

## SECTION 6.0 | EMPLOYEE CONDUCT / RESPONSIBILITIES

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### 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.

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## 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.

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## 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.

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## 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.

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## 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.

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## **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

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## **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.

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## **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.

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## **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.

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## 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.

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## 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.

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## **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.

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## **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.

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## **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.

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## **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.

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## 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.

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## 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.

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## 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.

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## 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.

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## 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.

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## 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.

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## **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.

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