado

When an employee leaves their position in Colorado for any reason, employers are required to provide notice of unemployment benefits. This notice requirement is now expanded to include specific provisions. Colorado recently passed legislation requiring employers in the state to provide each employee notice in writing regarding the potential availability of unemployment benefits. Senate Bill 22-234 was passed on May 25 and became effective immediately.

Colorado employers needed to provide employees with a notice containing the following:

- That unemployment insurance benefits are available to unemployed workers who meet the eligibility requirements under Colorado law
- Contact information to file a claim
- Information the worker will need to file a claim
- Contact information to inquire about the status of their claim after it is filed

Section 5 of the Act describes an employer's expanded notice requirements. Under the new law, at the time of separation from employment, the employer must now also provide written information that includes:

- Employer's name and address
- Employee's name and address
- Employee's ID number or the last four digits of their SSN
- Employee's first and last dates worked, year-to-date earnings, and wages for the last week worked
- Reason for separation

The notice requirements appear to apply to both voluntary and involuntary terminations, as the notice information must include the reason for separation.

2.15 | Re-Employment Policy

Revised: 09/21/2022 | Effective: 04/30/2020

Employees who leave Hindsight Electric, LLC in good standing will be considered for open positions along with other applicants. Employees who leave without giving proper notice or who were terminated for cause will not be eligible for rehire.

2.16 | Non-Disclosure

Revised: 12/08/2022 | Effective: 04/30/2020

It is very important to Hindsight Electric, LLC that we protect our confidential business information and trade secrets. Confidential information includes, but is not limited to the following:

- Compensation/Payroll Data
- Customer Lists
- Customer Preferences
- Financial Data and Information
- Marketing Strategies
- Pending Projects and Proposals
- Technological Data

You may be asked to sign a non-disclosure agreement as a condition of your employment. If you improperly use or disclose a trade secret or confidential business information, you will be subject to disciplinary action, up to and including termination of employment and legal action.

Specific to employees in Colorado

House Bill 22-1317 will effectively eliminate all non-compete agreements, except for those applying to highly compensated employees (earning \$101,250/year) or more, if the non-compete agreement is for the protection of trade secrets and is no broader than reasonably necessary to protect trade secrets. Customer non-solicitation agreements will also be void, except for those entered into by a person who earns at least 60% of the threshold for highly compensated workers (\$60,750/year), and again only if the covenant is no broader than reasonably necessary to protect the employer's trade secrets. These new standards will apply to agreements entered into or renewed on or after the effective date of the law. Employers will not be required to amend existing agreements, but Colorado courts will likely not enforce non-compete agreements that violate the new law against their departing employees. In addition to changing which non-compete agreements are enforceable; the new law also contains specific requirements when a non-compete agreement is being presented to an applicant or employee. For applicants, notice of a non-compete agreement requirement and the applicable terms must be provided to a prospective worker before the worker accepts the offer of employment.

2.17 | Open Door Policy

Revised: 09/21/2022 | Effective: 04/30/2020

The need to have open communication among all levels of an organization is essential. Recognizing that need, Hindsight Electric, LLC maintains an "Open Door" policy that allows you access to all levels of management to discuss any work-related questions or concerns.

The Open-Door policy says, very simply, that having failed to solve an important issue with your manager, you can address your problem with any manager in Hindsight Electric, LLC. Although we cannot guarantee you will always be satisfied with the solution to your problem, you will receive attention and action.

The Open-Door policy includes a problem resolution process which entitles the associate to a prompt, thorough review of their work-related problems.

The Open-Door Philosophy

- Employees have the right to seek resolution of work-related problems at the highest levels of Hindsight Electric, LLC, if necessary.
- Employees who use the Open-Door policy will receive attention and action.
- Employees can use the Open-Door policy without fear of reprisal.

2.18 | Training and Development

Revised: 12/08/2022 | Effective: 04/30/2020

It is Hindsight Electric, LLC's policy to ensure that employees are knowledgeable about their job and its requirements. Management should ensure that training is available to all employees periodically in various fashions, such as on-the-job training, training meetings, external seminars, and/or workshops as well as personal consultation. Managers and supervisors should also check the online webcasts that are available for a variety of skills training.

Managers/supervisors will determine what training employees are required to have and what training courses they should attend. If an employee has identified some training available to his/her job, the employee should contact his/her supervisor to discuss the feasibility of company participation and the expense of the training.

Managers are authorized to send employees to special training programs if the cost is within the budget and the manager's established spending authority. Otherwise, the manager must receive authorization from the Owner to incur the cost of employee training.

Managers should document any special training an employee receives and should ensure that this documentation is placed in the employee's personnel file.

Normally, training occurs on the job and Hindsight Electric, LLC absorbs all expenses associated with the training. If an hourly employee is required to attend a training session, the employee will be compensated for the time involved in the training. An employee who incurs any expenses associated with training must complete an expense report attaching the appropriate receipts and submit it to the Business Controller. Reimbursements such as vehicle mileage, meals, etc., should comply with the standard company policies.

2.19 | Harassment Training

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC has zero tolerance for any form of harassment and provides appropriate, and required, Anti-Harassment training and Workplace Harassment training that will help employees to recognize situations that may involve harassment or discrimination and identify what to do when they experience or witness these situations in the workplace. Harassment training solutions are designed to minimize the likelihood of a harassment claim being filed and to protect Hindsight Electric, LLC. Employees and supervisors are trained to understand and to recognize harassment in the workplace and to appropriately respond to instances of harassment when they see them.

2.20 | Harassment (Anti-Harassment) - Long Version

Revised: 12/08/2022 | Effective: 04/30/2020

Hindsight Electric, LLC provides equal employment opportunity to all employees and applicants. This means that all employment decisions, including hiring, placement, discipline, promotion, leave of absence, job assignment, compensation, transfer, layoff, recall, and termination and access to benefits and training, are made without regard to race, color, creed, religion, sex, sexual orientation, alienage, citizenship status, marital status, status as a Vietnam era veteran, national origin, age, handicap, disability, or any other characteristic protected by federal, state, and/or local law.

Equal employment opportunity also encompasses Hindsight Electric, LLC's commitment to maintaining a work environment that is free of unlawful discrimination and harassment. In furtherance of this commitment, employees are not to display or electronically send pictures, cartoons, posters, e-mail, or jokes that may reasonably be deemed offensive because of race, color, religion, sex, sexual orientation, alienage, citizenship

status, marital status, status as a Vietnam era veteran, national origin, age, handicap, disability, or any other characteristic protected by federal, state, and/or local law. Similarly, employees are not to make comments, jokes, epithets, pranks, innuendos, gestures, touching's, nor to engage in any other form of conduct, that may reasonably be deemed offensive because of race, color, religion, sex, sexual orientation, alienage, citizenship status, marital status, status as a Vietnam era veteran, national origin, age, handicap, disability or any other characteristic protected by federal, state, and/or local law.

Sexual harassment is a form of unlawful harassment that is based on an individual's sex or is of a sexual nature. It includes, but is not limited to, the types of prohibited harassment identified above, as well as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct. Such conduct constitutes sexual harassment when any of the following occur or are present: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submitting to or rejection of such conduct is used as the basis for employment decisions; and/or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment. All unlawful harassment, including sexual harassment, is strictly prohibited.

The prohibitions above include discrimination and harassment in any workplace context, including conferences, meetings, social events, and work-related activities and trips. These prohibitions include unlawful harassment and discrimination from or towards managers, co-workers, and other employees as well as non-employees with whom Hindsight Electric, LLC has a business or professional relationship, including but not limited to vendors, visitors, customers, clients, etc.

If you believe that you have been subjected to or witnessed offensive, hostile, or any other conduct in violation of this policy, or if you believe that you have been subjected to unlawful discrimination in the terms or conditions of your employment, you must immediately report the matter as follows:

Reporting Complaints of Discrimination or Harassment

Hindsight Electric, LLC encourages and expects every employee to report incidents of discrimination or harassment, whether they are directly involved or are merely a witness. If any employee believes that he or she is being discriminated against or harassed or has been subjected to discrimination or harassment by a coworker, supervisor, manager or other individual at the workplace, or believes that his or her employment is being or has been adversely affected by such conduct, or believes that he or she has witnessed such conduct, the employee should report the concerns (orally or in writing) IMMEDIATELY to his or her supervisor, manager, next level manager, another manager, or the Human Resources department.

Once the matter has been reported, a prompt investigation will be conducted and, to the extent that it does not compromise the integrity of the investigation, confidentiality will be maintained concerning the allegations. Should the investigation establish that an individual has engaged in conduct prohibited under this Policy, disciplinary action warranted by the results of the investigation will be taken against the offending employee(s). To be clear, any employee found to be engaging in conduct prohibited under this Policy will be subject to discipline.

Employees who fail to cooperate with an investigation, or who knowingly provide false information in connection with a complaint or an investigation, will be subject to discipline as well.

Prohibition Against Retaliation

Hindsight Electric, LLC prohibits and will not tolerate any form of retaliation against an employee who has filed a complaint in good faith or an employee who, in good faith, has cooperated or participated in an investigation of a complaint. If you have filed a complaint, or have participated in an investigation, and believe that you are being or have been retaliated against, you **MUST** immediately report this matter to one of the persons mentioned above in the sub-section titled "Reporting Complaints of Discrimination or Harassment."

If you believe that you have been subjected to discrimination because of your race, color, religion, sex, sexual orientation, alienage, citizenship status, marital status, status as a Vietnam era veteran, national origin, age,

handicap, disability, or any other characteristic protected by federal, state and/or local law, or if you believe that you have been retaliated against for complaining about discrimination or participating in an investigation, it is your responsibility as an employee to utilize the complaint procedure established in this Policy for the purposes of preventing and correcting this unacceptable workplace behavior.

2.21 | Workplace Bullying

Revised: 09/21/2022 | Effective: 04/30/2020

The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that Hindsight Electric, LLC will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination. Hindsight Electric, LLC defines bullying as repeated inappropriate 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 Hindsight Electric, LLC's Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. Hindsight Electric, LLC considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as 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; glances that can convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Ignoring or interrupting an individual at meetings.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Inflicting menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (defacing or marking up property).

2.22 | Medical Marijuana Card/Use Policy

Revised: 09/21/2022 | Effective: 04/30/2020

Employees who have been legally issued medical marijuana cards will not be discriminated against in the workplace. However, employees may NOT be under the influence of marijuana to the extent they are impaired in the workplace. **Smoking or possessing marijuana during work hours on the employer's or customer/client premises is strictly prohibited.** Should an employee exhibit signs of impairment, the situation will be treated under the Drug and Alcohol procedures outlined in our policies. Being impaired in the workplace may lead to termination of employment. Some positions are designated "safety sensitive" positions which are shown on your job description. If you are in a safety sensitive position, medical marijuana card protections are not applicable if you test positive for marijuana.

Specific to employees in Colorado

The Colorado medical marijuana law does not require any employer to accommodate the medical use of marijuana in the workplace. The law does not discuss the issue of employment related drug testing. State law prohibits registered users from undertaking any task while under the influence of medical marijuana when doing so would constitute negligence or professional malpractice.

2.23 | Driving | MVR | Distracted Driver | Vehicle Usage | Dash Cameras

Revised: 10/25/2023 | Effective: 04/30/2020

Hindsight Electric, LLC has made a commitment of safety, service, and quality to both our employees and customers. Hindsight Electric, LLC insists that both our employees and non-employees operate all vehicles owned by or used by Hindsight Electric, LLC in a safe and economical manner. The following summarizes policy guidelines:

- Vehicles are not to be operated unless in a safe operating condition.
- Drivers must be physically and mentally able to drive safely.
- Drivers must conform to all traffic laws and allowances made for adverse weather and traffic conditions.
- Respect the rights of other drivers and pedestrians. Courtesy is contagious.
- Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle.

All current drivers of Hindsight Electric, LLC must have a signed copy of Hindsight Electric, LLC's Driving Policy retained in the employee's personnel file.

Accidents

All accidents are to be reported to management within twenty-four (24) hours after the accident occurs. All accidents will be reviewed, and a determination made as either preventable or non-preventable which results from factors outside of a driver's control. *A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.*

Any employee that is involved in a preventable at-fault accident while driving a company vehicle will be terminated.

MVR Standards

Motor Vehicle Records (MVRs) will be checked periodically on all employees where driving is a part of their job. The MVR will be reviewed to ascertain the employee holds a valid license and their driving record is within the parameters set by company management. MVR checks which reveal the following will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of Hindsight Electric, LLC:

1. Three (3) or more traffic violations and/or at fault accidents over a three-year period for drivers aged 25 and older, two (2) traffic violations and/or at fault accidents for drivers age 18 through 24, or one (1) traffic violation and/or at fault accident for drivers 17 and under; or

2. One or more of the following types of serious traffic convictions within the past 3 years will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of Hindsight Electric, LLC:
 - Driving while under the influence or while disabled by use of drugs
 - Refusal to submit to test for alcohol (e.g., Failure to take a Chemical Test, Blood Test, or Breathalyzer Test)
 - Leaving the scene of an accident without reporting it
 - Homicide, assault, or criminal negligence resulting from the operation of a vehicle
 - Driving while license is suspended or revoked
 - Reckless or dangerous driving, which results in injury to a person
 - Racing
 - Passing a stopped school bus

Violations include seat belt violations, but do not include such non-moving violations as weight violations or improper or inadequately maintained equipment.

Distracted Driving and Mobile Devices

We deeply value the safety and well-being of all employees. Due to the increasing number of accidents resulting from distracted driving and the use of mobile devices, it is Hindsight Electric, LLC's policy that you do not engage in activities that cause you to become distracted when driving, including, but not limited to:

- Sending or reading text messages
- Using a handheld mobile device for either outgoing or incoming calls
- Using a hands-free device for either outgoing or incoming calls
- Using cell phones and other devices for social media and other forms of entertainment
- Adjusting or programming controls of audio or navigation systems
- Searching for and/or reaching for items in the vehicle
- Eating or drinking beverages
- Reading maps or other printed material

The above restrictions apply anytime the vehicle is in motion. It is Hindsight Electric, LLC's policy that, in all circumstances, you pull the vehicle over to a safe area with the car in park prior to engaging in these activities. Employees are also expected to follow all state laws regarding mobile device usage.

Vehicle Usage

Your primary responsibility when driving a motor vehicle for Hindsight Electric, LLC is driving the vehicle safely. Hindsight Electric, LLC has developed the following expectations for you as a driver to help ensure company-owned vehicles and/or those used by company employees will be operated in a safe and economical manner.

- Seat belts must be worn at all times when the vehicle is in motion.
- Avoid hard breaking and sudden stops.
- Always follow posted speed limits and speed limits set forth in the Colorado Driver Handbook.
- Defects and needed repairs of any company vehicle will be reported to management so necessary repairs can be made.
- Cargo must be secured, and doors locked while enroute and when company vehicles are parked.
- All accidents must be reported to the manager consistent with Hindsight Electric, LLC's Accident Reporting Policy. You, the employee, are responsible for reimbursing Hindsight Electric, LLC for all damage to the vehicle(s) and property not covered by insurance, if Hindsight Electric, LLC's accident review shows a preventable type of accident. Furthermore, a preventable, at-fault accident is grounds for termination.
- All traffic violations received will be paid for by you, the employee.
- Company vehicles are not to be used for personal use. Company vehicle usage is only authorized during your scheduled shift and is not authorized on weekends, holidays, or after your scheduled shift. No permission may be given to any other person, including family members, to drive company vehicles. Specific permission must be obtained from the owner in writing for any personal use of a company vehicle.
- The use of radar detectors is forbidden in all vehicles owned or used by Hindsight Electric, LLC. Use of a radar detector will result in revoked driving privileges.

- Hitchhikers and passengers, other than company employees or authorized persons, are not permitted in company vehicles.

GPS Fleet Tracking and Dash Cameras

It is the policy of Hindsight Electric, LLC to safely operate company vehicles in adherence with all applicable laws and regulations. This policy reflects the requirements and standards to effectively manage our fleet of company vehicles through the implementation of GPS fleet tracking. Vehicle tracking is the use of GPS technology to identify, locate, and maintain contact with our vehicles in real-time.

Dash Cameras will be used in association with GPS monitoring software to protect both employer and employee by ensuring drivers are following company policies regarding safe driving practices. Employees will be assigned points towards their risk factor for any violation of company policies detected by the monitoring software. The following violations are assigned points towards an employee's risk factor:

- Distracted/On Mobile Device (5 points)
- Speeding 15+ miles over speed limit (4 points)
- Speeding 10-15 miles over speed limit (3 points)
- Hard Braking (2 points)
- Not Wearing Seatbelt (1 point)

An employee's total risk factor must remain below 75 within a quarter to continue driving a company vehicle and/or to receive a truck allowance. For additional information regarding risk factors, please see section 2.23.a / *Consequences for Driving Policy Infractions* and 2.23.b / *Incentive Program for Safe Driving*.

The following is expected regarding GPS Fleet Tracking devices and Dash Cameras

- That you do not destroy, tamper with, or disable the GPS Fleet Tracking device or the Dash Camera.
- That you do not block the view of the Dash Camera inside the vehicle or outside the vehicle.
- That you do not engage in unsafe driving behavior.

2.23.a | Consequences for Driving Policy Infractions

Generally, the following are consequences for failing to follow company driving policies:

- Employees may be transferred to a non-driving position.
- Employees may be given warnings prior to being terminated for violation of the policy.
- Employees who violate driving policies may be subject to disciplinary action.
- Employees who violate driving policies may be subject to disciplinary action including termination.

Monitoring Software Violations

Hindsight Electric, LLC has established additional consequences for risk factors due to violations reported from the monitoring software installed in company vehicles. As described above under *GPS Fleet Tracking and Dash Cameras*, drivers receive points for any policy infractions detected by the monitoring software. These points are used to assign a risk factor to each employee. Employees must have a risk factor of 75 or below within a quarter. If an employee's risk factor is above 75 within the quarter, the following additional consequences apply:

- Employees will be written up once their risk factor is above 75. If an employee's risk factor continues to increase within a quarter, the employee will be written up for each 25 points added to the risk factor (e.g., a risk factor of 100 within a quarter means the employee will have 2 violation write ups).
- Employees that have 3 write ups for any driving policy infraction within a quarter will lose the usage of a company vehicle, the usage of a company credit card for fuel, and any truck allowance reimbursement through the end of the quarter. If the 3rd write up occurs in the last month of the quarter, the employee will lose privileges through the end of the following quarter. Continued violation of driving policies is grounds for termination.
- Employees that have a risk factor of 300 or more within a quarter will be terminated.

Non-Working Hours Vehicle Usage Violations

Hindsight Electric, LLC has established additional consequences for unauthorized usage of a company vehicle. As detailed above under Vehicle Usage, company vehicles are not to be used for personal use due to liability, excessive wear and tear on the vehicle and the potential negative perception of our company. For unauthorized usage of a company vehicle the following additional consequences apply:

- Employees will be written up for each unauthorized use occurrence.
- Employees that have 3 write ups for any driving policy infraction within a quarter will lose the usage of a company vehicle, the usage of a company credit card for fuel, and any truck allowance reimbursement through the end of the quarter. If the 3rd write up occurs in the last month of the quarter, the employee will lose privileges through the end of the following quarter.
- Continued violation of this policy is grounds for termination.

Damaging/Tampering/Disabling GPS Fleet Tracking and Dash Camera Violations

Hindsight Electric, LLC has established additional consequences for damaging, tampering with, or disabling GPS Fleet Tracking devices or Dash Cameras. As detailed above under Fleet Tracking and Dash Cameras, you are not to damage, tamper with, disable, or block the view of GPS fleet tracking devices or dash cameras. If an employee violates this policy, the following additional consequences apply:

- Employees will be written up for each violation of this policy.
- Employees that have 3 write ups for any driving policy infraction within a quarter will lose the usage of a company vehicle, the usage of a company credit card for fuel, and any truck allowance reimbursement through the end of the quarter. If the 3rd write up occurs in the last month of the quarter, the employee will lose privileges through the end of the following quarter.
- Continued violation of this policy is grounds for termination.

2.23.b | Incentive Program for Safe Driving

GPS Fleet Tracking software allows Hindsight Electric, LLC to accurately measure driving habits in company vehicles. We want to reward employees that are driving safely and are therefore a good representation of our company to the community. Positive driving behavior allows us to be more efficient and thus more profitable and we want to pass that back to our responsible drivers. For that reason, Hindsight Electric, LLC has implemented an incentive program for safe driving.

As described above under *GPS Fleet Tracking and Dash Cameras*, drivers receive points for any policy infractions detected by the monitoring software. These points are used to assign a risk factor to each employee. Employees must have a risk factor of 75 or below within a quarter. If an employee's risk factor remains below 25 in a quarter, the employee will receive a bonus as follows:

Consecutive Quarter	Risk Factor	Bonus
1	Below 25	\$50 Visa gift card
2	Below 25	\$50 Visa gift card and a bonus holiday
3	Below 25	\$100 Visa gift card and a bonus holiday
4	Below 25	\$100 Visa gift card, a bonus holiday, and 2 nights at approved hotel

2.24 | Discipline/Corrective Action Policy

Revised: 09/21/2022 | Effective: 04/30/2020

Violation of Company policies and rules may warrant disciplinary action. Hindsight Electric, LLC has established a policy of corrective action or discipline that may include verbal warnings, written warnings, and suspension. The system is not formal and Hindsight Electric, LLC may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment. Hindsight Electric, LLC's policy of discipline in no way limits or alters the at-will employment relationship.

2.25 | Performance Improvement Policy

Revised: 09/21/2022 | Effective: 04/30/2020

An employee may be placed on probation for a designated period of time for significant performance deficiencies that are determined to be within the employee's ability to correct.

Procedure

If the employee fails to complete performance improvement goals, the employee's immediate supervisor may place the employee on probation and counsel the employee regarding:

- Performance deficiencies
- Job performance standards
- An improvement plan
- Actions to be taken by the employee during the probationary period

The employee's immediate supervisor should document this probationary status and counseling using the designated form and give the employee a copy of the form, and have another copy placed in the employee's personnel file.

Employees on performance-related probationary status are not eligible to receive salary increases during the probationary period.

2.26 | Performance Appraisal Program

Revised: 09/21/2022 | Effective: 04/30/2020

It is Hindsight Electric, LLC's policy to review each employee's performance on an on-going basis to ensure that you are performing your job to the best of your abilities as well as to suggest areas for improvement and development.

The initial performance review is conducted after the employee's introductory period which is 90 days. Thereafter, performance reviews are conducted on a semi-annual and annual basis. In the event you are promoted or transferred to another position, you will receive a performance review after 6 months.

Your review will be based on such factors as quality and quantity of work, knowledge of your job, initiative, attendance, personal conduct record and your attitude toward your job and the other employees. The review presents an opportunity to discuss your performance as well as to determine the areas for improvement or development.

2.27 | Promotion Policy

Revised: 12/08/2022 | Effective: 04/30/2020

It is in the best interest of Hindsight Electric, LLC, and our employees to promote from within whenever qualified personnel are available within Hindsight Electric, LLC.

Jobs may be posted on Hindsight Electric, LLC bulletin board. The posting will contain the required qualifications and experience as well as instructions on how to apply. Employees who meet the job criteria are encouraged to apply or may refer external candidates who are qualified. Hindsight Electric, LLC reserves the right to advertise outside the company to ensure the most qualified person is selected for the position. Management will review the resumes and applications of all candidates and select those who are qualified for an interview.

Factors in the selection process are:

- Skills and ability to perform the position
- Required level of education and/or certifications
- Prior and current work performance
- Disciplinary/Attendance record

If an employee meets the requirements of the position, an interview may be arranged. Agreement will be made between all departments and supervisor/managers before any internal changes are made.

2.28 | Expense Reimbursement Policy

Revised: 12/08/2022 | Effective: 04/30/2020

Employees who incur or approve business-related expenses must exercise prudent judgment to ensure the expenses are for legitimate company business. Employees may seek reimbursement for the following expenses:

- Food and refreshments, including alcoholic beverages
- Meals while in travel status or when travel extends the employee's workday (i.e., extended day travel)
- Conferences
- Business mileage
- Professional dues/memberships.

Equally important, is to specify what won't be reimbursed. Employees who incur the following expenses will not be reimbursed:

- The personal portion of any trip
- Family expenses, including those of a partner when accompanying the employee on a business trip, child, or pet care
- Entertainment expenses, including theater, shows, movies, sporting events, golf, or spa treatments
- Personal automobile expenses including repairs, insurance, gasoline, or traffic citations
- Personal losses incurred while on Company business.

Expense reimbursements must be submitted through the Google Form link below. If you do not have a google email account, you will need to set one up or contact the Business Controller.

<https://bit.ly/HindsightElectricExpenseReimbursmentRequest>

SECTION 3.0 | HOURS OF WORK AND PAY

3.1 | Hours of Work

Revised: 12/08/2022 | Effective: 04/30/2020

Hindsight Electric, LLC will maintain work hours for its employees in accordance with federal and state regulations, production needs, and the maintenance of an efficient and effective schedule of work.

The Fair Labor Standards Act requires employers to maintain an accurate record of hours worked and to pay one and one-half times the regular hourly rate of pay to every nonexempt employee who works overtime. Overtime will be defined as all hours worked over forty *regular pay* hours in a workweek. The Fair Labor Standards Act permits exemption of certain professional, administrative, and executive positions, and certain sales positions, as defined in the statutes, from compliance with the act.

The official workweek for all employees begins at 12:01 a.m. on Monday and ends at 12:00 midnight the following Sunday.

The regular business day is from 8:00am to 4:00pm. There will be worksites that require alternate business hours.

Training Time: Any meetings, lectures, and training programs that an employee is required to attend will be considered compensable time.

3.2 | Breaks & Lunches

Revised: 07/22/2024 | Effective: 04/30/2020

Hindsight Electric, LLC provides an official rest break of no more than 15 minutes duration twice a day. Rest breaks must be taken 2 ½ - 3 hours after the scheduled start time and 2 ½ - 3 hours before the scheduled end time to ensure proper coverage. Employees must clock in and out for each break period. Break periods over 15 minutes in duration will be converted to an unpaid lunch. Employees are requested to remain on the company premises or job site during the break periods.

Hindsight Electric, LLC provides an unpaid lunch break of no more than 30 minutes. Lunch breaks must be taken 4 – 5 hours after the scheduled start time for both 8 and 10-hour workdays. Employees must clock in and out for each lunch period. Hindsight Electric, LLC does not require employees to remain on the company premises or job site during the lunch period.

Specific to employees in Colorado

Certain employers in Colorado shall allow employees a paid 10-minute rest break for each four-hour work period. Those employers covered include retail and service, commercial support services, food and beverage, and health and medical. Administrative, executive, professional, sales, and elected officials and their staff are not covered.

3.3 | Overtime

Revised: 09/21/2022 | Effective: 04/30/2020

It is company policy that work shall be completed, whenever possible, with one shift only. When overtime work must be scheduled, equal opportunity for participation will be given among the employees who can perform the work to be done.

Definition of Terms

- **Casual Overtime:** Means overtime of an irregular nature, not expected to continue for more than a day or so. An example of casual overtime is overtime authorized to meet an emergency or unexpected absenteeism. Casual overtime includes daily, or Saturday work provided the above conditions are met.
- **Regularly Scheduled Overtime:** Means overtime that occurs at regular intervals and that is usually accurately predicted for any given period of time. For instance, if because of production needs a department head announces to his/her department that a certain number of people would be required to work ten hours overtime each week for the next six weeks, this would be classed as regularly scheduled overtime.
- Employees assigned overtime work must be judged by Hindsight Electric, LLC as capable of performing the work to be done. Opportunity for casual overtime on a particular job will normally be given to the employee who has been working on that job during the regular shift. Opportunity for Saturday overtime of a casual nature will normally be given to the employee who does this work during the regular week.

There will be no partiality shown to any employee in the distribution of overtime. As a condition of employment, an employee is expected to work overtime and, on any shift when assigned by his/her immediate supervisor. In the event an employee has a justifiable excuse and is unable to work overtime, he/she should notify his/her immediate supervisor so that an alternate may be selected.

All overtime requests must be approved by management. Overtime will be paid to hourly and salaried (nonexempt) payroll employees for those hours worked over and above forty hours in a workweek at the rate of 1-1/2 times regular base rate.

For the purpose of this policy, paid vacations will not be treated as time worked. No other absence will be counted as time worked. Sunday will be considered as a regular workday.

Miscellaneous

No employees will be asked or required to take time off from his/her regular work schedule due to his/her having worked overtime.

Any hourly or salaried (nonexempt) employee found on the premises at other than normal work hours without an approved overtime authorization request will be asked to clock out.

Specific to employees in Colorado

Colorado industries, such as retail and service, commercial support service, food and beverage, and health and medical are required to pay employers time and a half for all hours worked in excess of 40 hours per workweek or 12 hours per workday or 12 consecutive hours without regard to starting or ending times, whichever calculation results in the greatest amount of wages.

3.5 | Time Keeping

Revised: 12/08/2022 | Effective: 04/30/2020

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Hindsight Electric, LLC to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Supervisors and the Business Controller will review the time records before submitting for payroll processing and may adjust the time record. You are responsible for reviewing your time records to verify their accuracy.

3.5 | Flextime

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC will work with employees to establish effective flexible scheduling, or flextime, so long as it does not adversely affect the operations of Hindsight Electric, LLC, or service to our customers.

Flextime allows you to vary the times you start, and end work each day within certain time limits. There will usually be a core period when all employees are expected to be present. For example: All employees will work on site from 10:00 a.m. to 2:00 p.m. daily.

Before we approve flextime, we will look at our staffing needs, your performance, and the requirements of your job. If you wish to be considered for flextime, talk with the Owner.

3.6 | Pay Equity

Revised: 12/08/2022 | Effective: 04/30/2020

No employee shall be paid a wage at a rate less than the rate at which an employee of the opposite sex in the same establishment is paid for equal work on a job where the performance of which requires equal skill, effort, and responsibility, and which is performed under similar working conditions.

Specific to employees in Colorado

No employer shall make any discrimination in the amount or rate of wages or salary paid or to be paid his employees in any employment in this state solely on account of the sex thereof.

The director of the division of labor standards and statistics in the department of labor and employment may not enforce wage discrimination complaints based on an employee's sex and instead authorizes the director to create and administer a process to accept and mediate complaints of, and provide legal resources concerning, alleged violations and to promulgate rules for this purpose. An aggrieved person may bring a civil action in district court to pursue remedies specified in the act.

The Equal Pay Act allows exceptions to the prohibition against a wage differential based on sex if the employer demonstrates that a wage differential is not based on wage rate history and is based upon one or more of the following factors, so long as the employer applies the factors reasonably and they account for the entire wage rate differential:

- A seniority system
- A merit system
- A system that measures earnings by quantity or quality of production
- The geographic location where the work is performed
- Education, training, or experience to the extent that they are reasonably related to the work in question
- Travel, if the travel is a regular and necessary condition of the work performed

The act prohibits an employer from:

- Seeking the wage rate history of a prospective employee or requiring disclosure of wage rate as a condition of employment
- Relying on a prior wage rate to determine a wage rate
- Discriminating or retaliating against a prospective employee for failing to disclose the employee's wage rate history

- Discharging or retaliating against an employee for actions by an employee asserting the rights established by the act against an employer
- Discharging, disciplining, discriminating against, or otherwise interfering with an employee for inquiring about, disclosing, or discussing the employee's wage rate

The act requires an employer to announce to all employees any employment advancement opportunities and job openings and the pay range for the openings. The director is authorized to enforce actions against an employer concerning transparency in pay and employment opportunities, including fines of between \$500 and \$10,000 per violation.

Employers are also required to maintain records of job descriptions and wage rate history for each employee while employed and for 2 years after the employment ends. Failure to maintain these records creates a rebuttable presumption, in a lawsuit alleging wage discrimination based on sex, that the records not maintained contained information favorable to the employee's claim.

3.7 | Paydays

Revised: 12/08/2022 | Effective: 04/30/2020

Hourly employees, salaried employees, and contract employees are all paid weekly on Friday. If a holiday falls on a regular scheduled payday, the payday will be moved to Monday.

Direct deposit is available, and employees are encouraged to utilize this service.

3.8 | Direct Deposit

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC encourages direct deposit of your paycheck to your bank account(s). You can choose to have your check deposited in more than one account. For example, you may elect to have some money put into checking as well as a savings account.

Please submit a voided check or bank deposit slip with the bank's routing number to the Business Controller to initiate direct deposit. It may take one or two pay periods before the transaction can be completed. In the meantime, you will receive a manual check.

Remember to notify payroll before you change the financial institutions where your checks are being sent. It takes a week or two to retrieve a check that has been sent via electronic mail!

Specific to employees in Colorado

Colorado employees must authorize the use of direct deposits and the financial institution of their choosing.

3.9 | Payroll Deductions

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC is required by law to deduct Federal and State Withholding Tax (where applicable) from your paycheck. The amount of tax is determined by your earnings and the number of dependents you claim. At year end you will receive a W-2 form showing your total earnings and the amount of taxes withheld.

Deductions for Social Security at the rate established by law are deducted from your paycheck. Hindsight Electric, LLC matches your contributions to the Social Security tax. Other deductions may include premiums for insurance, savings plan, garnishments, etc. If an employee believes that there has been an error in pay, he/she should contact the Business Controller.

3.10 | Child Support/New Hire Law

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC complies with the law of the land regarding New Hire/Child Support Law. If you are subject to a child support order, monies will be withheld from your paycheck in accordance with our state's regulations.

Child support is the court-ordered payment by the non-custodial parent to the custodial parent for the care and welfare of the child.

3.11 | Garnishments

Revised: 09/21/2022 | Effective: 04/30/2020

A court-ordered legal claim against the wages of an employee by a creditor for nonpayment of a debt and served by the constituted legal authority is called a garnishment, and it must be recognized and executed by Hindsight Electric, LLC.

When a garnishment is received by Hindsight Electric, LLC, we will advise the employee that a garnishment has been served on Hindsight Electric, LLC. The employee will be counseled to seek assistance in working out his/her financial problems.

3.12 | Travel Expenses

Revised: 09/21/2022 | Effective: 04/30/2020

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

- Obtain approval from your supervisor before incurring an expense.
- Spend Hindsight Electric, LLC's money wisely - make an effort to save money and use approved vendors, when possible.
- Keep a receipt or some other proof of payment for every expense. Please purchase personal items separately so that receipts submitted reflect only items purchased for Hindsight Electric, LLC.
- Submit your receipts, along with an expense report, to your supervisor for approval within 30 days of incurring an expense.

Your supervisor is responsible for submitting your expense report for reimbursement. If your report is approved, you will receive your reimbursement by the next payroll.

Mileage Reimbursement

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

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

To claim mileage reimbursement, you must follow these procedures:

- Keep a written record of your business-related travel, including the total mileage of each business trip, the date of travel, the location to which you traveled, and the purpose of your trip.

- If you anticipate having to travel an unusually long distance, get your supervisor's approval before making the trip.
- Submit your record to your supervisor for approval on the last day of the month.
- If your record is approved, you will receive your reimbursement payment with your next paycheck.

Hindsight Electric, LLC does not reimburse employees for their commute to and from the workplace, nor for expenses related to parking their vehicle, such as tickets.

3.13 | Final Paycheck

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC follows the state regulations regarding deadlines for employees to receive their final paycheck.

Specific to employees in Colorado

If Hindsight Electric, LLC terminates an employee, all unpaid wages are due immediately. If the employee terminates or quits, wages must be paid on the next regularly scheduled payday.

SECTION 4.0 | MANDATORY EMPLOYEE BENEFITS

4.1 | Employee Benefits

Revised: 12/08/2022 | Effective: 04/30/2020

Eligible employees at Hindsight Electric, LLC receive many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, workers' compensation, and unemployment insurance. There are several factors that decide if you are eligible for a benefit. One important factor is your employment classification. See the Business Controller to find out for which benefit programs you are eligible.

This employee handbook contains policies describing some of the benefit programs, or you may find more information somewhere else, such as the Summary Plan Document.

Hindsight Electric, LLC provides the following benefit programs to eligible employees:

- Auto, Employer Owned Vehicle
- Auto Mileage
- Company Credit Cards
- Educational Financial Assistance
- Jury Duty Leave
- Paid Time Off (PTO)
- Vacation
- Voting Time Off

Some benefits are provided to the employee, and some are voluntary or co-pay. Hindsight Electric, LLC will provide you with information on both types of benefits.

4.2 | Social Security

Revised: 12/08/2022 | Effective: 04/30/2020

The payment of Social Security and Medicare Benefits is made by you and Hindsight Electric, LLC. Hindsight Electric, LLC matches your contribution to Social Security and Medicare and thereby pays one-half of the cost of your Retirement and Medicare Benefits under the Social Security Act.

Social Security provides a variety of benefits, including retirement income, death benefits, disability benefits and monthly income for certain dependent survivors of covered employees.

For additional information regarding Social Security eligibility and benefits, go to www.socialsecurity.gov.

4.3 | Unemployment Insurance

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC pays the entire cost of unemployment insurance. This insurance provides a weekly income for those who may be laid off or who may have lost their job through no fault of their own.

The amount of this income varies with the individual and state in which he/she resides because it is based on average earnings. Eligibility requirements and the amount of benefits that you may receive are specified by state law.

4.4 | Workers' Compensation Insurance

Revised: 09/21/2022 | Effective: 04/30/2020

Employees are provided Workers' Compensation coverage from the day they begin work. Hindsight Electric, LLC pays the entire cost of this coverage. Employees are covered by Workers' Compensation if they are incapacitated by injury or illness arising out of their employment.

Employees must report all accidents to their supervisor immediately, regardless of how minor. If a work-related injury requires medical attention by a physician or any other medical facility that produces a bill, a claim must be made out the same day by the employee's supervisor. If the injury causes the person to be away from work beyond three days, this injury must be reported to the state Workers' Compensation Division.

The employee's supervisor is responsible for submitting a copy of the original claim to the state office. Additionally, a copy of this claim must be forwarded to the Business Controller, who will forward it to the insurance company.

Employees are not authorized to go to a physician without first advising their supervisor or manager. Employees will not be eligible for regular compensation or vacation or holiday pay in addition to any Workers' Compensation received.

4.5 | Family Medical Leave Act

Revised: 12/08/2022 | Effective: 04/30/2020

Hindsight Electric, LLC will comply with the Family and Medical Leave Act implementing Regulations as revised effective February 2013. Hindsight Electric, LLC posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact your immediate supervisor or the Business Controller in writing.

A. General Provisions

Under this policy, Hindsight Electric, LLC will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all the following conditions:

1. The employee must have worked for Hindsight Electric, LLC for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor

Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

3. The employee must work in a worksite where 50 or more employees are employed by Hindsight Electric, LLC within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1. The birth of a child and, to care for that child.
2. The placement of a child for adoption or foster care and to care for the newly placed child.
3. To care for a spouse, child, or parent with a serious health condition (described below).
4. The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under Hindsight Electric, LLC's sick leave policy are encouraged to consult with the Business Controller.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, Hindsight Electric, LLC may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

1. Short-notice deployment
2. Military events and activities
3. Child-care and school activities
4. Financial and legal arrangements
5. Counseling
6. Rest and recuperation
7. Post-deployment activities
8. Additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.
 - a. Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical

treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

- b. To care for a covered servicemember, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered servicemember.

1. A **"son or daughter of a covered servicemember"** means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

2. A **"parent of a covered servicemember"** means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law".

3. Under the FMLA, a **"spouse"** means a husband or wife as defined under the law in the state where the employee resides. [Note: Employers in states allowing gay marriage or civil unions should be particularly cognizant of the interplay between federal and state law in this evolving area of law. On June 26, 2013, the U.S. Supreme Court, in *United States v. Windsor*, found unconstitutional Section 3 of the federal Defense of Marriage Act (DOMA), which had prohibited the federal government from acknowledging marriages between same-sex couples. Same-sex marriages were recognized as legal by 12 states and the District of Columbia at the time of the ruling.

Now that same-sex spouses are 'spouses' under federal law if they are 'spouses' under state law, all federal laws and regulations that include spouses include the broader same-sex definition in those states where same-sex marriage is legal. FMLA refers to state law for the definition of 'spouse.' Thus, for FMLA, an employee can take leave for a serious medical condition, "including military-family leave, of the same-sex spouse if the employee lives in a state that allows same-sex marriage". However, since the court did not consider Section 2 of DOMA, states still have the right not to recognize same-sex marriages originating in other states or territories. Therefore, in the 13 states that recognize gay marriage—California, Connecticut, Delaware, Iowa, Maine, Maryland, Massachusetts, Minnesota, New Hampshire, New York, Rhode Island, Vermont and Washington, plus the District of Columbia—applicability of the FMLA would depend on the state definition of marriage. Additionally, children of same-sex marriage, meaning an employee is entitled to take FMLA leave for their care, as well.]

4. The **"next of kin of a covered servicemember"** is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered a covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered a covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of a covered family relationship to the covered servicemember.

a. **"Covered active duty"** means:

- i. "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
- ii. "Covered active duty" for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the

Armed Forces to a foreign country under a call or order to active duty in a contingency operation.
(c) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

5. Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran. An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take care of leave to care for that servicemember.

Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

The term "**covered servicemember**" means:

- a. a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- b. a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term "**serious injury or illness**" means:

- a. in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
- b. in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.
- c. Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

D. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. Hindsight Electric, LLC will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, Hindsight Electric, LLC will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, Hindsight Electric, LLC will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for Hindsight Electric, LLC and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for Hindsight Electric, LLC and each wish to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

E. Employee Status and Benefits During Leave

While an employee is on leave, Hindsight Electric, LLC will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, Hindsight Electric, LLC will require the employee to reimburse Hindsight Electric, LLC the amount it paid for the employee's health insurance premium during the leave period.

Under current company policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the 1st day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

F. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. Hindsight Electric, LLC may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition, or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all

paid vacation, personal leave, or sick leave (if the reason for the absence is covered by Hindsight Electric, LLC's sick leave policy) prior to being eligible for unpaid leave.

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

Hindsight Electric, LLC may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, Hindsight Electric, LLC, and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach an agreement with Hindsight Electric, LLC before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

I. Certification for the Employee's Serious Health Condition

Hindsight Electric, LLC will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

Hindsight Electric, LLC may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. Hindsight Electric, LLC will not use the employee's direct supervisor for this contact. Before Hindsight Electric, LLC makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, Hindsight Electric, LLC will obtain the employee's permission for clarification of individually identifiable health information.

Hindsight Electric, LLC has the right to ask for a second opinion if it has reason to doubt the certification. Hindsight Electric, LLC will pay for the employee to get a certification from a second doctor, which will select. Hindsight Electric, LLC may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, Hindsight Electric, LLC will require the opinion of a third doctor. Hindsight Electric, LLC and the employee will mutually select the third doctor, and Hindsight Electric, LLC will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

Hindsight Electric, LLC will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

Hindsight Electric, LLC may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management

official. Hindsight Electric, LLC will not use the employee's direct supervisor for this contact. Before Hindsight Electric, LLC makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, Hindsight Electric, LLC will obtain the employee's family member's permission for clarification of individually identifiable health information.

Hindsight Electric, LLC has the right to ask for a second opinion if it has reason to doubt the certification. Hindsight Electric, LLC will pay for the employee's family member to get a certification from a second doctor, which Hindsight Electric, LLC will select. Hindsight Electric, LLC may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, Hindsight Electric, LLC will require the opinion of a third doctor. Hindsight Electric, LLC and the employee will mutually select the third doctor, and Hindsight Electric, LLC will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

Hindsight Electric, LLC will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

L. Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

Hindsight Electric, LLC will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

M. Recertification

Hindsight Electric, LLC may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, Hindsight Electric, LLC may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. Hindsight Electric, LLC may provide the employee's health care provider with the employee's attendance records and ask whether the need for leave is consistent with the employee's serious health condition.

N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Business Controller. Within five business days after the employee has provided this notice, the Business Controller will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with Hindsight Electric, LLC's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

O. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Business Controller will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

P. Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, Hindsight Electric, LLC may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Specific to employees in Colorado

Colorado provides employees guarantees of a "reasonable period" of leave for pregnancy, childbirth, and adoption.

4.6 | Pregnancy Leave

Revised: 09/21/2022 | Effective: 04/30/2020

If a pregnant employee is temporarily unable to perform her job because of pregnancy she will be treated the same as any other temporarily disabled employee.

Pregnant employees are permitted to work if they are able to perform their jobs. If an employee has been absent from work as a result of a pregnancy-related condition and recovers, she will be able to return to work.

We will hold the position open for a pregnancy-related absence the same length of time jobs are held open for employees on sick or disability leave.

Specific to employees in Colorado

Colorado's Pregnant Workers Fairness Act became effective on August 10, 2016, and amends the Colorado Anti-Discrimination Act (CADA). The law requires employers to accommodate medical conditions and limitations stemming from pregnancy that may not separately qualify as disabilities under the Americans with Disabilities Act (ADA). In addition, the act imposes new posting and notification requirements for employers. CADA and the new act apply to all employers, even those with only 1 employee.

4.7 | Military Leave

Revised: 12/08/2022 | Effective: 04/30/2020

Hindsight Electric, LLC will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give the owner advance notice of upcoming military service, unless military necessity prevents advance notice, or it is otherwise impossible or unreasonable.

You will not be paid for military leave. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which you are otherwise eligible.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a military leave. When you return from leave, the benefits will start accruing again.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service,

you will be treated as if you had been continuously employed. If you have questions about military leave, contact the Business Controller for more information.

4.8 | Military Family Leave

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC complies with the Military Family Leave entitlements under the Family and Medical Leave Act (FMLA). Eligibility requirements are identical to those required under FMLA:

- Employees must have completed twelve months of employment. Employment need not be consecutive; however, employment prior to a continuous break in service of 7 years or more will not be counted unless the break is due of employee's fulfillment of military obligation
- Employee must have worked for 1,250 hours over the previous 12 months
- Employers must have 50 employees within 75 miles

Exigency Leave

Eligible employees with a spouse, son, daughter, or parent on active duty or call to duty status in any branch of the military in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies include any one or more of the following non-medical, non-routine activities:

- Short-term notice deployment activities
- Military events and related activities
- Childcare and school activities
- Financial and legal arrangements
- Counseling activities
- Rest and recuperation activities
- Post-deployment activities
- Additional activities as mutually agreed upon between employee and Hindsight Electric, LLC.

Military Caregiver Leave

The Military Caregiver Leave permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list. Caregiver may be a spouse, son, daughter, parent or next of kin of the covered service member.

Employee Notice

Employees must provide 30 days advance notice of the need to take Military Caregiver Leave. If leave is foreseeable but 30 days' notice is not possible, the employee must provide notice as soon as possible – generally, either the same or next business day. The employee must provide notice of the need for foreseeable due to a qualifying exigency as soon as feasible.

Certification

The same timing requirements for certification apply to all requests for FMLA Leave, including those for military leave. Spouses employed by the same employer are limited to a combined total of 26 workweeks in a single 12-month period if the leave is to care for a covered servicemember with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

FMLA Leave may be taken intermittently whenever medically necessary to care for a covered servicemember. FMLA may also be taken intermittently for a qualifying exigency arising out of the active-duty status or call to active-duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations.

4.9 | Military Caregiver Leave

Revised: 09/21/2022 | Effective: 04/30/2020

The Military Caregiver Leave permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list.

Caregiver may be a spouse, son, daughter, parent or next of kin of the covered servicemember. The same timing requirements for certification apply to all requests for FMLA Leave, including those for military leave.

Employee Notice

Employees must provide 30 days' advance notice of the need to take Military Caregiver Leave. If leave is foreseeable but 30 days' notice is not possible, the employee must provide notice as soon as possible - generally, either the same or next business day. The employee must provide notice of the need for foreseeable due to a qualifying exigency as soon as feasible.

Certification

The same timing requirements for certification apply to all requests for FMLA Leave, including those for military leave. Spouses employed by the same employer are limited to a combined total of 26 workweeks in a single 12-month period if the leave is to care for a covered servicemember with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

FMLA Leave may be taken intermittently whenever medically necessary to care for a covered servicemember. FMLA may also be taken intermittently for a qualifying exigency arising out of the active-duty status or call to active-duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations.

4.10 | Benefit Continuation-COBRA

Revised: 09/21/2022 | Effective: 04/30/2020

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) was enacted to ensure that employees and their dependents can continue their health insurance once they are no longer eligible under our health plan.

There are strict rules about when you are eligible for COBRA benefits. COBRA allows an eligible employee and/or dependents to choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at Hindsight Electric, LLC group rates plus an administration fee. When you are eligible for our health insurance plan, you will receive a written notice describing your COBRA rights. This notice contains important information about your rights and

what to do if you need COBRA, so it is important that you read it carefully and maintain it with your insurance documents.

If you have any questions regarding COBRA, please contact the Business Controller.

4.11 | Voting

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC encourages you to fulfill your civic responsibilities by voting in elections. Generally, the polls are open for several hours in the morning and evening and we expect that you will be able to vote either before or after work hours.

Specific to employees in Colorado

Registered voters who do not have at least three hours outside of work to vote are entitled to up to two hours of paid leave to vote while the polls are open.

4.12 | Jury Duty

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC encourages you to fulfill your civic responsibilities by serving jury duty when required. If you receive a jury duty summons, show it to your immediate supervisor as soon as possible so that arrangements can be made to accommodate your possible absence from work.

Specific to employees in Colorado

Employers in Colorado may not adversely penalize employees from serving on a jury. All regular employees must be paid their regular wages, not to exceed \$50 per day for the first three (3) days of juror service.

SECTION 5.0 | OPTIONAL EMPLOYEE BENEFITS

5.1 | Holidays

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC provides 8 hours of holiday pay to all eligible regular full-time employees for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas Day, New Year's Eve, and your Birthday.

When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday, the preceding Friday will be observed. Certain holidays shall be observed on the day on which it falls.

Nonexempt employees working on a designated holiday will be paid for the holiday regular time and a half hour rate for those hours worked. Exempt employees will be allowed a different day off with pay.

Part-time and temporary employees are not eligible for holiday pay.

5.2 | Vacation

Revised: 12/09/2022 | Effective: 04/30/2020

Paid vacation is one of the ways Hindsight Electric, LLC recognizes length of service, performance and to show our appreciation by providing time off with pay.

Eligibility

Regular, full-time, and part-time employees are eligible to begin accruing paid vacation hours after 30 continuous days of employment with Hindsight Electric, LLC.

Accrual

For the first 5 years of employment, eligible employees accrue vacation hours at the rate of .038 hours per each hour worked with a maximum accrual of 80 hours per year. After 5 years of continuous employment, eligible employees accrue vacation hours at the rate of .057 hours per each hour worked with a maximum accrual of 120 hours per year.

Vacation hours carry over each year up to a total of 80 or 120 hours of accrual, however, if employment ends with Hindsight Electric, LLC, any accrued but unused vacation pay will be forfeited.

Requests

Vacation periods should be requested as far in advance as possible. Vacation periods should be requested and approved by the employee's supervisor at least two (2) weeks prior to the date requested. Preference in selection of dates will be granted based on a combination of the request submission date and employee's length of service.

Supervisors will maintain a vacation schedule for his/her group and a record of the vacation time taken by each employee. Scheduled vacation must be canceled no later than the end of the work shift on the last workday prior to the scheduled vacation time.

Termination

Any accrued but unused vacation pay will be forfeited upon termination.

5.3 | Paid Time Off (PTO)

Revised: 12/09/2022 | Effective: 04/30/2020

Hindsight Electric, LLC provides Paid Time Off (PTO) to eligible employees. PTO is an all-purpose time-off policy that can be used for vacation, illness or injury, and personal business.

Eligibility

Regular full-time and part-time employees are eligible for PTO after 1 week of continuous employment with Hindsight Electric, LLC.

Accrual

PTO hours accrue at a flat rate of 40 hours each year on your hire date anniversary and do NOT carry over. If your employment ends with Hindsight Electric, LLC, any accrued but unused PTO pay will be forfeited.

Requests

To schedule a planned PTO, you should first ask for advance approval from your supervisor. Each request will be reviewed based on several factors, including our business needs and staffing requirements. You may not take less than one hour PTO at a time.

If you need to be absent from work unexpectedly, you should tell your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of an unexpected absence.

5.4 | Sick Leave

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC provides unpaid sick leave benefits to eligible full-time and part-time employees who are temporarily absent due to illness or injury.

You may use sick leave benefits to be absent because you are ill or injured. You can also use sick leave to be absent because of the illness or injury of your child, parent, or spouse.

If you cannot report to work because of an illness or injury, you should notify your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of absence. Before you can return to work after a sick leave absence of 3 calendar days or more, you must give us a doctor's statement that you may safely return to work.

Specific to employees in Colorado

All the employee's information about the employee's or a family member's health condition or domestic abuse, sexual assault, or harassment case is confidential and Hindsight Electric, LLC is prohibited from disclosing such information or requiring the employee to disclose such information as a condition of using paid sick leave.

5.5 | Personal Leave

Revised: 12/09/2022 | Effective: 04/30/2020

Hindsight Electric, LLC will consider a request from an eligible full-time or part-time employee to take an unpaid personal leave of absence to fulfill personal obligations.

Eligible employees may request a personal leave only after completing 120 calendar days of service. In order for us to give your leave request adequate consideration, we ask that you submit the request in writing to your supervisor as far in advance as possible.

An eligible employee may not take more than 10 calendar days of personal leave every one year. We will also consider a written request for a single extension of no more than 10 calendar days. With supervisory approval, you may include available accrued paid time off, such as PTO, as part of your personal leave period. We will give each request individual consideration. The decision to approve a personal leave will be based on several business factors such as anticipated workload needs and staffing considerations during the proposed absence.

Subject to the terms, conditions, and limitations of the applicable plans, Hindsight Electric, LLC will not provide health insurance benefits until the end of the month in which an approved personal leave begins. At that time, you will become responsible for the full cost of those benefits in order for coverage to continue. When you return from personal leave, Hindsight Electric, LLC will resume providing those benefits according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during a personal leave.

When a personal leave ends, we will make every reasonable effort to return you to the same position if it is available or to a similar available position for which you are qualified. However, Hindsight Electric, LLC cannot guarantee reinstatement in all cases.

If you do not report to work promptly at the end of a personal leave, we will assume that you have resigned.

5.6 | Paid Family Leave

Revised: 09/21/2022 | Effective: 04/30/2020

Employees may be eligible for paid family leave (PFL) benefits through their State Disability Insurance program. These benefits are granted to care for a seriously ill or injured parent, child, spouse or registered domestic partner, or for the birth, adoption or foster care placement of a new child. Eligible employees are entitled to up to six (6) weeks of partial wage replacement per year, following a seven (7) day waiting period. Hindsight Electric, LLC may require that eligible employees use up to two (2) weeks of accrued, unused vacation before receiving PFL benefits. Employees requesting PFL benefits to care for a seriously ill or injured family member will be required to provide medical certification.

5.7 | Parental Leave

Revised: 09/21/2022 | Effective: 04/30/2020

Purpose/Objective

Hindsight Electric, LLC will provide up to 6 weeks of unpaid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of this parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after [date].

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with Hindsight Electric, LLC for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a regular full-time or part-time employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a child by a new spouse is excluded from this policy.

Amount, Time Frame, and Duration of Parental Leave

Eligible employees will receive a maximum of 6 weeks of unpaid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of parental leave granted for that event. In addition, in no case will an employee receive more than the amount of parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

Coordination with Other Policies

Parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

After the parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

Hindsight Electric, LLC will maintain all benefits for employees during the parental leave period just as if they were taking any other company paid leave such as paid vacation leave.

- If a company holiday occurs while the employee is on parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- If the employee is on parental leave when Hindsight Electric, LLC offers administrative leave, that time will be recorded as parental leave. Administrative leave will not extend the parental leave entitlement.

An employee who takes parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on parental leave as if the employee was on FMLA-qualifying leave.

Requests for Parental Leave

The employee will provide his or her supervisor and the Business Controller with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the Business Controller to substantiate the request.

As is the case with all company policies, Hindsight Electric, LLC has the exclusive right to interpret this policy.

5.8 | Bereavement

Revised: 01/04/2023 | Effective: 04/30/2020

In the event of the death of an employee's family member, employees are permitted to take time off. Employees may submit vacation or PTO time, or can take leave without pay, with the approval of their immediate supervisor.

5.09 | Medical

Revised: 09/21/2022 | Effective: 04/30/2020

The medical insurance plan at Hindsight Electric, LLC offers regular full-time employees and their dependents access to medical care insurance benefits. Eligible employees may participate in the medical insurance plan subject to the terms and conditions of the agreement between Hindsight Electric, LLC, and the insurance carrier.

You will find details of the medical insurance plan in the Summary Plan Description (SPD). When you become eligible, you will receive the SPD and rate information prior to the enrollment date. For questions about medical insurance, contact the Business Controller for additional information.

5.10 | Inclement Weather

Revised: 01/04/2023 | Effective: 04/30/2020

If an employee is unable to get to work due to severe weather, he/she must notify his/her supervisor. In the event of severe storms, Hindsight Electric, LLC may elect to close early or close for the entire day.

Hindsight Electric, LLC does not provide inclement weather pay. If Hindsight Electric, LLC is closed or if employees are unable to get to work, employees may submit vacation or PTO leave if the individual has time remaining, or not be paid for that specific date.

SECTION 6.0 | EMPLOYEE CONDUCT / RESPONSIBILITIES

6.1 | Standard of Conduct

Revised: 09/21/2022 | Effective: 04/30/2020

The purpose of this policy is to outline what Hindsight Electric, LLC expects from its employees in terms of appropriate behavior. Employees who violate the work rules are subject to disciplinary action, up to and including termination.

Infractions of the following work rules are deemed to be unacceptable and may result in termination upon the first offense.

Unacceptable Violations

1. Theft of company property or personal property of another employee.
2. Punching another employee's timecard or permitting someone to punch your time card.
3. Falsification of an application or company record.
4. Sleeping while on duty.
5. Unauthorized disclosure of confidential information.
6. Serious violation of harassment policy.
7. Fighting, threatening, or attempting bodily injury to another person on Hindsight property.
8. Deliberately damaging company property, property belonging to a co-worker or to a vendor.
9. Failure to wear safety equipment where required.
10. Unauthorized use of company time, materials, tools, etc. for personal gain.
11. Unauthorized alteration of company machinery or equipment.
12. Violation of safety rules which could result in serious injury to self or others.
13. Reporting to work under the influence of drugs and/or alcohol.
14. Possession of guns, knives, weapons, explosives, etc. on company property.
15. Testing positive for drugs on a company-administered drug test.
16. Refusal to cooperate with the investigation of a work-related matter.
17. Insubordination.
18. Indecent or immoral behavior on company property.
19. Conviction of a felony.

General Violations

The following violations do not generally pose a major threat to the operation of the business or to the safety and well-being of the individual or other employees.

1. Horseplay.
2. Contributing to unsanitary conditions.
3. Leave the work area without permission.
4. Failure to provide an acceptable quality of work.
5. Repeated tardiness or absence; failure to report to work without satisfactory reason.
6. Smoking in restricted areas.
7. Unauthorized solicitations or posting of materials on company bulletin boards.
8. Improper operation of any vehicle on company property.
9. Unauthorized use of company telephones or computers.

The above lists are not all-inclusive and Hindsight Electric, LLC reserves the right to take corrective action for any behavior it deems inappropriate for the efficient operation of the business.

Managers and supervisors will follow the progressive discipline policy for violations of the Code of Conduct.

6.2 | Workplace Violence

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC will not tolerate workplace violence. Any employee who commits an act of violence at work against a person or property will face disciplinary action up to and including termination. If circumstances warrant, the matter will be referred to legal authorities for prosecution. Workplace violence is violence against employees and is committed by persons who either have an employment-related connection with Hindsight Electric, LLC or are outsiders, and involves:

1. Physical acts against persons or employer property
2. Verbal threats, or vicious statements that are meant to harm or cause a hostile environment
3. Written threats, vicious cartoons or notes, and other written material that is meant to threaten or create a hostile environment
4. Visual acts that are threatening or intended to convey injury or hostility

All employees are expected to report any act of violence. Employees should bring their concern directly to the attention of their immediate supervisor. All such reports shall be fully investigated. Any employee who takes any adverse action against a person who reports any act of violence, or a suspicion of violence shall be subject to immediate discipline, up to and including discharge.

6.3 | Weapons Free Workplace Policy

Revised: 09/21/2022 | Effective: 04/30/2020

To ensure that there is a workplace safe and free of violence for all employees, Hindsight Electric, LLC prohibits the possession or use of dangerous weapons on company property.

All Company employees are subject to this provision, including contract workers and temporary employees as well as visitors and customers on company property. A license to carry the weapon on company property does not supersede company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

"Company property" is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under Hindsight Electric, LLC's ownership, or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property.

"Dangerous weapons" include firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

Hindsight Electric, LLC reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

This policy is administered and enforced by the owner. Anyone with questions or concerns specific to this policy should contact the owner.

6.4 | Workplace Safety

Revised: 10/3/2023 | Effective: 04/30/2020

The Occupational Safety and Health Act (OSHA) requires all employers to provide a safe and healthful workplace for their employees. In this regard, it is important that adequate policies and procedures be developed and adhered to in order to ensure safe, efficient operating conditions, thereby safeguarding employees and facilities.

Our company will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Since the employee on the job is frequently more aware of unsafe conditions than anyone else, employees are encouraged to make recommendations and/or suggestions regarding unsafe conditions to their immediate supervisor so that they may be corrected. Hindsight Electric, LLC guarantees the employee's right to report injuries and illnesses without fear of retaliation and supports a reasonable procedure for reporting work-related injuries that does not discourage employees from reporting.

Supervisors and leads are responsible for the working conditions within their department. A supervisor/lead should remain alert at all times to dangerous and unsafe conditions, so that he/she may recommend corrective action, discipline employees who habitually create or indulge in unsafe practices, assess new or changed situations for inherent dangers, and follow up on employee suggestions for corrective action so that unsafe conditions are not instituted or permitted to continue.

Hindsight Electric, LLC uses the Seven-Minute Safety Trainer app to conduct safety training on job sites weekly. For additional information on Workplace Safety, please refer to the Hindsight Electric, LLC Safety Manual.

6.5 | Designated Safety Sensitive Position

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC has determined that any position that involves driving, repairing vehicles, operating power tools, or operating any equipment that could cause injury, death, or property damage is a "safety sensitive" position.

It is imperative that an employee be able to safely perform the essential functions of his/her job at all times. Therefore, anyone testing positive for any illegal substance or abusing a prescribed medication or under the influence of alcohol or marijuana while engaging in a safety sensitive position is subject to discipline up to and including termination.

Employees holding "safety sensitive" positions are not protected from termination even if they have a medical marijuana card.

6.6 | Reporting Work Related Injuries

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC pays 100% of the premium on insurance provided by our Workers' Compensation under the WC Act. This law was designed to provide you with benefits for any injury which you receive arising out of your employment with Hindsight Electric, LLC.

Under the provisions of the law, if you are injured while at work for Hindsight Electric, LLC, this injury must be reported immediately to your supervisor, no matter how slight it might seem. Failure to do so could result in your claim for Workers' Compensation benefits to be denied by the insurer. For additional information, please refer to the Workers' Compensation Insurance policy.

6.7 | Drug Free Workplace with Marijuana Card

Revised: 12/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC is committed to being a drug-free and safe workplace. Our employees must be physically and mentally fit to perform their duties in a safe and efficient manner. Therefore, no employee shall work or report to work while under the influence of alcohol, illegal drugs, or any substance that would affect his/her ability to perform the job in a safe and efficient manner.

No employee shall consume, display, or have in his/her possession, including the workplace or in company vehicles, alcoholic beverages, or illegal drugs at any time during the workday, including during lunch, breaks, and on-call hours. To do so could jeopardize the safety of other employees, company equipment, and Hindsight Electric, LLC's relations with the public, and is a prime cause for disciplinary action, up to and including termination. The exception to this rule is when the Owner, at company functions or other business activities, authorizes consumption of alcoholic beverages.

When employees are required to take any kind of prescription or nonprescription medication that may potentially affect their job performance, they are required to report this to their immediate supervisor, who will determine if it is necessary to temporarily place them on another assignment or take other appropriate action.

To protect the best interests of employees and the public, Hindsight Electric, LLC will take whatever measures are necessary to determine if alcohol or illegal drugs are located on or are being used on company property. Measures that may be used will include but not be limited to searches of people and of personal property located on company premises, which may be conducted by law enforcement authorities or by management, as well as drug and /or alcohol tests to be conducted when there is reasonable suspicion of substance abuse.

When urinalysis and/or blood tests are requested or necessary, samples will be taken under the supervision of an appropriate health-care professional. The above-mentioned searches and drug tests will not be conducted if an individual refuses to submit; however, refusal to submit will result in immediate removal from service and may result in termination.

Employees experiencing problems with alcohol or other drugs are urged to voluntarily seek assistance to resolve such problems before they become serious enough to require management referral or disciplinary action. If you have questions regarding this policy or issues related to drug or alcohol use at work, you can raise your concerns with your immediate supervisor or the Owner without fear of reprisal.

Under the Drug Free Workplace Act, if you perform work for a government contract or grant, you must notify Hindsight Electric, LLC if you have a criminal conviction for drug-related activity that happened at work. You must make the report within five (5) days of the conviction.

Marijuana In the Workplace

Employees who have been legally issued medical marijuana cards will not be discriminated against in the workplace. However, employees may NOT be under the influence of marijuana to the extent they are impaired in the workplace. Smoking or possessing marijuana, even with a legally issued medical marijuana card, during work hours on the employer's or customer/client premises is strictly prohibited. Should an employee exhibit signs of impairment, the situation will be treated under the Drug and Alcohol procedures outlined in our policies. Being impaired in the workplace may lead to termination of employment. Some positions are designated "safety sensitive" positions which are shown on your job description. If you are in a safety sensitive position, medical marijuana card protections are not applicable if you test positive for marijuana.

Hindsight Electric, LLC has determined that any position that involves driving, repairing vehicles, operating power tools, or operating any equipment that could cause injury, death or property damage is a "safety sensitive" position. It is imperative that an employee be able to safely perform the essential functions of his/her job at all times. Therefore, anyone testing positive for any illegal substance or abusing a prescribed medication or under

the influence of alcohol or marijuana while engaging in a safety sensitive position is subject to discipline up to and including termination. Employees holding "safety sensitive" positions are not protected from termination even if they have a medical marijuana card.

Specific to employees in Colorado

Colorado laws authorize the use of marijuana to alleviate certain debilitating medical conditions. The Colorado medical marijuana law does not require any employer to accommodate the medical use of marijuana in the workplace. However, it is not specified whether this lack of an accommodation requirement pertains only to on-the-job medical marijuana use or, more generally, to the employment of any individual who engages in the medical use of marijuana. The law does not discuss the issue of employment related drug testing. State law prohibits registered users from undertaking any task while under the influence of medical marijuana when doing so would constitute negligence or professional malpractice.

6.8 | Non-Smoking (Including Electronic Cigarettes)

Revised: 09/21/2022 | Effective: 04/30/2020

To protect the health, welfare and safety of the visitors, employees and/or volunteers, Hindsight Electric, LLC knows that:

- Smoking is unhealthy and detrimental to the health of others.
- Cigarettes once consumed in public spaces are often discarded on the ground, thus causing a litter problem.
- As members of the Community, we are thought of as role models, and smoking has a negative effect on individuals' lifestyle choices.

Therefore, Hindsight Electric, LLC agrees to prohibit smoking within 50 feet of entrances for any or all Company offices or buildings.

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe.

"Tobacco Products" means all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, and smokeless tobacco products.

Compliance Procedures

- Appropriate signs shall be posted
- The community and employees will be notified about this policy
- Staff will make periodic observations of the areas specified above
- Any visitors found violating this policy may be subject to removal from the premises
- Any employee found violating the policy will be dealt with in accordance with the employee discipline policy

6.9 | Outside Employment

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC understands that there may be instances where it is necessary for an employee to have a part-time job in addition to their regular full-time position. Employees should understand that other employment must not interfere with their current position. Please advise your supervisor if it becomes necessary for you to take a part-time job. We strongly discourage the taking of another full-time position. This generally results in a fatigued employee who cannot do either job properly.

Performance issues will be addressed if it becomes apparent that the other employment is interfering with your current position. Employees are not allowed to accept positions with our competitors as this represents a conflict of interest.

6.10 | Conflict of Interest

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of Hindsight Electric, LLC to follow the following guidelines about conflicts of interest. If you have questions about what constitutes conflict of interest, contact the Business Controller.

When conducting business with another company, you must work within the guidelines set up and controlled by the management team of Hindsight Electric, LLC. Business dealings with other companies should not result in unusual gains for those companies. "Unusual gains" is defined as bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls that will benefit the other company or an employee at the other company.

What is a conflict of interest? An actual or potential conflict of interest is when you are in a position to influence a decision or have business dealings on behalf of Hindsight Electric, LLC that might result in a personal gain for you or for one of your relatives.

We do not automatically assume that there is a conflict of interest if you have a relationship with another company. However, if you have any influence on transactions involving purchases, contracts, or leases, you must tell an officer of Hindsight Electric, LLC as soon as possible. By telling us that there is the possibility of an actual or potential conflict of interest, we can set up safeguards to protect everyone involved.

The possibility for personal gain is not limited to situations where you or your relative has a significant ownership in a firm with which Hindsight Electric, LLC does business. Personal gains can also result from situations where you or your relative receives a kickback, bribe, substantial gift, or special consideration because of a transaction or business dealing involving Hindsight Electric, LLC.

6.11 | Confidentiality

Revised: 09/21/2022 | Effective: 04/30/2020

Information regarded as confidential, including payroll, financial statements, customer lists, price lists and other information, should be handled carefully. Managers should instruct their staff coming in contact with this information as to what is confidential and should require that staff write "PERSONAL AND CONFIDENTIAL" on such materials on the outside of any envelopes and correspondence. Employees should be instructed that upon receipt of materials marked Personal and Confidential, these materials should be left sealed, to be opened by the individual to whom they are addressed.

Confidential information regarding Hindsight Electric, LLC or the customers we serve should in no way be divulged verbally, in written correspondence or e-mail. Failure to abide by this policy will result in disciplinary action, up to and including termination.

6.12 | Computer Policy, Including Internet Usage and Email

Revised: 09/21/2022 | Effective: 04/30/2020

Internet access is provided to individuals based upon business needs to benefit Hindsight Electric, LLC through connection to worldwide information resources. Employees have a responsibility to maintain and enhance Hindsight Electric, LLC's public image while accessing the Internet by following these guidelines:

- Employees using Internet access via Company hardware and software are representing Hindsight Electric, LLC. As such, their conduct should be ethical and lawful at all times. Channels may be accessed for official company business to gain technical or analytical information and to establish business contacts.
- Internet access should not be used for personal gain or advancement of personal views, for solicitation of non-company business, or result in the disruption of Hindsight Electric, LLC network operation or interfere with personal productivity at work.
- Employees are responsible for the content of all text, audio, or images they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages on the Internet should be identified with the employee's name. Employees may not obscure the origin of messages and the information published should not violate or infringe upon the rights of others. Abusive, profane or offensive language transmitted through Hindsight Electric; LLC system is strictly prohibited.
- Employees may not download software without the express acknowledgement and support of the Network Administrator to ensure that proper licenses are obtained, and viruses are not transmitted.
- Employees may not send, or upload Company copyrighted materials, trade secrets, proprietary information, or similar materials to third parties. Employees may not violate the copyright laws regarding receipt/download of materials available on the Internet by copying and disseminating information, except for purposes falling under the category of "fair use".
- All messages created, sent, or retrieved over the Internet are the property of Hindsight Electric, LLC and should be considered public information. Hindsight Electric, LLC reserves the right to access and monitor all messages and files on the computer system at any time. All communications can be disclosed to law enforcement officials or other third parties without prior consent of the sender or the receiver.
- Harassment of any kind is strictly prohibited. Messages with derogatory or inflammatory remarks regarding race, religion, national origin, sexual orientation, or other protected attributes may not be transmitted.

Violations of the Internet Code of Conduct may result in disciplinary action up to and including termination and illegal activities may result in prosecution by legal authorities.

6.13 - Mobile Device Policy

Revised: 09/21/2022 | Effective: 04/30/2020

We provide mobile devices to some employees for business use. Employees with mobile devices are allowed to use them for short personal calls within reasonable limits. Sometimes we may check mobile phone bills to make sure this policy is being followed. Use of personal cell phones is discouraged, as it is disruptive to the workflow of the office. Personal cell phones should be turned off or silenced while at work. Use of your personal cell phone is permitted during your lunch break.

While driving, attention to the road and safety should always take precedence over conducting business over the phone. Therefore, employees may not:

- Use a hand-held or hands-free cell phone or any other mobile electronic device
- Make or receive phone calls
- Access the internet, read, or respond to emails or text messages

Employees are expected to abide by all state and local laws related to mobile device use.

Specific to employees in Colorado

Colorado prohibits all drivers from texting while driving and bans all drivers under the age of 18 from cell phone use while driving.

6.14 | Social Networking Policy

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC recognizes that social media is an integral part of doing business today. The proper role of social networking is to convey information about Hindsight Electric, LLC, its products and services, search for possible new markets and discuss company activities and events.

Only persons authorized to do so may prepare or modify content for Hindsight Electric, LLC's official website(s) and/or blogs. You are expected to comply with the following guidelines:

1. Employees must identify themselves by name and their position in Hindsight Electric, LLC.
2. Written approval to publish copyrighted information must be obtained in advance. If you are using information provided by another person, be certain you have permission to use it and acknowledge the author's contribution.
3. Maintain the highest level of professionalism. Be respectful to all, Hindsight Electric, LLC, your co-workers, customers, and competitors. Remember you represent Hindsight Electric, LLC and will be held responsible for your posts.
4. Do not disclose any confidential information about Hindsight Electric, LLC and/or its customers.
5. Check your facts before you publish. Honesty is imperative as information can be verified quickly on the internet. False statements will damage both Hindsight Electric, LLC's, and your credibility.
6. Promptly correct your mistakes to avoid misunderstanding and irritation.
7. Information published on the internet becomes part of a permanent record. Exercise good judgment and common sense. If in doubt, don't post until you clear it through the appropriate channels.

All social networking activities must follow Hindsight Electric, LLC's policy on electronic communication.

Personal Blogs/Social Networking

- Employees are not allowed to use company-owned equipment, including computers, company licensed software or other electronic equipment or facilities on company time to conduct personal blogging or social network activities.
- Employees may not use Hindsight Electric, LLC's logo or trademark on their personal blogs or networks.
- Employees may not post photographs of other employees, customers, or vendors on personal posts.
- Employees are not to link from a personal blog or social network to Hindsight Electric, LLC's internal or external websites.
- Bloggers are responsible for their commentary on blogs and social networks. Bloggers can be held personally liable for commenting that is slanderous, obscene, defamatory, or libelous by any offended party.
- Social networking and blogging must be done on the employee's equipment during breaks or lunch.

6.15 | Company Property

Revised: 12/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC may loan you property, materials, or written information to help you do your job. You are responsible for protecting and controlling any property we loan you. You must also return any property given to you promptly upon request. If your employment at Hindsight Electric, LLC, is terminated, you must return all company property immediately.

The following are items that may be issued to you. Not all employees will receive each item and this list is not inclusive.

- Credit Card(s)
- Laptop Computer
- Keys
- Cell Phones
- Tools
- Vehicles
- Written Material(s)

If you do not return our property and, if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

6.16 | Attendance/Punctuality

Revised: 09/21/2022 | Effective: 04/30/2020

We expect Hindsight Electric, LLC employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your immediate supervisor as soon as possible.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination.

6.17 | Dress Code

Revised: 12/21/2022 | Effective: 04/30/2020

Employees engaged in work that puts them in a position where they meet the public are expected to present a professional appearance to the customers. This means good personal grooming habits and the proper attire for their position with Hindsight Electric, LLC.

- Men must be cleanly shaven, with the following exception: a neat, trimmed mustache or beard is permitted.
- Hair must be clean and groomed.
- Tennis shoes or similar lightweight shoes should not be worn in manufacturing and service facilities or in areas where there is a potential risk that equipment or products may fall and drop on the feet.

Those employees engaged in working on worksites must have pants and closed-toe work boots. Employees must wear hardhats on construction sites. Care must be given not to be wearing anything that could be caught in tools, equipment, and machinery.

Managers and supervisors should monitor their employees' appearances to ensure appropriate, safe dress. If your dress is determined to be inappropriate, you will be sent home to change and will be off the clock if you are a non-exempt employee.

Note: Exceptions to our policy regarding the dress code for office personnel may be made for casual days.

6.18 | Workplace Etiquette

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC can be a pleasant place to work when all employees show respect and courtesy to each other. Sometimes there are problems when employees do not realize that they are bothering or annoying other people. If this happens to you, you should first try to solve the problem by politely telling your co-worker what is bothering you. We encourage you to keep an open mind. If another employee tells you about something that you are doing that makes it hard for that person to work, try to understand the other person's point of view.

The following are some guidelines and suggestions for how to be considerate of others at work. You will not necessarily be disciplined if you do not follow these suggestions, but the guidelines will help you get along with others. If you have comments or suggestions about workplace etiquette, contact the Owner and Business Controller.

- Be prompt when using the manual feed on the printer.
- Keep the area around the copy machine and printers orderly and picked up.
- Be careful not to take or discard others' print jobs or faxes when collecting your own.
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- Be conscious of how your voice travels and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum and try to conduct conversations in areas where the noise will not be distracting to others.
- Refrain from using inappropriate language (swearing) that others may overhear.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- Refrain from bringing strong smelling food into the workplace. Also, refrain from strong smelling perfume and after-shave lotion.
- Clean up after yourself and do not leave behind waste or discarded papers.

6.19 | Solicitation

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC's policy regarding solicitation is to prevent disruptions and protect our employees from harassment.

During working hours, no employee shall solicit or distribute literature or other materials to another employee for any purpose. Working hours do not include such times as lunch, break time or time before or after work. No employee not on working time shall distribute literature or other material to an employee who is on working time. No employee shall solicit or distribute literature or other materials to any visitors at any time for any purpose.

Persons who are not employed by Hindsight Electric, LLC shall not distribute literature or other materials or solicit employees or visitors at any time for any purpose on company property.

6.20 | Visitors at Work

Revised: 09/21/2022 | Effective: 04/30/2020

All visitors, including an employee's family members, who wish to see an employee during working hours, must first check in with the front office. Visitors may be required to sign in and receive a visitor's badge. If a visit involves an emergency, the employee will be notified immediately, and will receive all possible cooperation from management.

Visitors do disrupt business. Please remind your friends and relatives that unless there is an emergency involved, they should not disturb you while you are working.

6.21 | Parking

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC provides parking facilities for your convenience and safety. Please observe the following:

- Do not park in areas reserved for visitors, customers or in areas designated "no parking" or in "Handicapped" areas unless you have a permit.
- Drive slowly in the parking lot and observe all direction signs.
- Do not block other cars or use more than one parking space.
- Fire zone restrictions must be observed, and cars parked in unauthorized areas may be towed at the employee's expense.
- If parking stickers are distributed, make sure they are in the correct location and can be clearly read.

Hindsight Electric, LLC, is not liable for theft or damage to your personal property. Lock your car and report any suspicious behavior to your supervisor.

6.22 | Personal Data Changes

Revised: 09/21/2022 | Effective: 04/30/2020

It is important that Hindsight Electric, LLC maintain certain personal information about you in our records. You are responsible to inform us whenever there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information.

We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Business Controller.

6.23 | Progressive Discipline

Revised: 12/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with Hindsight Electric, LLC organizational values, human resource (HR) best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Hindsight Electric, LLC reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training, the employee's work record, and the impact the conduct and performance issues have on Hindsight Electric, LLC.

Procedure

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.

Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

Although it is hoped that the employee will promptly correct any performance, conduct or attendance issues that were identified in Step 1, Hindsight Electric, LLC recognizes that this may not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and manager or director will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action may be issued within five business days of a Step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and final written warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from a next-level manager and the owner.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state, and local wage-and-hour employment laws. Non-Exempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, Hindsight Electric, LLC will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to a recommendation to terminate employment. However, Hindsight Electric, LLC reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action. Management's recommendation to terminate employment must be approved by the owner.

Appeal Process

Employees will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after that meeting to present such information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities. Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be placed in the employee's official personnel file.

Important note: Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Hindsight Electric, LLC and its employees.

6.24 | Complaint Procedure

Revised: 09/21/2022 | Effective: 04/30/2020

Your complaints and problems are of concern to Hindsight Electric, LLC. It is our policy to give full consideration to any issues that may affect your job performance. The only way we can help you answer your questions or solve your problems is for you to tell us about them.

1. If you have a problem or misunderstanding, the first step is to talk to your immediate supervisor within five working days of its occurrence. Your supervisor will give you an opportunity to discuss the matter fully and should give you an answer within three working days following the discussion. The majority of problems can be resolved in this manner. If the problem or complaint is with your immediate supervisor, go to Step 2.
2. In the event the problem or misunderstanding cannot be settled between you and your supervisor, you should describe your problem in writing and submit it to your department head within three working days. Your department head will meet with you within three working days and give you a written answer within three working days following the meeting.
3. If the department manager has not answered your complaint to your satisfaction, you will have five (5) additional days to request an appointment with the President who will discuss the problem and respond within five days of the interview. The decision of the President in a problem situation will be final and binding.

There will be no discrimination or retaliation against anyone presenting a complaint or discussing a problem with supervisors or anyone in management.

SECTION 7.0 | MISCELLANEOUS

7.1 | Ethics Policy

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations. We are committed to conducting business with integrity underlying all relationships, including those with customers, suppliers, and communities, and among employees. The highest standards of ethical business conduct are required of our employees in performance of their responsibilities. Employees will not engage in conduct or activity that may raise questions as to Hindsight Electric, LLC's honesty, impartiality, or reputation or otherwise cause embarrassment to Hindsight Electric, LLC. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:

- Using your position for private gain.
- Giving preferential treatment to any person or entity.
- Adversely affecting the confidence of the public in the integrity of Hindsight Electric, LLC.

Every employee has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy. Hindsight Electric, LLC will maintain a program to communicate to employees its commitment to integrity and uncompromising values. The program will inform employees of policies and procedures regarding ethical business conduct and assist them in resolving questions and in reporting suspected violations. Retaliation against employees who use these reporting mechanisms to raise genuine concerns will not be tolerated.

Owner is responsible for providing policy guidance and issuing procedures to assist employees in complying with Hindsight Electric, LLC expectations of ethical business conduct and uncompromising values. This policy constitutes the standards of ethical business conduct required of all employees.

7.2 | HIPAA Policy

Revised: 09/21/2022 | Effective: 04/30/2020

Hindsight Electric, LLC is not covered by the requirements of the Health Insurance Portability and Accountability Act (HIPAA). However, since we do have health care plan(s) which are subject to HIPAA regulations, we have determined that we will follow the HIPAA privacy and security provisions which apply to Protected Health Information (PHI) maintained by Hindsight Electric, LLC. Protected Health Information (PHI) is individually identifiable health information including demographic data that relates to:

- the individual's past, present or future physical or mental health or condition,
- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual.

Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number). All employees who have access to PHI will receive the appropriate training relating to the HIPAA regulations. Any breach of privacy or confidentiality will be subject to disciplinary action. The Business Controller is designated as the HIPAA Compliance Officer (HCO). Any questions or concerns regarding the HIPAA regulations should be referred to the HCO.

All records governed by the HIPAA policy will be maintained for a period of six years unless a state law requires a longer period of retention. After the required retention period, the records will be destroyed according to Hindsight Electric, LLC's record destruction policy.

7.3 | Suggestion Program

Revised: 09/21/2022 | Effective: 04/30/2020

We have a suggestion program at Hindsight Electric, LLC. All regular employees are eligible to participate in the suggestion program.

A suggestion is an idea that will help Hindsight Electric, LLC solve a problem, reduce costs, improve operations or procedures, enhance customer service, eliminate waste or spoilage, or make Hindsight Electric, LLC a better or safer place to work. A suggestion should identify the problem and offer possible ideas for solving or improving an issue or provide a possible solution. A suggestion should not be about co-workers or management.

Submit your suggestion to the Owner. After it is reviewed, you will be told if your suggestion was accepted or rejected. If your suggestion is used, you may receive money (amount to be determined by management), and/or special acknowledgement and recognition.

7.4 | Uniforms

Revised: 01/05/2023 | Effective: 04/30/2020

After 30 consecutive days of employment, Hindsight Electric, LLC provides uniforms at no cost to the employee.

Uniforms consist of the following items:

- Hindsight Electric, LLC Shirts
- Hindsight Electric, LLC Hard Hat
- Hindsight Electric, LLC Safety Vest

Upon termination of employment, employees must turn in all uniform items provided to them. In the event that an employee does not return uniform items and they have been employed by Hindsight Electric, LLC for less than one year, the following amounts will be deducted from the employee's final paycheck.

Uniform Item	Cost of Each Item
Hindsight Electric, LLC Shirt	\$25.00
Hindsight Electric, LLC Hard Hat	\$50.00
Hindsight Electric, LLC Safety Vest	\$100.00

SECTION 8.0 | ACKNOWLEDGEMENT

8.1 | Acknowledgement of Receipt of Company Handbook

Revised: 09/21/2022 | Effective: 04/30/2020

This handbook has been prepared to provide you with a general understanding of our personnel policies, work rules and benefits. All employees are responsible for becoming familiar with our policies and procedures. If you have any questions regarding the material in the handbook, please contact your supervisor or any other member of management for clarification. The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. We reserve the right to make changes to these policies at any time. When changes are necessary, we will provide you with amended pages for your handbook.

I acknowledge receipt of the Hindsight Electric, LLC handbook:

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Copy: Employee File