



WATER SYSTEM SPECIALISTS

Employee Handbook

A Manual of
Employee Benefits &
Personnel Policies

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Introduction

Welcome and Purpose

This handbook is designed to acquaint you with and provide you with general information about working conditions, benefits and policies affecting your employment.

The information contained in this handbook applies to all employees of M.E. Simpson Company, Inc. Following the policies detailed within the handbook is considered a condition of continuous employment. The contents of this manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The handbook is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

At-will Employment Statement

While we hope to have a long and profitable relationship with you, your employment with the Company is voluntary and is subject to termination by you or the Company at will, with or without cause, and with or without notice, at any time.

While the Company may have a disciplinary system in place, this system does not have to be used—the Company may make the decision to terminate you without first taking these disciplinary steps.

None of the information provided in our policies signifies a contractual agreement or should be interpreted to conflict with, eliminate or modify in any way your employment-at-will status with the Company.

No individual, except for Michael D. Simpson (CEO), Dan E. Hood (President), John H. Van Arsdel (Vice President) or Pamela Hood (Secretary) can approve any kind of contractual agreement. Should a contractual agreement be signed by this person, it must also be notarized in order to be applicable.

Mission Statement, Vision & Values

Mission Statement:

Our Firm is dedicated to developing and providing programs and services that will aid our clients in maximizing their peak performance for their water distribution and wastewater collection systems. We offer our clients the highest quality Technical and Professional Services, using state-of-the art technologies and highly skilled and trained professionals.

Vision:

To provide our clients with water and wastewater system service technologies for the 21st Century.

Values:

Our firm builds strong relationships with each other, our clients and our business partners based on four fundamental values:

- **Accountability** – We set high service expectations and hold ourselves accountable for the quality of our services and the results we achieve as individuals, as team members and as a company.
- **Common Purpose** – We operate from a common purpose, doing what is best for the client and the company as a whole, working with mutual trust and collaboration.
- **Integrity** – As we operate in an intensely competitive environment, we compete fairly and honorably, providing our services in a professional manner that reflects favorably on our company and on each of us.
- **Respect** – We are sincere, fair and forthright, treating others with dignity and respecting their individual differences, feelings and contributions.

Employment Policies

Employment Termination Policy

1. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:
 - Resignation—voluntary employment termination initiated by an employee.
 - Termination—involuntary employment termination initiated by a manager.
 - Layoff—involuntary employment termination initiated by a manager for non-disciplinary reasons.
2. If you wish to resign, we ask that you notify your manager of your anticipated departure date at least two weeks in advance. Of course, as much notice as possible is appreciated by your manager and co-workers. This notice should be in the form of a written statement.
3. If you fail to report to work for three consecutive days without informing management of the planned absence, we will assume that you have voluntarily resigned.
4. In the case of termination due to resignation, retirement or permanent reduction in the work force, your accrued vacation pay will be paid out if a notice of at least two weeks is given. Unused personal time is not paid upon termination.
5. Furthermore, any outstanding financial obligations owed to the Company will also be deducted from your final check given your prior written permission. If your final check does not sufficiently cover the money owed to the Company, you will remain liable for that amount. (Deductions cannot drop pay below federal minimum wage)
6. A meeting between you and your immediate manager will take place prior to your last day of work. A health insurance extension of benefits under COBRA regulations is available and is offered via mail to eligible employees. Credit cards, office keys, and Company equipment must be returned at this time, along with all other Company property and confidential information.
7. If you leave M.E. Simpson Co. Inc. in good standing, you may be considered for re-employment.
8. Except as required by law or by separate agreement, employee salary and benefits will end on the date of termination.
9. Upon resignation, please continue to provide us with an accurate address for at least one year for tax purposes.

Equal Employment Opportunity Policy

It is our policy to provide an equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation and other employment-related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law;
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law; and
- Reasonable accommodations will be made for disabilities and religious beliefs.

We believe in and practice equal opportunity. The Finance Manager serves as our Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our Company in meeting its objectives.

Please contact the Finance Manager with questions or concerns.

Internal Transfer/Promotion Policy

The Company strives to retain employees through an environment that creates opportunity and encourages advancement. It is our goal to fully use employees' skills and allow them to continually develop their talents.

When new positions become available, they will be advertised both internally and externally. Current employees are welcome to apply, as are external candidates. All staffing decisions will be made with the position goals in mind, with the desire to hire the best-qualified individual being prevalent.

At times, positions may be filled internally without being posted. This could relate to a planned career progression plan that includes an employee being assigned new responsibilities, or could take place for other reasons.

Transfers can be either management- or employee-initiated. They are determined by business needs and employee qualifications. Employees will be given the opportunity to provide input prior to the decision being made, but should not be approached regarding a transfer or open position without the knowledge of their manager. Transfers will be made in a manner that disrupts ongoing operations as little as possible.

I-9 Immigration Reform Policy

M.E. Simpson Company, Inc. complies with the Immigration Reform and Control Act, employing only those persons who are legally eligible to work in the United States.

M.E. Simpson Co., Inc. complies with the Immigration Reform and Control Act of 1986 by employing only U. S. citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying their right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his or her right to work within three days of hire, the applicable manager must terminate the individuals' employment.

Please contact the Finance Manager with questions or concerns.

Workplace Conduct

Code of Ethics Policy

M.E. Simpson Company, Inc. maintains specific policies in an attempt to assist employees in adhering to certain standards of conduct. These policies are in place to preserve the Company's reputation and prevent adverse consequences to all parties involved. This particular policy is designed to establish standards of conduct with respect to payments and political contributions.

Prohibition of Improper Payments

The Company requires all employees to only use lawful practices involving payments to customers, political parties, officials, candidates or governmental authorities. As a result, kickbacks and bribes offered with the intent of inducing or rewarding specific buying decisions or actions are strictly prohibited. No Company employee may offer to make direct or indirect payments of value in the form of compensation, gifts or contributions to any of the following:

- Persons or firms employed by or acting on behalf of a customer (private or governmental) for the purpose of rewarding favorable actions in a transaction.
- Any governmental officials, political parties or officials of a party or candidate for political office, for the purpose of rewarding favorable actions or influence of the official, party or candidate.

These restrictions are not applicable to ordinary, reasonable business entertainment expenses and gifts of no substantial value. Management should exercise sound judgment and discretion with regard to controlling and authorizing these business expenses on a regular basis.

Political Contributions

The Company will not make any contributions to any political party or candidate for political office in violation of federal or state law. Federal law generally prohibits corporations from making contributions or expenditures in connection with a political campaign, subject to some limited exceptions. There are, however, various states that do allow corporate contributions to political parties and candidates in conjunction with state and local elections.

Reporting to Management

Any employee who must authorize, make or agree to a payment that may be contrary to this policy must report this information to his or her supervisor or to the Company's legal counsel immediately. If an employee learns that a coworker is engaging in conduct contrary to this policy, the employee must report this information immediately to his or her supervisor or the Company's legal counsel immediately as well. Management personnel who receive a report will promptly discuss the issue with legal counsel for further investigation.

Antitrust Laws

Antitrust laws are relevant to many business decisions, and those who engage in illegal actions against such laws are subject to fines and imprisonment. Management will help guide employees in abiding by antitrust decrees applicable to the Company. The Company intends to comply with all U.S. antitrust laws applicable to normal business operations and will hold employees responsible for abiding by these laws as well.

In compliance with Section I of the Sherman Antitrust Act:

- No employee may enter into an agreement (expressed or implied, formal or informal, written or oral) with any competitor restricting any of the following conditions or business offering:
 - Prices
 - Costs
 - Profits
 - Offerings of products and services
 - Terms of sale conditions
 - Production or sales volume
 - Production capacity
 - Market share
 - Quote decisions
 - Customer selection
 - Sales territories
 - Distribution methodology
- No employee may enter into an agreement with a purchaser or lessee restricting the right of the purchaser or lessee to determine the price to resell or lease the product in question. Employees may also not enter in such agreements when the Company is the purchaser or lessee in the agreement.

The following situations may be in violation of antitrust laws under certain circumstances. Employees may not enter into these agreements without consulting legal counsel in advance and obtaining clearance to enter into such agreements.

- Agreements with customers or suppliers regarding the sales or purchases of reciprocal purchases or sales by customers or suppliers.
- Agreements with purchasers or lessees of products of the Company that would restrict customers from using or reselling products as they choose to do so.
- Agreements with any party that would restrict all parties involved to manufacture a product or provide a service to a third party.

Exchange of Information with Competitors

Communication with competitors would be an infringement of antitrust laws, specifically if the communication is accompanied by some action. The prohibitions of this policy are intended to avoid antitrust infringements. Under this policy, no employee may discuss information on any subject with a competitor or another third party acting on behalf of a competitor to remain compliant with Section 1 of the Sherman Antitrust Act; unless the Company's legal counsel determines that the communication would not violate antitrust laws.

When participating in trade associations and other meetings with competitors, employees may not attend:

- Unauthorized meetings with competitors.
- Meetings where the communication with competitors is in violation of the paragraph above.
- Meetings for trade associations held to discuss business without adhering to the formal rules established by the trade association for its meetings.

Employees must recognize that participating in development and product certification events impacting competitors or suppliers may initiate antitrust violations. Consult with the Company's legal counsel before attending any event that may develop standards or certify products with competitors.

Violations of this Policy

If an employee violates this policy, he or she may be subject to termination or other disciplinary action to prevent future violations. The following individuals may be subject to disciplinary action or termination:

- Employees who are in direct violation of this policy.
- Employees who deliberately withhold information concerning the violation of this policy or fail to report a violation of this policy.
- Management personnel who fail to report violation of this policy by their subordinates.

If an employee is accused of violating antitrust laws, yet he or she did consult legal counsel and acted in good faith, the employee may not face disciplinary action under this policy. The Company may also assist in the employee's defense, within the confines of the law.

Complaint Policy

M.E. Simpson Company, Inc. strives to openly communicate with all employees. Any concerns employees have should be promptly reported to management so that a solution may be devised.

Examples of some complaints employees may have:

- Suggestions for improvement
- Concerns about working conditions
- Issues with co-workers
- Concerns about treatment at work

When a complaint is voiced, management will do its best to remedy the situation. While every employee may not be satisfied with every solution, employee's input is valued and the Company wants to foster an environment where all employees feel comfortable reporting their concerns.

Please contact your supervisor or the Finance Manager with all complaints.

Disciplinary Action Policy

Disciplinary actions may entail verbal, written and final warnings, and suspension and termination. All of these actions may not be followed in all instances. M.E. Simpson Company, Inc. reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. If you are disciplined in writing, copies of your warnings are placed in your personnel file.

M.E. Simpson Co., Inc. reserves the right to take any disciplinary action the Company considers appropriate, including termination, at any time. In addition to those situations discussed elsewhere in this handbook, listed below are some examples where immediate termination could result. This list is general in nature and is not intended to be all inclusive:

- Discourtesy to a customer, provider or the general public resulting in a complaint or loss of good will.
- Refusal or failure to follow directions from management.
- Breach of confidentiality relating to employer, employee, customer or provider information.
- Altering, damaging or destroying Company property or records, or another employee's property.
- Dishonesty.
- Providing false or misleading information to any Company representative or on any Company records, including the employment application, benefit forms, time cards, expense reimbursement forms and similar records.
- Fighting or engaging in disorderly conduct on the Company's or a customer's premises.
- Violations of any of Company's employment policies including, but not limited to, confidentiality, security, solicitation, insider trading, conflict of interest and code of conduct.
- Conduct or performance issues of a serious nature.
- Failure of a drug or alcohol test.

Drug-free Workplace Policy

We recognize alcohol and drug abuse to be potential health, safety and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this Drug-free Workplace Policy is made a condition of employment.

Employees are prohibited from the following when reporting for work, while on the job, on Company or customer premises or surrounding areas or in any vehicle used for Company business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine ("controlled substance" means a drug or other substance as defined in applicable federal and state laws on drug abuse prevention)

Any employee violating these prohibitions will be subject to disciplinary action up to and including termination.

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on Company or customer premises or in any vehicle used for Company business must notify the Company no later than two business days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence or other penalty.

Drug and alcohol testing will be carried out in compliance with any applicable state and federal laws and regulations.

Disciplinary action will be taken for drug-related crimes, regardless of whether they happened during working hours or on an employee's own time.

We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage any employee to seek professional care and counseling prior to any violation of this policy.

Drug and Alcohol Testing Policy

M.E. Simpson Company, Inc. values the health and safety of its employees and knows that the use of alcohol and/or drugs can have a negative impact on the workplace and on job performance. Because of this, M.E. Simpson Company, Inc. prohibits the use, sale or possession of alcohol and/or illegal drugs at all times while on Company property or time. Employees are subject to drug and alcohol testing at any time, with or without notice.

In accordance with the Federal Drug Free Workplace Act, individuals convicted of any criminal drug statute, including misdemeanors, for violations occurring on company property or Company time must notify the manager within two business days of the date of conviction. This includes any findings of guilt, pleas of 'no contest' and impositions of fines, jail sentences or other penalties.

Testing Methods

- *Pre-employment Testing:* Every job applicant will be required to take and pass a drug and/or alcohol test before he or she may officially be hired by M.E. Simpson Company, Inc. Each applicant will be notified that a drug and/or alcohol test is required as part of the interview process and that any and all job offers are contingent upon successfully passing a drug and/or alcohol test.
- *Random Testing:* Every employee has the chance of being selected to provide a specimen for a drug and/or alcohol test. Such random testing will take place annually. Selection for testing will be done to ensure that the selection of individuals is done at random.
- *Reasonable Suspicion Testing:* If there is suspicion that an employee is under the influence of drugs and/or alcohol while on Company property or time, the employee will be required to take a drug and/or alcohol test. Reasonable suspicion will be based on observable instances or actions such as, but not limited to, the following:
 - Dangerous conduct
 - Unexplained decrease in job performance
 - Hostile interpersonal relations
 - Possession of drug paraphernalia
 - Noticeably reduced short-term memory
 - Physical symptoms (incl. bloodshot eyes, slurred speech and vomiting)
 - Anxiety
 - Inability to concentrate
- *Post-accident Testing:* Every employee who is directly involved in, or whose actions contributed to, an accident on the job must submit to a drug and/or alcohol test as soon as possible after the incident occurs. Accidents include all Occupational Health and Safety Administration (OSHA) recordable incidents, actions or omissions that result in near-miss

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accidents and accidents involving injury requiring first aid or off-site medical attention. Accidents also include property damage caused by human error.

- *Follow-up Testing:* Employees who have tested positive for a drug and/or alcohol test, and employees who have attended drug and/or alcohol-related counseling may not return to work until they have been evaluated by a medical professional in a substance abuse treatment facility and have successfully passed a drug and/or alcohol test. Employees who return to work will be subject to follow-up tests, all of which will be unannounced.

Each of the following actions constitutes a refusal to submit to testing:

- Failure to provide an adequate urine, blood, breath or saliva specimen for a drug and/or alcohol test without a valid medical explanation
- Failure to be escorted to a testing facility
- Tampering with, adulterating or diluting a specimen
- Refusing to sign a Chain of Custody form at the testing facility.

Employees do have the option to refuse to submit to drug and/or alcohol tests; however, doing so will constitute a violation of this policy. Refusal to take a drug and/or alcohol test will also be considered a positive test result, which subjects the employee to disciplinary action(s). Job applicants who refuse to submit to drug and/or alcohol testing will be not considered for employment.

Disciplinary Actions

Employees who test positive for drugs and/or alcohol, or who refuse to submit to testing, will be subject to disciplinary action(s), up to and including termination. No employee who tests positive for drugs and/or alcohol will be allowed to return to work until he or she has done the following:

- Signed the Rehabilitation Agreement form
- Successfully completed an assessment and/or treatment for drug and/or alcohol abuse
- Received certification from a qualified medical professional that he or she is free from drug and/or alcohol use
- Taken a drug and/or alcohol test, received negative test results and consented to follow-up testing

Necessary Forms

Specimens will be tracked using a Custody and Control Form from the point of submission through destruction. Employees submitting specimens will be required to sign Chain of Custody Forms. If an employee does not sign these forms, retests will be requested. An employee who refuses to sign after it is requested of him or her will be considered having refused testing and will be subject to disciplinary action.

Laboratory Testing

All drug and/or alcohol testing will be conducted in a laboratory certified by HHS, according to the following procedures: (1) specimens will be screened for amphetamines, benzoylecgonine (cocaine), opiates, phencyclidine (PCP) and tetrahydrocannabinol (THC or marijuana); and (2) test results will be confirmed by gas chromatography/mass spectrometry (GC/MS). M.E. Simpson Company, Inc. reserves the right to test for other substances as well.

No specimen will be considered positive until it has been confirmed at the level established by HHS. If no established levels have been set by HHS for a tested substance, M.E. Simpson Company, Inc. will hold the testing facility responsible for establishing an acceptable level.

Test results for alcohol revealing a blood alcohol content of .04 or greater will be considered positive.

Results

Positive test results will be reported to the Medical Review Officer (MRO), who will then contact the employee to discuss the results. Should the MRO be unable to contact the employee, he or she will contact the employee for assistance. If the MRO cannot make contact with the employee within five days of testing or the results reveal a major safety concern, the MRO may disclose positive test results to M.E. Simpson Co., Inc. At that point, M.E. Simpson Company, Inc. reserves the right to take the employee off active duty until the MRO is able to contact the employee. When the MRO does contact the employee, and only if he or she can provide a viable reason for why the test came back positive, then the positive test result will be reported to the Company as negative.

Use of Prescription Medications

Nothing in this policy prohibits the appropriate use of prescription medication as legally prescribed by a licensed physician. If an employee is taking prescription medication with potential side effects that may infringe on the safety of the employee or others, he or she must notify the Operations Manager. Failure to do so may result in disciplinary action, up to and including termination.

M.E. Simpson Company, Inc. may contact the employee's physician to investigate whether it is necessary to impose restrictions on job duties as a result of the employee's use of prescription medication. If the Operations Manager and the physician determine that the employee should be removed from performing his or her job duties, the Operations Manager will notify the employee immediately.

Confidentiality

Results of all drug and/or alcohol testing will be kept separate from employee personnel files and treated as confidential information. All results, whether positive or negative, will not be shared with anyone outside of the employee's direct supervisory chain of command, except when absolutely necessary for treatment or physician confirmation purposes.

NOTE: M.E. Simpson Company, Inc. may disclose the results of a drug and/or alcohol test to decision-makers in a lawsuit, grievance or other proceeding initiated by or on behalf of the employee.

Employee Assistance Program Policy

M.E. Simpson Company, Inc. is well aware that substance abuse problems affecting individual employees may also affect their job performance and personal life. Although employees can usually resolve issues on their own, at times, they may benefit from additional assistance. M.E. Simpson Co. Inc. proudly offers a free and confidential counseling service to employees and their family members. This Employee Assistance Program (EAP) includes short-term counseling as well as referral services. This service is staffed by specialists qualified to assist with alcohol, drug, medical, marital, financial, legal, family and emotional problems.

In addition, an employee who voluntarily comes forward before violating this policy will be given the opportunity to seek treatment in accordance with the Voluntary Rehabilitation Agreement. In the event of a positive drug and/or alcohol test result, M.E. Simpson Co. Inc. will refer the individual to available resources, either at the employee's expense, or that are covered by the company's health plan. Prior to entering treatment, the employee will be required to sign a form consenting to the release of information regarding his or her treatment and return-to-work status. Upon leaving the treatment facility, an evaluation will be required to demonstrate that treatment was completed successfully.

If treatment requires time away from work, the time will be unpaid, unless paid vacation, sick leave or other earned time away is used. Upon return to work, M.E. Simpson Co. Inc. will remain in contact with the treatment facility to assure ongoing compliance with the recommended treatment. In addition, the employee will be required to submit to drug and/or alcohol testing for up to 60 months, at the discretion of the CEO. Should the individual test positive for any substance at any point during that time, he or she will be immediately terminated.

Harassment Policy

M.E. Simpson Company, Inc. strives to provide a work environment that is free from harassment. Therefore, M.E. Simpson Company, Inc. will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance and other characteristics protected under state, federal or local law. This conduct is prohibited in any form at the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to all employees, clients, customers, guests, vendors and persons doing business with the Company.

Harassment consists of unwelcome conduct toward an individual because of his or her age, race, gender, color, religion or other protected status when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer or negatively affects job opportunities.

Types of prohibited harassment include, but are not limited to, the following:

- Verbal or written comments related to a trait someone possesses, including name-calling, jokes, slurs, negative stereotyping or threats
- Explicit or degrading verbal comments about another individual or his or her appearance
- Nonverbal conduct, such as staring, leering or giving inappropriate gifts
- Physical conduct, such as assault or unwanted touching
- Visual images, in hard copy or electronic form, relating to a trait someone possesses (for example, cartoons, drawings or pictures)

Appropriate performance reviews, counseling or discipline by your manager do not constitute harassment.

If you feel that you are being harassed, take the following steps:

- Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so
- Report the incident immediately to your manager or the Finance Manager
- Report any additional incidents or retaliation that may occur to your manager or the Finance Manager

All reports will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible. Appropriate actions will be taken to stop and remedy such conduct, including interim measures during a period of investigation.

Retaliating or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. Employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action, up to and including termination.

Sexual Harassment Policy

M.E. Simpson Company, Inc. prohibits sexual harassment of all kinds. This policy applies not only to employees, but also to clients, customers, guests, vendors and anyone else doing business with M.E. Simpson Co., Inc. Any employee who feels that he or she has been a victim of sexual harassment, or who believes that he or she has witnessed sexual harassment, should notify the Finance Manager immediately.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment

Sexual harassment includes many forms of offensive behavior, including the harassment of a person of the same gender as the harasser. Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome sexual flirtation, advances or propositions
- Verbal comments related to an individual's gender or sexual orientation
- Explicit or degrading verbal comments about another individual or his or her appearance
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer
- Any sexually offensive or abusive physical conduct
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures
- Displaying cartoons or telling jokes which relate to an individual's gender or sexual orientation

It is important to that all employees are protected from harassment. Any incidents that are perceived as harassment will be investigated and appropriate action will be taken by M.E. Simpson Company, Inc.

Standards of Conduct Policy

The work rules and standards of conduct for M.E. Simpson Company, Inc. are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their jobs and conducting business on behalf of M.E. Simpson Company, Inc. Please note that any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, manufacture, distribution, sale, transfer, dispensation or use of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Immoral actions or intimidating others
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of Company or customer property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment or touching
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones or other Company equipment
- Using Company equipment for purposes other than business (e.g., playing games on computers or personal Internet usage)
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

These rules apply to any and all interactions with customers, fellow employees or anyone else associated with the workplace.

Violence in the Workplace Policy

It is M.E. Simpson Company, Inc.'s policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, the Company will not tolerate violence or threats of violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to Company employees, clients, customers, guests, vendors and persons doing business with the Company.

It is a violation of this policy for any individual to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax or email)
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker
- Any other conduct or acts that management believes represent an imminent or potential danger to workplace safety or security

Anyone with questions or complaints about workplace behaviors that fall under this policy may discuss them with a supervisor or the Finance Manager. The Company will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination of employees. Where such actions involve non-employees, the Company will take action appropriate for the circumstances. Where appropriate and/or necessary, the Company will also take whatever legal actions are available and necessary to stop the conduct and protect Company employees and property.

Workplace Bullying Policy

M.E. Simpson Company, Inc. is committed to providing a safe and healthy work environment for all employees. As such, the Company prohibits bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, at work functions and while traveling on business.

Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates or humiliates an individual or a group of individuals.

Bullying can be:

- An isolated incident or persistent incidents
- Carried out by a group or an individual
- Either direct or indirect
- Verbal or physical

Some examples of bullying include:

- Abusive or offensive language
- Unwelcome behavior
- Unreasonable insults or criticism (especially in public)
- Teasing and/or spreading rumors
- Trivializing of work or achievements
- Exclusion or isolation

Bullying can have devastating results. If you witness bullying or suspect bullying is taking place, report it to your supervisor and/or to the Finance Manager immediately. All suspected incidents of bullying will be thoroughly investigated and disciplinary measures will be taken accordingly.

Diversity Policy

We encourage and welcome diversity, recognizing it as a key competitive advantage. By creating a supportive environment that allows everyone to perform to their potential, we achieve success, and that success reflects the quality of our employees.

The value of different backgrounds and perspectives should not be overlooked. Having a diverse workforce assists us in looking at all situations from a variety of angles and coming up with innovative ideas and solutions. Embracing and understanding what each employee's background and perspective can contribute allow us to progress more quickly than our competitors.

Some types of diversity are as follows:

- Life experiences
- Work experiences
- Perspectives
- Cultures
- Ethnicity
- Gender
- Age

Respecting each individual and recognizing the value that they bring to our diverse team is essential.

Employee Benefits

COBRA Benefits Policy

M.E. Simpson Company, Inc. complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. Covered employees and their dependents that lose insurance coverage for any of the following reasons are eligible to continue their coverage through COBRA: termination of the covered employee's employment, reduction in the covered employee's working hours, divorce or legal separation, death of the employee, eligibility for Medicare or loss of dependent child status under the insurance plan. All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

In the event of divorce or legal separation, or the loss of dependent child status under the plan, a covered employee or dependent must notify the Finance Manager within 60 days to maintain the right to continue coverage. At that time, the Finance Manager will provide enrollment materials to the employee or covered dependent within 14 days of that notification.

The covered employee or dependent has 60 days to elect continuation of coverage from either the date that coverage would ordinarily have ended under the plan by reason of a qualifying event or the date of notification, whichever comes later. Election of continuation of coverage is established by completing and returning enrollment materials to the Finance Manager.

COBRA premiums will be billed by the applicable insurance provider, and the first premium will be due within 45 days of the date of election. Subsequent premiums must be received within the terms set forth by the provider. Failure to make timely payments will result in termination of coverage without notice.

COBRA continuation coverage will end for any of the following reasons: discontinues its insurance plan, the premium payment is not made in a timely fashion and the person who elected continuation of coverage becomes covered under another insurance plan or Medicare. Continuation coverage will end after 18 months if the qualifying event was termination or reduction in hours, unless the qualified beneficiary is disabled at the time of termination or reduction in hours, in which case coverage may extend to 29 months. Continuation coverage will otherwise end after 36 months.

Employer-offered Insurance Policy

M.E. Simpson Co. Inc. provides group health, dental and vision insurance plans to all full-time employees. Coverage is offered either on an individual, individual + child(ren), and family plan, in which the Company pays for 70 percent of the monthly premium on the base plan. The employee pays 30 percent of the monthly base plan premium through payroll deductions.

Insurance coverage begins 30 days after a full-time employee is hired and completes the necessary enrollment forms. Employees who wish to enroll at a later date must contact the Finance Manager because waiting period may apply. Current part-time employees who become full-time employees will be notified by the Finance Manager when they are eligible to enroll.

As a result of reduction in work hours or in the event that an employee is on a military or other leave of absence, an employee may be eligible to continue the Company's group coverage by paying the monthly premium. More information will be provided when an employee becomes eligible for continuation coverage.

Employees are urged to consult the insurance summary plan description for details of the plan benefits. The plan document controls payment of any benefits.

Group insurance is an employee benefit in which an employee is not required to enroll. There will be no increase in wages if an employee waives coverage. For inquiries, contact the Finance Manager.

Employment Taxes & Voluntary Deductions Policy

As an employee of M.E. Simpson Co. Inc., you are responsible for paying federal, state and local taxes. This includes income, Social Security and Medicare taxes. These taxes will be automatically withdrawn from each of your paychecks at a rate that is determined by the number of deductions you claim.

You are also eligible to receive benefit coverage under various employer benefits. Should you choose to enroll in the offered benefits program, you will be required to pay a portion of the premium cost. Your total annual contribution cost for the coverage you select will be divided by the number of pay periods in the Plan Year to determine the amount that will be deducted (on a pre-tax basis) from each of your paychecks.

You have the option of waiving all pre-tax benefits. Should you choose to waive these benefits, you will not have another opportunity to elect them until the next Open Enrollment Period, and any after-tax coverage permitted by M.E. Simpson Co., Inc. will be outside the plan. The only exception to this is in the case of a Change in Election Event for an applicable benefit. Some common Change in Election Events include changes in employment status, divorce and marriage. In these circumstances, the election change must be on account of and consistent with the Change in Election Event, as described in the Plan. Health Savings Account (HSA) contribution elections can be changed at any time and for any reason. HSA contribution election changes will become effective no later than the first day of the calendar month after the change request is filed.

The employment taxes and voluntary deductions described above will continue to be deducted from your paycheck until changes are made to the number of deductions you claim, or until you change your benefit elections. There is a possibility, however, that your contributions for Medical and Dental Insurance Benefits will be automatically increased or decreased for changes.

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Contagious Illness Policy

M.E. Simpson Company, Inc. realizes that employees with contagious temporary illnesses, such as influenza, colds and other viruses, need to continue with normal life activities, including working. However, the Company also seeks to maintain a healthy workplace for its employees and customers.

In deciding whether an employee with an apparently short-term contagious illness may continue to work, the Company considers several factors. The employee must be able to perform normal job duties and meet regular performance standards.

In the judgment of the Company, the employee's continued presence must pose no risk to the health of the employee, other employees and customers. If an employee disputes the Company's determination that this type of risk exists, the employee must submit a statement from his or her attending health care provider that the employee's continued employment poses no risk to the employee, other employees and customers.

Supervisors are encouraged to remind employees that the Company provides paid leave to cover absences due to contagious temporary illness. If an employee has exhausted all of his or her paid leave, the employee may be eligible for an unpaid leave. All employees are urged to contact the Finance Manager with questions about the possible contagious nature of another employee's temporary illness.

Funeral Leave Policy

M.E. Simpson Co., Inc. has taken into consideration the personal needs that arise from the death of an immediate family member. You will be allowed leave up to three days with full pay until and including the day of the funeral. You will be allowed one day for family members that are not considered immediate family. Funeral leave will not count against accrued paid time off (PTO), vacation or sick leave. Funeral leave pay will not be granted to employees attending a funeral during periods when they are not at work for other reasons, such as vacation, holidays and illness.

Immediate family includes a father, mother, spouse, child, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent or any relative who lives with the employee.

Jury Duty Policy

While it is the duty of every citizen to serve on a jury when called, M.E. Simpson Co., Inc. recognizes that this often means the loss of income. M.E. Simpson provides jury duty leave to eligible employees in compliance with federal and state laws. M.E. Simpson pays the difference between the jury pay and regular wages up to 10 days when you are unable to report to work because of jury service, assuming you have been employed by the Company for at least 90 days prior. At the end of the 10 days, you may use your accumulated paid time off (PTO) if you wish to continue to be paid while on jury duty. You may also take the additional jury time as an unpaid leave of absence. If state law requires a different arrangement, M.E. Simpson will comply with state law. Questions regarding the Company's jury duty leave policy should be directed to Human Resources.

The above statement applies provided that you:

- Show your supervisor your summons to serve on a jury prior to the time that you are scheduled to serve
- Furnish your supervisor with evidence of having served on a jury for the time claimed

Jury absence will be noted on your time sheet or time card. Time spent on jury duty will not be counted as hours worked for the purpose of computing overtime pay. Up to 10 days of regular wages are paid until jury pay is received. Jury pay is then deducted from your regular wages.

This benefit cannot be applied to any court appearance other than jury duty unless such appearance is related to your employment.

Lunch and Rest Periods Policy

Employees are allowed an unpaid 60-minute lunch break. Lunch breaks are generally taken between the hours of 11 am and 1 pm. The schedule for meal periods should be established on the basis of work requirements in each office. Staggered meal periods may be necessary to ensure the continuity of operations and services. Supervisors should make sure that each location is adequately staffed and that someone with authority to resolve minor problems is available at all times.

Two unpaid rest periods of 20 minutes each are permitted each day. The schedule for these breaks depends completely on the needs of each office. Rest periods are not considered time worked, and employees will not receive compensation for such periods.

Military Leave Policy

M.E. Simpson Co., Inc. provides military leave to eligible employees in compliance with federal and state laws, including the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Questions regarding the Company's military leave policy should be directed to Human Resources.

Employees should notify their managers as soon as they become aware of a military service obligation.

Leave for Annual Training

Employees who are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard Reserves or the National Guard may be granted leaves of absence for the purpose of participating in Reserve or National Guard training programs.

Employees will be granted the minimum amount of leave needed to meet the minimum training requirements of their units. No employee will be required to use vacation time for military duty, but employees who do elect to schedule their vacations to coincide with military duty will receive their full regular vacation pay in addition to any pay from the military.

Leave for Military Service

Permanent employees who perform service in the uniformed services may be granted leaves of absence for the purpose of participating in military service. Under USERRA, "uniformed services" consists of the U.S. Army, Navy, Marine Corps, Air Force and Coast Guard and their Reserve components, U.S. National Guard and Air National Guard, the Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or emergency.

Employees will be granted leave as required to complete the military service, for up to five years of cumulative uniformed service-related absences. Some special categories of military service are exempt from this five-year limit.

Employees with leaves of less than 31 days must report back to work by the beginning of the first regularly scheduled work period after the end of the last calendar day of service, plus the time required to return home safely and have an eight hour rest period.

Employees with leaves between 31 and 180 days must apply for re-employment no later than 14 days after completion of uniformed service. Employees with leaves longer than 180 days must apply for re-employment no later than 90 days after completion of uniformed service.

The reporting or application deadlines are extended for persons who are hospitalized or convalescing because of an injury or illness incurred or aggravated during the performance of military service.

Returning service members will be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and

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benefits determined by seniority (escalator position). The Company will make reasonable efforts (such as training or retraining) to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment. However, certain exceptions apply and a service member may be placed in an alternative reemployment position if he or she cannot qualify for the escalator position.

Reemployed service members are entitled to the seniority and rights and benefits based on seniority that they would have attained with reasonable certainty had they remained continuously employed.

During a period of military service, the employees will be treated as if they are on a furlough or leave of absence. Consequently, during their period of service they are entitled to participate in any rights and benefits not based on seniority that are available to employees on comparable nonmilitary leaves of absence.

If an employee's health plan coverage would terminate because of an absence due to military service, he or she may elect to continue the health plan coverage for up to 24 months after the absence begins or for the period of service (plus the time allowed to apply for reemployment), whichever period is shorter. The employee may be required to pay up to 102 percent of the full premium for the coverage. However, if the military service is for 30 or fewer days, the employee cannot be required to pay more than the normal employee share of any premium.

Childbirth and Bonding Leave Policy

This Childbirth and Bonding Leave Policy (“Policy”) will provide eligible employees leave from work for recuperation from childbirth and bonding time with a newborn or placement of a child for adoption or foster care.

ELIGIBILITY

To be eligible for the benefits under this policy, an active employee must have worked for the Company for twelve (12) continuous months and must have been regularly scheduled to work for at least thirty 30 hours per week.

LEAVE PROVISIONS

Leave under this Policy will include paid leave for recuperation from childbirth (“Paid Childbirth Leave”) and unpaid leave for bonding time with a newborn child or a child that has been placed for adoption or foster care (“Unpaid Bonding Leave”).

Paid Childbirth Leave

Employees that meet the above eligibility criteria will be eligible for Paid Childbirth Leave under this Policy when leave is needed to personally recover from giving birth to the eligible employee’s child, starting with the birth of the child and extending for up to six (6) weeks following the birth of the child.

This paid leave will run concurrently with any other applicable paid leave provided by the Company, but the total of any applicable paid leave(s) will equal, but not exceed, 100% of the eligible employee’s straight-time, regular pay based on the number of regularly scheduled hours for the eligible employee (“Regular Pay”).

Unpaid Bonding Leave

Employees that meet the above eligibility criteria are eligible for Unpaid Bonding Leave due to the birth of the employee’s child or placement of a child for adoption or foster care in the eligible employee’s home.

Unpaid Bonding Leave will be available for up to six (6) weeks of leave. An employee is not required to take the maximum amount of Unpaid Bonding Leave, however, Unpaid Bonding Leave must be taken in one extended leave period and cannot be taken on an intermittent or reduced leave schedule.

During Unpaid Bonding Leave, an Employee can choose to use any available paid time off.

Except for an employee that is also eligible for Paid Childbirth Leave, an eligible employee must take Unpaid Bonding Leave starting the day the employee’s child is born or the day the child is placed for adoption or foster care with the employee. For an employee that is also eligible for Paid Childbirth Leave, the eligible employee must take Unpaid Bonding Leave starting immediately after Paid Childbirth Leave ends.

General Provisions

The fact that a multiple birth or multiple placement for adoption or foster care occurs (for example, the birth or adoption of twins), does not increase the length of either leave granted for that event under this Policy.

Paid Childbirth Leave and Unpaid Bonding Leave under this Policy are each only available for eligible employees one (1) time in any rolling twelve (12) month period.

If an employee leaves the Company for any reason, any unused Paid Childbirth Leave under this Policy will be forfeited.

Leave under this Policy is a benefit of employment and its use will not be considered as a negative factor in employment actions, such as hiring, promotions, and disciplinary actions, or under attendance policies.

CONCURRENT WITH ALL OTHER LEAVES

Leave under this Policy will run concurrently with any FMLA, Non-FMLA Leave, or any other leave including State or Local mandated leave the employee may also be eligible to receive.

An employee who is on a Leave under this Policy, whether paid or unpaid, will not be paid for any holidays that occur during the Leave.

GROUP HEALTH INSURANCE

During any Leave under this Policy, coverage under the Health Plan will continue in accordance with the terms of the Company's Health Plan. If coverage continues, then the employee's share of premium will be deducted from the eligible employee's pay in accordance with normal practice or will be payable by the employee based on any arrangements made with the employee for payment of the required premiums.

Nursing Mothers Policy

The Company will accommodate the transition of mothers who are returning to work after the birth of a child.

Nursing employees will be provided with reasonable break time to express breast milk during the workday. Nursing mothers returning from maternity leave should speak with their manager or supervisor regarding their needs. Supervisors will work with nursing employees to develop a break schedule that is reasonable, accounts for needs that may vary from day to day and creates the least amount of disruption to the Company's operations.

M.E. Simpson Company, Inc. will provide a private area for nursing employees to express breast milk.

Breaks to express milk will not be paid. Employees may use normal break and lunch periods to accommodate additional nursing needs. However, if the breaks needed to express milk exceed the standard daily break time, then the employee must use personal time (either in the form of an unpaid break or paid time off).

If you have any further questions or concerns regarding this policy, please contact the Finance Manager.

Paid Time Off Policy

At M.E. Simpson Company, Inc. there are 2 types of time off. These are classified as **Unpaid Time Off and Paid Time Off (“PTO”)**. As of January 1, 2017, the following accrual shall be utilized.

Unpaid Time Off - If sufficient PTO is not available for a day(s) off of work, the option for Unpaid Time Off *may* be available. There are no guarantees that Unpaid Time Off will be granted, the Operations Manager will have final say if an unpaid day off is granted.

Paid Time Off - Also known as vacation time shall be accrued by the following schedule. This means that on an Employee’s Anniversary Date, the Employee will accrue the total number of PTO hours indicated below. This policy applies only to Full Time Employees*. PTO can be used in half day (4 hours) or full day (8+ hours) increments. If an employee is taking a day off of work, then no less than 8 hours of vacation time will be used for that day off.

- Less than 1 Year – 40 hours (5 Days) prorated based on the date an Employee meets the definition for Full Time Employment.
- 1 and 2 Year Anniversary – 40 hours (5 Days) accrued
- 3 through 7 Year Anniversary – 80 hours (10 Days) accrued
- 8 through 16 Year Anniversary – 120 Hours (15 Days) accrued
- 17 and above Year Anniversary – 160 Hours (20 Days) accrued

Non-Exempt and Salaried Non-Exempt full-time employees will be gifted 1 day of PTO on the first day of the year and on the first day of each quarter (January 1st, April 1st, July 1st, and October 1st) for the total of 5 additional days (40 hours) each year. This time can be used for personal reasons as well as time off for being sick.

If an employee calls off for any reason, 8 hours of PTO will be used regardless of how many hours have been worked that week. If an employee does not have the paid time off when calling off, **the employee will not be paid for the day.**

If an employee has less than 40 hours for the week, PTO will be supplemented in either 4 or 8-hour increments to bring that total up to 40 hours.

No more than 160 hours can be carried over between calendar years. Any hours above and beyond 160 hours will be cashed out and paid to the Employee by M.E. Simpson Company, Inc. at their convenience but no later than March 31st of the following calendar year.

***All employees have the option of cashing out PTO hours in excess of 40 hours. An employee will not be granted the option of cashing out any PTO hours if the number of PTO hours is 40 or less.**

Calling off 3 or more days in a row will require a doctor’s note in order to return to work.

End of Employment – Upon end of employment with M.E. Simpson Company, PTO hours that have been accrued up to 160 hours may be cashed out if the following conditions are met. Any

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hours over 160 will not be cashed out and will be forfeited. If the employment is ending due to termination, all PTO will be forfeited. If sufficient notice is not given at the time of leaving employment with M.E. Simpson Company, Inc. the company shall not pay out any PTO to the employee and all PTO will be forfeited. Sufficient notice is defined as 2 weeks (10 business days) for most hourly employees and 3 weeks (15 business days) for all salaried employees or hourly employees with 'Manager' in their job title. Any PTO accrued 2 weeks before or after a notice to terminate employment is given will not be cashed out.

Out of Town / Overnight PTO Accrual – When any employee of M.E. Simpson Company, Inc. is Out of Town/Overnight in a hotel (Non-permanent/semi-permanent housing) on a 'Project' that employee will accrue one (1) hour of Paid Time Off per night they are Out of Town / Overnight. If an employee is Out of Town/Overnight in a semi-permanent situation, PTO hours will not be accrued on days that no work is performed.

Paid Holidays – Full Time Employees

New Year's Day – 8 hours paid

Memorial Day – 8 hours paid

July 4th – 8 hours paid

Labor Day – 8 hours paid

Veterans Day – 8 hours paid**

Thanksgiving – 8 hours paid

Day After Thanksgiving – 8 hours paid

Christmas Eve – 8 hours paid

Christmas Day – 8 hours paid

Easter Sunday will be a paid holiday for employees that are working out of town on Easter Sunday. Other full-time employees will not be paid for Easter Sunday.

Full Time Employee is defined as an employee who has worked 90 consecutive business days, has been taken off of their probationary status, and works 40 or more hours per week on average.

**Any Military Veteran employed by M.E. Simpson Company, Inc. will have the option of taking Veterans Day (November 11th) as an 8-hour paid holiday. If the Veteran chooses to work that day due to scheduling issues, the Veteran will receive 8 hours of holiday pay on their next check. A Veteran is defined as an employee with a DD-214 that was *Honorably* or *Medically* Discharged from the United States Armed Forces. In order to be eligible for this benefit a copy of the Veterans DD-214 and/or Discharge certificate must be submitted to M.E. Simpson Company, Inc. If the Veteran is still currently in the reserves, a copy of their military ID will suffice. **

If an employee is out of town during a paid holiday then that employee will receive an additional 8 hours of PTO on their next check

Pandemic Flu Leave Policy

In the event of a pandemic flu outbreak, as declared by management, in conjunction with the Center for Disease Control, the following Pandemic Flu Leave policy applies to all employees, including temporary and non-benefit eligible.

This leave policy is above and beyond what is provided under the Company's Paid Time Off (PTO) and sick leave policies. Employees who qualify for Pandemic Flu Leave will not be required to use PTO or sick leave.

Confirmed Infection

Employees who are absent due to a confirmed pandemic flu infection will receive full pay for their normally scheduled work hours until a physician has authorized their return to work. Each employee using Pandemic Flu Leave will be required to provide written documentation from a physician. If the illness extends beyond 90 days, employees eligible for the Company's Long-Term Disability (LTD) plan may qualify for LTD benefits. All plan provisions for LTD will apply.

Suspected Infection

If you suspect that you have the flu, or you are asked to leave work due to symptoms and you are subsequently found to be free of the virus, you will be paid in full for your normally scheduled work hours to cover the time it took for the medical evaluation. You will be required to provide a written physician's notification to return to work.

Immediate Family Member Infection

This leave policy applies to the employee's own illness or for the employee to care for an immediate family member with an infection. The employee will receive full pay for normally scheduled work hours. A written physician's notification will be requested confirming that the pandemic flu is the reason for the absence.

Abuse of this policy will result in disciplinary action. The Company reserves the right to revise this policy without notice due to changing pandemic conditions.

Religious Observances Policy

M.E. Simpson Co., Inc. respects the individual beliefs of all employees.

Employees who need time off, for religious reasons, must use personal paid time off (PTO) hours for any days of work missed. Beyond this, we must reconcile employees' religious obligations with the requirements of running a business and serving customers. Supervisors will authorize schedule changes or additional use of vacation leave or unpaid leave, only where the requested arrangement, in the supervisor's judgment, neither prevents the requesting employee from meeting the requirements of the job nor unfairly burdens other employees.

Any requests for religious accommodation must be submitted in writing to Human Resources. The request must note what the religious conflict is and offer a suggestion to the Company on how to remedy that conflict. The employee will meet with Human Resources to discuss the request and whether it is being approved or denied.

Employees who need time off for religious observances should request leave from their supervisors at least two weeks in advance. Time off is granted only with prior approval, but will not be unreasonably withheld.

All questions should be directed to Human Resources.

Sick Time Policy

M.E. Simpson Company, Inc. understands that, at times, employees will need to be absent from work due to illness or other medical reasons. Because of this, we offer sick time to our employees in accordance with state law.

If you are unable to report for work because of illness or for any other reason, please contact your supervisor immediately. Explain the reason for your absence as well as when you expect to return to work. You must keep your supervisor updated regarding the status of your return at all times. If your supervisor is unavailable when you call, contact the Finance Manager.

Sick Time

Sick time is time away from work that you elect to use if you or one of your family members is sick, for physician and dental appointments for yourself or a family member, or for any personal reasons.

You are not required to give any specific reason for using your sick time. However, when you plan to use time for personal reasons or for scheduled appointments, you must notify your supervisor of this and schedule the time off as far in advance as possible. Three or more consecutive days missed due to an illness will require a note from a physician to return to work. See Paid Time Off Policy for a description of how sick time is accrued.

Time Off to Vote Policy

M.E. Simpson Company, Inc. encourages all employees to vote. It is the policy of M.E. Simpson Company, Inc. to comply with all state election law requirements with respect to providing employees, when necessary, with time off to vote.

If an employee has four consecutive hours either between the opening of the polls in his or her community and the beginning of the workday or between the end of the workday and the closing of the polls, it will be deemed that the employee has sufficient time outside his or her normal working hours within which to vote.

If an employee has less than four consecutive hours as described above, his or her supervisor will make arrangements to accommodate the employee with time off to enable him or her to vote.

If state law requires a different arrangement, M.E. Simpson Company, Inc. will comply with state law. Questions regarding the Company's policy for time off to vote should be directed to the Finance Manager.

Vacation Policy

M.E. Simpson Company, Inc. believes that vacation time is vital in keeping employee morale high.

All employees are required to submit a written request for vacation leave at least one month prior to the date they wish their vacation to begin. This form should be submitted to the employee's supervisor, who will forward it to the Finance Manager for approval. Supervisors will resolve situations with multiple leave requests within a department by considering factors such as:

- Staffing needs
- Seniority
- Length of desired vacation

Please contact the Finance Manager with all questions or concerns.

Information & Office Security

Emergency Action Plan

M.E. Simpson Company, Inc. recognizes that our people drive our business. As our most critical resource, employees are safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. No duty, no matter what its perceived result, is more important than employee health and safety.

General Guidelines in an Emergency

Stay calm and think through your actions. Know important emergency numbers, such as:

- Fire/Police/Ambulance 911
- The Finance Manager (219) 462-1144
- Operator (800)255-1521

Be aware of your surroundings:

- Know where exits are located
- Do not hesitate to call or alert others if you believe that an emergency is occurring.

Fire Evacuation:

- Employees will be notified of a fire by either the fire alarm system or a paged announcement.
- Upon hearing the alarm, immediately evacuate the building using the closest exit—do not delay evacuation to gather personal belongings, finish a phone call or wait for friends.
- Notify Emergency Leaders or their backups.
- If an employee or known guest or visitor is missing, immediately report the missing person's name to an Emergency Floor Leader who will in turn report it to the proper Company and civil authorities.
- All employees who are not members of a response team should stay together in the designated location so periodic updates on the situation can be communicated—do not go home, wait in your car, return to the building or go to another building

If You Discover a Fire:

- Alert other persons in the immediate hazard area.
- Activate the nearest fire alarm, call 911, call the receptionist and page an emergency announcement, if possible.
- If you have been trained to use a fire extinguisher, follow these instructions:

General Practices

- Pull the safety pin.
- Aim the nozzle at the base of the fire.
- Squeeze the operating lever.
- Sweep side to side, covering the base of the fire.
- When using a fire extinguisher, always stay between the fire and an exit—never feel that using a fire extinguisher is required, and if the fire is too hot, too smoky or you are frightened, evacuate immediately.

Medical Emergency:

- Upon discovering a medical emergency, call 911.
- Call the receptionist and page an emergency announcement, if possible.
- Stay with the ill or injured person, being careful not to come into contact with any body fluids unless properly trained and protected.
- Send one person to alert the Finance Manager so they can notify family members of the ill or injured person.
- Employees in the immediate vicinity of the emergency, but not involved in the emergency effort, should leave the area.

Severe Weather:

- In the event severe weather conditions occur at a time when you have not yet reported to work, you should report to work as usual unless otherwise notified, but only if you are able to do so safely.
- The receptionist will monitor a weather alert radio—if a severe weather warning is issued, he or she will immediately page an announcement.
- Employees should immediately seek shelter in the main hallways or exit stairways away from all windows.
- The receptionist will take the weather radio with him or her—when the severe weather warning is cancelled, he or she will send supervisors to advise that it is safe to return to work areas, and then will make a general announcement over the paging system.

Workplace Violence:

- Any employee who feels that he or she has been threatened should immediately report the incident to their supervisor and the Finance Manager.

- If you observe anyone exhibiting threatening behavior or making threatening statements, warn others in the area and immediately notify the Finance Manager—stay away from the person exhibiting the threatening behavior.
- Depending upon the level of concern, 911 may be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.
- If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are strongly urged to confidentially discuss the issue with your supervisor so that a prevention plan can be developed.

Facility Access & Visitors Policy

M.E. Simpson Company, Inc. cares about the safety and security of its employees. In an effort to maintain the maximum safety and security possible at a minimum inconvenience to you, we have guidelines in place regarding facility access and visitors.

No visitors will be allowed in the shop at any time. All children will be accompanied by an adult during their visit to any facility. All visitors are to be escorted by authorized personnel at all times. Please do not allow visitors to roam the premises unattended.

All distractions should be kept to a minimum to allow others to complete their work tasks.

General Computer Usage Policy

M.E. Simpson Company, Inc. is committed to accomplishing its business objectives in a secure and timely manner. Each employee must assist in achieving this goal while safeguarding corporate information assets. The basic regulations for using the Company computer systems are as follows:

- Computers are for business use only
- The Company may access any information created, transmitted or stored on its information systems
- Copying or downloading software of any kind is prohibited without prior permission
- Internet is for business use only—incidental and occasional personal use is permitted
- The Company provides email accounts to its employees for business use—incidental and occasional personal use is permitted
- Any email of an offensive, pornographic or otherwise inappropriate nature is prohibited—violations may result in disciplinary action
- Company proprietary information must be protected
- Instant messaging services may be provided to ease communication between employees—non-business use is prohibited
- Use of company laptops for personal use when out of town is prohibited.

Please use the computers responsibly and contact the Operations Manager with any questions regarding appropriate usage.

Recording Devices Prohibited Policy

M.E. Simpson Company, Inc. respects the privacy of its employees and strives to protect all confidential Company information.

The Company prohibits the use of any recording device on Company property or during working hours unless specifically permitted by the Company. The Company prohibits the use of picture phones or any other camera or device that may capture visual images without the Company's prior written permission. More specifically, the use of picture phones or other recording of visual images is prohibited in locker rooms, restrooms and any other area where members of the public or co-workers would expect a reasonable degree of privacy and in any areas in which sensitive or closely guarded corporate or business materials are used or housed.

Any employee found in violation of this policy will be subject to disciplinary action and may also be subject to prosecution to the fullest extent permitted under the law.

General Practices

Anti-discrimination Policy

M.E. Simpson Company, Inc. does not discriminate against anyone based on race, color, ethnicity, religion, gender, sexual orientation, disability status or any other trait that is protected under local, state or federal law. In addition, we do not allow discrimination of any kind in the workplace. We are an equal opportunity employer and also take affirmative action measures against discrimination in all aspects of employment and Company business. This policy applies not only to personnel decisions, but to all aspects of business.

We ask that you respect those around you—co-workers, customers and management alike.

Any reports of discrimination will be investigated and disciplinary measures will be taken.

Attendance and Standard Working Hours Policy

M.E. Simpson Company, Inc. expects that every employee will be regular and punctual in attendance. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to the workplace schedule. This means being in the office, ready to work, at the starting time each day. Absenteeism and tardiness place a burden on both co-workers and customers. Excessive absenteeism or tardiness will not be tolerated and will be cause for disciplinary action up to and including termination.

Absent

When you are unable to work regardless of the reason, you are expected to notify your supervisor on duty at least one hour in advance of your scheduled work time. In the event your immediate supervisor is unavailable, you must speak with a manager. Leaving a message with another staff member or on voicemail does not constitute an accepted notification of absence. If you do not report for work and your supervisor is not notified of your status, it will be assumed after three consecutive days of absence that you have resigned, and you will be removed from the payroll. Paid time off will be used for each absence and will not count against you. In the event that you do not have any paid time off when calling off, you will not be paid and you will receive disciplinary actions. Three or more disciplinary actions within a 6-month period will be grounds for termination.

Tardy

If there is a possibility that you will be tardy, you are expected to notify your supervisor. If you are more than 6 minutes late without notifying a supervisor, you will receive disciplinary actions. Any tardy that is greater than 12 minutes, with or without a phone call, will receive disciplinary actions. Three or more disciplinary actions within a 6-month period will be grounds for termination.

If you become ill at work or must leave for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

You will be compensated for authorized absences according to the provisions described in this Manual. Authorized absences beyond the time allowed under that policy are authorized without compensation.

In the event of severe weather, we remain open for business during regularly scheduled working hours. You are expected to report for work in severe weather if it is at all possible to do so safely. In the event we close due to weather, someone in your work group will contact you. Please keep your work group and manager informed on how to reach you on such occasions. *See also Severe Weather Policy.*

Calling Off

Calling off sick or otherwise should be done a minimum of 1 hour before start time, 2 or more hours is preferred.

Proper procedure for calling off is as follows:

General Practices

1. Phone Call to Operations Manager (Aaron &/or Todd) a minimum of 1 hour before start time, if you do not get a response within 15 minutes of first call, try a second time, if still no response, contact the Area Services Manager (ASM).
2. Phone Call to Area Services Manager if you cannot get a hold of Operations Manager (there may be times when a phone call to the ASM is more prudent than the OM)
3. Phone call to the person you are scheduled to work with so they can follow up with ASM / OM for the plan of the day.

On-Call Policy

Due to the nature of M.E. Simpson Company, Inc.'s business, there are times when an employee is needed outside of normal business hours. There will always be a primary and secondary employee on-call for 7 days straight. Beginning Monday morning at 6:30 a.m. until 6:29 a.m. the following Monday.

Each Monday the Primary and secondary on-call employee will contact each other to verify that each other know they are on-call and any potential scheduling conflicts that may arise also to verify all the phone numbers each will have so they can be reached. On-call personnel must notify the Operations Manager and the Finance Manager of any changes due to scheduling conflicts so the answering service can be notified.

If the on-call person is called close to their starting time, they may choose to call in the technician they are scheduled to work with to continue the day while working no more than 10 hours in a day (unless scheduled to work four 12-hour days). On-call personnel should coordinate with the Operations Manager to ensure that all areas are properly supported and covered with necessary equipment.

Compensation for Employees On-Call

Every Technician that has the responsibility for being on-call will receive a \$1 per hour raise beginning when they rotate into the on-call schedule. Should a Technician decide they no longer wish to serve in the On-call rotation, they will forfeit the \$1 per hour On-call raise.

Any on-call personnel called out will be paid port to port (from the time they leave their home to the time they get back).

Any on-call personnel may take the truck home each night during peak period (peak period is considered December-March) with approval by the Operations Manager.

**All equipment must be taken inside and the truck is to be used for business only. **

***Equipment is defined as leak equipment, line locator, metal detector, and any trash pump the vehicle may have. ***

Division of Chicago Metro & NW Indiana during peak period (Dec-March)

In an effort to better serve our clients and have the fastest response time during our peak time, the Chicago Metro will be divided into two separate areas. Chicago North will be on-call personnel operating out of the Waukegan Office. Chicago South will be on-call personnel operating out of the Dyer or Valparaiso offices. IL 64 (North Avenue) (see attached Map) will be the dividing line in terms of area of responsibility during peak times. Chicago North (Waukegan) will respond to any calls that are North of IL 64 (North Avenue). Chicago South (Dyer/Valpo) will respond to any call south of IL 64 (North Avenue). The Primary on-call employee will be the first to be called from the answering service and should dispatch the call appropriately. If the number of call-outs gets to a point where the 2 on-call employees cannot handle the Volume, a 3rd on-call technician may be added to the schedule.

General Practices

During Non-Peak times (April-November) dispatch between the primary and secondary shall be given to the on-call technician whose assigned office they operate from is the closest to cover the call out according to distance from such office. Scheduling during non-peak times is done to give everyone a fair share of scheduled on-call time and not scheduled on-call time.

Any calls received for the Indianapolis Metro / Southern Indiana territory are to be turned over to the Indianapolis On-call line (317) 714-1951.

Special Circumstances

If an on-call technician is out all night long, the Operations Manager will make sure other personnel can cover their day shift whenever applicable.

During peak periods (December-March) a three technician rotation may be used if the call-out volume begins to increase to a level unsustainable by the two technician rotation. The primary on-call employee shall be distributed equally during peak times.

If the Primary on-call personnel cannot reach the secondary on-call personnel on their work phone, they should next try their home (secondary) phone. If they are still unable to reach the secondary on-call technician, they should call the Operations Manager. During this time, the (Number one) still needs to be preparing to head out just in case no one can be reached in a timely matter. This will ensure our customer is not waiting. It is the responsibility of all on-call personnel to have everyone's phone numbers entered on their work phone or they can carry the phone list provided by the company in their wallet.

Disciplinary Policy:

If the on-call Technician does not answer their work phone when listed on-call, the Operations Manager will determine a suitable disciplinary action up to and including termination from M.E. Simpson Company, Inc.

Alternative Working Schedules Policy

M.E. Simpson Company, Inc. understands the importance of work-life balance. For those employees whose lives do not allow a standard working schedule, alternative schedule options may be considered. Each situation will be handled on a case-by-case basis.

Background Check Policy

M.E. Simpson Company, Inc. carefully selects quality employees. Background checks help to ensure that new employees have the skills for the job and have performed well in the past.

The Company conducts background checks on all job candidates after a contingent offer of employment has been extended. A background check may also be completed during reassignment or promotion of an employee. Sterling Backcheck will be used to conduct the background checks, and all background checks will be compliant with applicable laws, such as the Fair Credit Reporting Act.

The information that may be collected includes, but is not limited to:

- Criminal background
- SSN Trace/Address Locator
- Motor Vehicle Report

Criminal background checks may not be used as the sole reason for denying employment, unless it is job-related. Regardless, the Company has the right to make the final decision about employing an individual after the background check is complete.

Checking professional and personal references is an important part of the background check process. This provides the Company with information on the potential employee's work ethic, skills and performance.

Information obtained from the background check process, including information from professional and personal references will be used by the Company only as part of the employment process and will be kept confidential by the Finance Manager.

A background check may also be completed during reassignment or promotion of an employee.

Business Expense Reimbursement Policy

M.E. Simpson Company, Inc. will reimburse employees for all necessary and reasonable travel expenses related to the normal conduct of business. To administer uniform guidelines for reimbursement of business related travel, meals and entertainment expenses, the following policies and procedures have been established. While this policy provides many answers and useful guidance, it cannot address every possible situation. If you have any questions regarding the business nature or reimbursement of such expenses, check with your supervisor before you commit to spending any funds. The most useful guide to cost-effective business travel is to spend money as if it were your own.

Auto Allowance and Mileage

Employees receive reimbursement for direct business mileage. Employees may receive either a monthly auto allowance or a direct mileage reimbursement based on an evaluation of the use of their personal automobile for purposes of conducting Company business. Auto allowances are paid on a monthly basis. Direct mileage is reimbursed at the current IRS standard rate, and is paid upon submission of a signed and supervisor approved "Monthly Mileage Report" form. Because it is more cost effective than direct mileage reimbursement, M.E. Simpson Co., Inc. prefers that employees rent an automobile if round-trip mileage on a business trip will be more than 200 miles. See section on "Car Rentals" below.

The use of a personal automobile for business-related travel is only authorized if the automobile is covered by a current insurance policy with limits not less than (insert amount) for bodily injury and (insert amount) for property damage. Any damages, repair costs or maintenance costs incurred by an employee in the use of their privately-owned vehicle in conjunction with Company business is the sole responsibility of the employee.

Hotel & Travel

When traveling for business purposes M.E. Simpson Company, Inc. believes that our employees should have a clean, safe and secure place to spend their nights. Keeping that in mind, the following policy should be followed for hotel selection and use.

Location — Hotels should be chosen that are as close to the job site as possible, if there are no hotels available near the job site, or the location does not have hotels that are clean, safe & secure, then hotels near major roads should be chosen to effectively move between the job site and the hotel daily.

Room Style — Hotel rooms should be chosen for efficiency of cost and function. The least expensive room should be chosen unless there is compelling evidence to choose a different option. That is generally a single room with two queen size or double size beds. For projects lasting fourteen (14) days or less, it is policy that the project team shares a room. For projects lasting longer than fourteen (14) days, the Project Leader is authorized to get two (2) rooms for days beyond the initial fourteen (14) days. If the project team wishes to have their own rooms for the entire project, this must be approved by the Project Manager prior to reservations being made. M.E. Simpson Company, Inc. authorizes only non-smoking rooms for employees to purchase. If an employee does not follow this policy and is fined by the hotel, M.E. Simpson Company, Inc. will seek reimbursement for cleaning fees from the employee(s) who broke the policy.

General Practices

Room Rates & Payment Methods — Rooms should be charged to the Project Leaders CLC card whenever possible. There may be occasions where the hotel will offer a better rate to a project team if they use their Visa instead of their CLC card. If this situation occurs, take the lower rate and utilize the Visa card. If no hotels in a given area are members of the CLC program, then the company issued Visa card may be utilized for hotel room expenses.

When looking for hotels the company wishes to keep nightly room expenses under \$150 per night. If a hotel can offer two (2) rooms for \$150 (\$75 each) per night, then the project team may choose this option without seeking additional permission(s). If no hotels are available near the project site for under \$150 per night, the Project Leader should check with the Project Manager to determine the best course of action.

Compensation & Pay — When traveling on M.E. Simpson Company, Inc. business, each employee will accrue one (1) hour of PTO and be compensated \$51* in Per Diem for each overnight. The PTO accrual is to allow the employee to take time off after the project completion to accomplish tasks at home that couldn't be accomplished while traveling. The Per Diem is to compensate the employee for not being able to eat their evening meal at home as they normally would have if they weren't traveling for work. These overnights will be calculated from timecard data entered into the M.E. Simpson Company, Inc. app through Quickbase.

*Per Diem/Travel Compensation/Paid Time Off (PTO) for employees acquired through acquisition or merger will be compensated at a set/negotiated Per Diem for each overnight based on the project's contractual agreement, the previous employer policy and agreed up in writing between the acquired employee and M.E. Simpson Company, Inc.

When traveling, the workday begins once the Project Team has reached the job site each morning, the work day ends once the Project Leader has completed all necessary paperwork and data has been transmitted back to the main office for processing. The Technicians work day may end upon completion of work for the day, if the technician is not involved in the data/paperwork processes.

Travel — The most efficient route should always be chosen when driving between two points. M.E. Simpson Company, Inc. will pay for travel time that occurs during regular business hours as required by the FLSA. If employees choose to take a route that requires additional mileage or time, M.E. Simpson Company, Inc. will not pay for the additional time spent traveling.

At times the company may require employees to fly for work events / projects. The company will pay for the cost of the flight and cover the cost of transportation to and from the airport. The company will pay the employee for flight times that occur during normal business hours. If the project happens to be OCONUS, eight (8) hours per day will be paid for time spent in transit as required by the FLSA.

While traveling, each employee is to be compensated for eight (8) hours if the work day is cut short, or work is halted for reasons outside of our control, the compensatory time shall be listed in the Quickbase app as 'Comp Time' and will not be used in OT calculations. If a job is shut down due to weather or the utility will not allow the project move forward, employees have the option of using PTO for these days. Employees will still receive per diem & PTO accrual for overnights spent even if no work occurred that day. If a project is shut down the Project Manager needs to be notified immediately.

Reimbursements — If in the course of doing business there is no company vehicle available for an employee to use for a given business trip, the employee may be asked to use their own vehicle for

travel. If this occurs, the company will reimburse the employee at the regular government rate as per our vehicle policy.

If an employee chooses to drive their POV to a job site, this may be authorized by the Project Manager but is not a reimbursable occasion and no compensation will be guaranteed.

Submittal of Monthly Expense Report Forms

It is the employee's responsibility to prepare and submit a Monthly Expense Report to receive reimbursement for business related expenses. Expense Reports should be submitted on at least a monthly basis to ensure proper matching of expenses with the appropriate accounting period.

For business related meals and entertainment expenses to be deductible, IRS regulations require that the amount and date of expense, specific business purpose, name, title and company of people entertained, and name and location of the establishment where the event took place and time of the business discussion (i.e., before, during or after the event) and entertainment be documented on the expense form.

Company Car Policy

M.E. Simpson Company, Inc. provides vehicles for business use and provides reimbursement for business use of personal vehicles according to the following guidelines. M.E. Simpson Co., Inc. retains the right to amend or terminate this Policy at any time.

1. M.E. Simpson Company, Inc. employees may not drive any business vehicles without prior approval. Before being approved to operate a Company vehicle, an employee's driving record will be reviewed, with consent of the employee, and the existence of a valid driver's license will be verified. Employees approved to drive on Company business are required to inform of any changes that may affect their legal or physical ability to drive or their continued insurability.
2. Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this Policy at all times. For all other jobs, driving is considered only an incidental function of the position.
3. If possible, Company vehicles will be permanently assigned to individual employees that have demonstrated a continued need for them. Additional vehicles are maintained in a motor pool for use by individual employees, as needed.
4. Employees who need transportation in the course of their normal work may be assigned a Company vehicle for their use. All other employees needing transportation for Company business may use vehicles drawn from the motor pool. As a last resort, when no Company vehicles are available, employees may use their own vehicles for business purposes with prior approval.
5. Employees who drive a vehicle on Company business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and maintain the security of the vehicle and its contents. Employees are also responsible for any driving infractions or fines that occur as a result of their driving.
6. Non-employees and non-business passengers (e.g. family members and friends) are prohibited from riding in Company vehicles.
7. Employees who use their personal vehicles for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation and insurance. Employees who operate personal vehicles for Company business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent.
8. Employees must report any theft or malicious damage involving a Company vehicle, regardless of the extent of the damage. Such reports must be made as soon as possible, but no later than 48 hours after the incident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
9. Employees who are on call on a 24-hour basis may be allowed to take a Company vehicle home so they can respond as soon as possible. Such employees must provide a written

- acknowledgement that they fully understand that the vehicle is only to be used as part of emergency response and is not intended for personal use.
10. Employees are not permitted, under any circumstances, to operate a Company vehicle or a personal vehicle for Company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any Company vehicle at any time, or operate any personal vehicle for Company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

Company Credit Card Policy

M.E. Simpson Company, Inc. offers company credit cards for employees who travel frequently for their duties, purchase large volumes of goods for use by the company or incur frequent business expenses that can be paid by credit card.

As a general rule, corporate credit cards cannot be used to obtain cash advances, bank checks or electronic cash transfers for anything other than the expenses incurred by the employee whose name appears on the credit card. The card is not to be used for personal expenses of the employee, either.

- Misuse of a Company credit card will result in cancellation of the card. If the card is used for personal expenses, the Company has the right to recover these expenses from the cardholder. All employee cardholders will be required to sign an agreement authorizing M.E. Simpson Co., Inc. to recover any amounts that are incurred for personal reasons out of their salaries.
- Credit Card holders will receive a report by the 7th of each month from the Assistant Finance Manager. Credit card expenditures must be submitted with original receipts to the Assistant Finance Manager within five business days after receiving the report. Cardholders who do not submit their expenditures within this time frame will be asked to submit them immediately.
- If a credit card holder does not follow this Policy, his or her card will be cancelled and not reissued.

Lost or stolen Company credit cards must be reported to the Finance Manager immediately.

Employer-provided Mobile Devices Policy

The Company may require access to some employees at all times. For this reason, the Company may provide and pay for a mobile device for these employees.

We expect that all employees using employer-provided mobile devices will:

- Act professionally
- Avoid exceeding the number of allotted data
- Use the device for business purposes only
- Not use the devices while driving
- Screen locks should be the last four digits of the mobile device's phone number

Each employee that is provided with a company issued mobile device is expected to setup a voice mailbox immediately. Voicemail is expected to be checked daily and messages should be returned within 24 hours. The voicemail's password should be the last five digits of the mobile device's phone number.

The Company provides these mobile devices to increase productivity and allow employees to maintain adequate contact with both the Company and its customers. If you are the recipient of an employer-provided mobile device, please use it appropriately.

Bring Your Own Device Policy

Employees may choose to use their personally owned electronic devices for work related purposes. Personal electronic devices include personally owned cellphones, tablets, laptops and computers. Employees must receive authorization from the Operations Manager before any personal devices are used for work purposes. M.E. Simpson Company, Inc. will give a monthly reimbursement of \$70 to each employee that uses their personally owned cellphone for work related purposes.

To ensure the security of M.E. Simpson Company's information, authorized employees are required to have anti-virus and mobile device management (MDM) software installed on their personal devices.

Personal Devices should be turned off or set to silent or vibrate mode during meetings and conferences and in other locations where incoming calls may disrupt normal workflow. Employees are expected to exercise the same discretion in using their personal devices as is expected for the use of company devices. M.E. Simpson Company's policies pertaining to harassment, discrimination, retaliation, confidential information and ethics apply to employee use of personal devices for work-related activities.

M.E. Simpson Company, Inc. needs to have the ability to communicate with all employees with work related mobile devices. Therefore, if an employee's mobile device is damaged and is not serviceable, then it should be replaced within three business days to eliminate any communication gaps. Any cost incurred to replace the employee's mobile device will be at the expense of the employee and should be done on their own personal time. Failure to do so will be subject to disciplinary action up to and including termination.

Confidential Information and Company Property Policy

During your employment at M.E. Simpson Company, Inc., you may have access to confidential and proprietary data, which is not known by competitors or within the company's field of business generally. This information (hereinafter referred to as "Confidential Information") includes, but is not limited to: data relating to the Company's marketing and servicing programs; procedures and techniques; the criteria and formula used by the Company in pricing its products and services; the structure and pricing of special packages that the Company has negotiated; lists of customers and prospects; the identity, authority and responsibilities of key contacts at Company accounts; the composition and organization of accounts' businesses; the peculiar risks inherent in their operations; sensitive details concerning the structure, conditions, and extent of their existing products and services; contract expiration dates; commission rates; service arrangements; proprietary software, Web applications and analysis tools; and other data showing the particularized requirements and preferences of the accounts. This Confidential Information is a valuable asset of the Company, developed over a long period of time and at substantial expense.

To protect the Company's interest in this valuable asset, you must (a) not use any such Confidential Information for your personal benefit or for the benefit of any person or entity other than the Company, and (b) use your best efforts to limit access to such Confidential Information to those who have a need to know it for the business purposes of the Company. In addition, you should minimize those occasions on which you take documents, computer disks or a laptop containing such Confidential Information outside the office. On those occasions where it is necessary, consistent with the best interests of the Company and doing your job effectively, to take documents, computer disk or a laptop containing Confidential Information outside the office, all appropriate precautionary and security measures should be taken to protect the confidentiality of the information.

During the course of your employment with the Company, you will be provided with and will generate correspondence, memoranda, literature, reports, summaries, manuals, proposals, contracts, customer lists, prospect lists, and other documents and data concerning the business of the Company. Any and all such records and data, whether maintained in hard copy or on a computer or other medium, is the property of the Company, regardless of whether it is or contains Confidential Information. Upon termination of your employment at the Company, you are required to return all such records to the Company and may not retain any copy of such records or make any notes regarding such records. We reserve the right to search for such information and property in personal items while on Company premises such as vehicles, purses, briefcases, etc.

Conflicts of Interest Policy

All employees have a duty to further the Company's aims and goals, and to work on behalf of its best interest. Employees should not place themselves in a position where their actions or personal interests may be in conflict with those of the Company's. Examples include: soliciting or profiting from the Company's client or prospect base or other Company asset for personal gain; acting on behalf of in servicing or obtaining a client, and limiting the best solution for the client or prospect for personal financial gain; and acting as director, officer, employee or otherwise for any business or institution with which has a competitive or significant business relationship without the written approval of the chief executive officer.

Employees should report to their manager any situation or position (including outside employment by an employee or any member of an employee's immediate household) which may create a conflict of interest with M.E. Simpson Company, Inc.

Customer Complaint Policy

This Customer Complaint Policy aims to not only provide a framework for employees to work with when handling complaints from customers, but also to ensure consistency within M.E. Simpson Company, Inc. in handling and resolving complaints from customers. Addressing customer complaints helps the Company in following through on our commitment to provide quality products, services and customer service.

M.E. Simpson Company, Inc. defines the term “complaint” as any expression of dissatisfaction or grievance made by a customer or member of the public about any product or service, not including a request for information.

M.E. Simpson Company, Inc.'s customer service representatives will provide reasonable information and assistance to customers to ensure that complaints are made effectively. Complaints may be made in any of the following ways:

- Via telephone at (888)255-1521
- Via email at customerservice@mesimpson.com
- Via mail at 3406 Enterprise Avenue, Valparaiso, IN 46383

Complaints will be acknowledged upon receipt by the Company and customers will be provided with a reference number that can be used to identify the progress of their complaint.

Complaints will be processed in a timely and efficient manner. Continuous improvement and training will be used to confirm complaints are resolved promptly and courteously. Managing our customers' expectations realistically is our goal. This involves the careful examination of each complaint and the provision of a resolution offered on the basis of that analysis.

Complaints will be recorded and analyzed to ensure that our complaint management processes comply with this Policy. Trends will be identified, and feedback will be provided to the relevant departments to improve current processes.

Our mission is to resolve customer complaints immediately, rather than delaying the resolution. When necessary, customers will be kept informed of the progress of their complaint and the company's internal escalation process.

Dress Code (General)

M.E. Simpson Company, Inc. believes that your pride in both yourself and the Company is reflected in your appearance and in the image you create. We feel that our business image is important and, therefore, request that our employees maintain standards of dress and appearance appropriate to both the organization as a whole, and your individual position responsibilities. Dress, grooming, personal cleanliness and professional behavior standards contribute to the professional image we strive to present to our customers and visitors. Therefore, while performing duties for the Company, employees are expected to dress in attire appropriate to the business environment and to behave in a professional manner at all times to best represent our business.

All Employees

Safety is M.E. Simpson Company, Inc.'s number one priority. Proper safety equipment shall always be worn / used in restricted areas, and clothing should fit in a manner that will reduce injury. Also, please always keep in mind that first impressions do leave a lasting impression. As a service-driven business how we dress does affect current and future customer's opinions of us. Although we do have a basic dress code for the different departments of our business these are a minimum. If you will be meeting with someone, dress to the standard they would expect to see. No items of clothing that are overly revealing, have holes, have alcohol logos/references, or profanity shall ever be worn by any employee. It is your responsibility to keep you, your clothing, and your equipment clean, neat, and presentable. Your hair should be clean and trimmed with a length, color and style that are appropriate for your gender and facial features. For men, hair must be over the ears and off the back of the collar, and facial hair should be neat and trimmed.

All dates are based on a calendar year starting January 1st and ending December 31st. If your employment with M.E. Simpson Company, Inc. ends during your first 90 days of employment all items must be returned. After 90 days of employment only items with the M.E. Simpson Company, Inc. logo shall be returned all other items will remain yours. It is the preference of M.E. Simpson Company, Inc. that items not available in the Valparaiso Office are paid for by the employee. The employee will then be reimbursed from their clothing allowance should they have sufficient funds for reimbursement. Finally, if it is determined by any Manager that any of the uniform policies are being abused or you have a special situation, they will have the power to have you charged full price for items or have items replaced at no cost to you.

Office & Administrative Staff

Office and Administrative Staff is defined as Office Managers, Administrative Assistants, Data Entry Personnel, Receptionist and Accounting Staff.

The dress code for this department is business casual Monday through Saturday. This means Dockers, jeans and Khakis are acceptable with shirts that have collars. Zip-up fleece jackets are acceptable on cold days; hooded sweatshirts shall only be worn by field staff. Visible piercing should be in the ears only, and $\frac{3}{4}$ of a carat or less for male employees.

General Practices

Office: (Annual allowance)

\$100 reimbursement with submitted receipts

Sales and Management Staff

Sales and Management Staff are defined as Owners, Territory Managers, Business Development Managers, Operations Managers, Engineers, and Regional Managers.

As sales and management staff you are expected to dress in a professional looking manner that sets an example for all other employees on a daily basis. Whether this is jeans and shirt or Dockers and polo will vary from day to day based on your schedule. Visible piercing should be in the ears only and $\frac{3}{4}$ of a carat or less for male employees. You are required to wear proper clothes, safety equipment, and safety toe shoes when working in the field or shop.

Sales: (Annual allowance)

\$500 reimbursement with submitted receipts

Field Staff

Field Staff is defined as Area Service Managers, Field Service Managers, Senior Project Leaders, Project Leaders, Senior Technicians, Technicians, and Trainees.

Our field staff is our front line, the people our customers see on a daily basis. The dress code for this department is casual. This means jeans, or other work appropriate pants, a M.E. Simpson Company, Inc. shirt/sweatshirt, a hat (if you choose see first paragraph for rules), safety toe shoes/boots and any required safety equipment. At no time shall clothing bearing large logos be worn while at work. Safety toe shoes are to be worn at all times while in the field and shops. The only exception to safety toe shoes is during door tagging and if working in the office, then tennis shoes may be worn. For your safety, the only jewelry permitted are necklaces tucked into your shirt, a watch, and medical bracelets (although we recommend the necklace type). Rings, bracelets and dangling earrings are not permitted. Earrings may be worn but must be a stud type or small hoop, $\frac{3}{4}$ carat weight or smaller and are not recommended for kick-off meetings with clients. It is highly recommended that you do carry an extra set of clothing (don't forget socks) in case you do get wet, extremely dirty, or rip a piece of clothing.

Field Staff: (Annual Allowance)

\$500 reimbursement with submitted receipts

Field Staff: **Upon Hire**

5 – Short sleeve class II t-shirts

5 - Long sleeve class III t-shirts

General Practices

5 – Basic t-shirts – Navy

1 pair of boots – Ordered from berry brothers, or submit receipt for reimbursement.

1 Class III sweatshirt (depending on weather)

1 Class III Coat (depending on weather)

After 30 days:

1 set of rain gear (to be replaced if destroyed over the course of business)

After 90 Days:

1 confined space harness (to be replaced if destroyed over the course of business)

1 pair of hip boots (to be replaced if destroyed over the course of business)

1 pair of pack boots (to be replaced if destroyed over the course of business)

1 set of Bibs (to be replaced if destroyed over the course of business)

\$500 allowance (prorated from the employee's hire date until the remaining of the year)

In addition, you will also receive Personal Protective Equipment (PPE) including a hard hat, safety glasses, RX safety glasses, and a class 3 safety vests. PPE items will be replaced as needed in accordance with 29 CFR 1910.132(h) OSHA General Industry Standards. Some items will be provided at the expense of MESCO, but not more than one a year. Safety glasses, tinted safety glasses and safety vest will be provided as needed at no expense to you. If any employee requires prescription safety glasses, M.E. Simpson Co., Inc. will pay for the first pair of glasses. New lens for your glasses will be paid for one time per year. All exams are at the expense of the employee. Vendor hats are no longer authorized for wear.

Safety Equipment

ANSI Class 3 Rain Gear will be provided 30 days after initial hire at no cost. Replacement rain gear will be provided yearly at no cost.

- Hard hats will be replaced when worn out or older than 5yrs (from date of manufacture or issue) at no cost to the employee. Safety Glasses & Safety Sunglasses will be provided to the employee at no cost when they are worn out.
- ANSI Class 3 vests will be provided upon initial hire at no cost. Replacement vests will be issued out as needed at no cost to the employee**
- MESCO will not replace equipment at no cost if the PPE has been intentionally damaged or lost. Supervisors will make this determination and will issue out new equipment as they see fit.

Temporary Employees

Temporary Employees are defined as summer help, winter help, and employees hired for less than 90 days.

As a temporary employee, we will pay for one pair of safety toe shoes/boots and provide you with five M.E. Simpson Co., Inc. shirts (your choice of long-sleeve, short-sleeve or a combination). We will also provide you with any safety gear needed. Upon the end of your time with M.E. Simpson Co., Inc. your safety toe shoes will be yours to keep. All other items must be returned. If you will be returning for another period of time later you may keep your shirts until your final work period with M.E. Simpson Co., Inc. and we will pay for 50% of one pair of safety toe shoes per year.

Clothing Allowance Funds

Clothing allowance funds are based on a calendar year and can be utilized for all work-related apparel including safety apparel & gloves. These funds should not be used for personal clothing items, these funds do not roll over and they do expire at the end of the calendar year. All items are to be ordered through the company office or purchased by individuals with their own funds. When purchasing items, if you feel items should be deductible from your clothing allowance turn the receipt in and you will be reimbursed on the next payroll pending there are sufficient funds in your annual clothing allowance. In the event that an employee goes over their yearly allowance, the employee will reimburse M.E. Simpson Co., Inc. via cash or check. If an employee cannot provide M.E. Simpson Co., Inc. reimbursement via cash or check, the employee will be payroll deducted for the total amount that is overdrawn from their allowance.

Violations of Policy

If an employee is unclear about dress and appearance guidelines, he or she is encouraged to consult with the Finance or Operations Manager. If an employee reports to work in questionable attire or appearance, a notification and discussion will occur with the employee to advise and counsel him or her regarding the inappropriateness of the attire. Depending upon the circumstance, the employee may also be sent home with directions to return to work in proper attire. It is expected that any work time lost will be made up by the employee. Continued or frequent departures from these guidelines will not be permitted and employees who appear for work inappropriately dressed or groomed repeatedly will be subject to disciplinary action.

If you are found to be in violation of any of these policies the following will occur:

- First time - verbal warning
- Second time - written warning
- Third time – one day off unpaid
- Fourth time – three days off unpaid or grounds for termination

Driving While on Company Business Policy

Driver inattention plays a role in many motor vehicle accidents. We are not only concerned about your welfare as an M.E. Simpson Co., Inc. employee, but also the welfare of others who could be put in harm's way. As a driver, your first responsibility is to pay attention to the road. When driving for business or driving while conducting business on behalf of the Company in any other capacity, the following applies:

Cellphone Use

Cellular phone use while driving is a common, often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cell phones while driving is strongly discouraged. Do not accept or place calls unless it is an emergency, meaning the call cannot wait until you safely pull off the road or until you arrive at your destination. If you must use your cellphone while driving, please use good judgment: keep the call short, use a hands-free device, get to know your phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.).

*The states of Illinois and Maryland are hands free driving zones. The state of Illinois and Indiana are no phone zones in construction and school zones. The state of Indiana is a hands-free driving zone for drivers under the age of 21.

Obey the Law

M.E. Simpson Company, Inc. is not responsible for any moving traffic violations, parking tickets or any other city ordinances or state or federal laws regarding your driving habits and operation and care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for M.E. Simpson Company, Inc.

Other Safe Driving Precautions

- Use your best judgment when road conditions are poor. Limit or avoid driving when rain or snow threatens your safety.
- Make an effort to avoid distractions such as eating, applying makeup, paying too much attention to your radio or CD player, etc.
- Do not drive if your ability to drive safely is impaired by the influence of medications.
- Laptop computers should never be used at any time while driving.
- Be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.
- Be concerned for your coworkers' safety. Ask them to call you back at a safer time if they call you while they are driving.

As a business against drunk driving, be responsible when entertaining clients. Abide by the law and use a designated driver or the Businesses Against Drunk Driving program for transportation if you are under the influence of alcohol. Employees who drive for company business must have a current, valid driver's license.

Educational Assistance Program Policy

M.E. Simpson Company, Inc. is committed to developing and maintaining a high performance workforce, and encourages its employees to continue to develop the knowledge and skills necessary to succeed in their jobs and provide optimum service to customers. For these reasons, the Company maintains an educational assistance program for those employees who wish to further their education.

The Educational Assistance Program provides financial assistance for approved courses, continuing education credits, certifications and licensing to support employees' development of skills and knowledge that will be of mutual benefit to both the employee and the Company.

To participate in the program, individuals must be active full-time or part-time regular employees. All educational opportunities must be approved in advance by the employee's manager.

Approved job-related expenses for tuition, training, course registration and exam fees will be reimbursed 100 percent. Costs for required books will be reimbursed 50 percent. The limit for reimbursement is \$5,000 per calendar year, and reimbursements will be made after successful completion (B or better) of the course and after providing a valid receipt and verification of the obtained grade to the Finance Manager. Optional fees, supplies, parking, application fees and entrance exam fees are not covered and are the responsibility of the employee.

Approved job-related courses are those that involve subjects that will benefit the employee in executing present job responsibilities, or where it is part of an individual's planned development or advancement within the Company. Non-position related courses are generally not covered.

Reimbursement for non-position related courses as part of a degree program may or may not be covered; depending upon whether or not the degree is relevant to the individual's current position or is part of the individual's planned development or advancement within the Company. Approved courses taken in conjunction with a degree program must be through accredited colleges or universities.

Designations or certification programs qualify for reimbursement where it is relevant to the employee's position and where there is mutual benefit to the individual and the Company in terms of enhancing the employee's job performance, capabilities and credentials.

The application for participation in this program is to be made in writing and submitted to the Finance Manager for approval prior to commencement of the course. Upon approval or denial, the Finance Manager will notify the employee.

Following completion of the approved coursework, the employee must submit to the Finance Manager the "Application & Request for Educational Reimbursement" form with evidence of satisfactory completion (B for bachelor's level and B for master's level) and itemized receipts for expenses incurred for tuition, books and other covered expenses. The Finance Manager will then process payment.

If an employee voluntarily terminates employment at any time within 12 months of receiving reimbursement under this program, except for the costs related to continuing education credits, the employee is obligated to repay the Company all or part of the education assistance he or she received as reimbursement for expenses incurred. Repayment is required in the amount of one-

twelfth for each of the twelve or fewer months remaining between reimbursement and termination. For example, an employee who terminates six months after receiving tuition assistance is forgiven six-twelfths or one-half of all expenses reimbursed, but is required to repay the balance. The employee agrees that any balance owed to the Company can be withheld from their final pay given their prior written permission, or will be paid immediately upon termination by the employee. Repayment is not required if the employee is terminated by M.E. Simpson Company, Inc. for any reason other than cause.

Courses or training received under this program should normally be held outside of working hours. The Company reserves the right to be selective in approving educational assistance, closely linking employees' jobs, Company budget and the specific training being pursued. Initial approval of education continuance does not obligate the Company to approve future courses. Reimbursement is contingent upon continued employment beyond course completion and may be treated as taxable income in accordance with the Internal Revenue Service regulations. This program does not include costs associated with seminars or courses where attendance is required.

If financial assistance is being received from other sources (such as any state, federal, military or private assistance) only the difference between the total cost of the course and the amount of the assistance will be considered reimbursable under this program. Employee reimbursement upon satisfactory completion of the approved course or training will be the method of assistance provided, however, in the case of certification programs, where the full certification cost is required up-front, the Company may consider direct payment of some or all portions prior to the start of the training. The Company has the discretion to deny approval due to business needs, including the need to work flexible or longer hours, or where employee performance has been or could become unsatisfactory.

Employee Classification Policy

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA).

The definitions of the worker classification categories can be summarized as follows:

Exempt—Employees who meet any of the FLSA’s exemption standards, including managerial, supervisory, professional, sales or administrative employees. Any employee that receives a fixed rate of pay but is not eligible for overtime pay. Exempt employees’ work hours are not recorded weekly.

Non-exempt—Employees whose positions do not meet the FLSA exemption standards. Overtime work is prohibited without specific supervisor authorization for these employees. Any employee that receives a fixed rate of pay for working 40 hours per week on a yearly basis. Non-exempt employee’s hours are recorded on a weekly basis.

*Salaried non-exempt employees at M.E. Simpson Company, Inc. includes any salaried field worker and any salaried non-management office staff.

In addition, each individual’s employment status is defined as one of the following:

Full-time - Employees who work at least 40 hours per week are considered to be full-time. Such full-time employees are eligible for benefits after applicable requirements for length of service have been met. Employees are eligible for overtime pay, at a rate of one and one half times their hourly rate, when they work more than 40 hours in a week.

* Full-time hourly employees at M.E. Simpson Company, Inc. will include some Trainees, Technicians, Project Leaders and Office/Administrative staff.

M.E. Simpson Company, Inc. may supplement its regular work force with temporary or part-time employees to help compensate for workload, employee absences or other situations. Management will determine which positions are permanent and which are considered temporary or seasonal.

Part-time - Employees who work fewer than 40 hours per week are considered to be part-time. Employees who work 30 hours or fewer per week, or who work on a temporary project basis, will receive all legally mandated benefits (such as workers’ compensation and Social Security benefits), but are ineligible for other benefit programs.

Temporary - Temporary employees are individuals engaged to work either part time or full time on M.E. Simpson Co., Inc.’s payroll, but have been hired with the understanding that their employment will be terminated no later than the completion of their specific assignment. This category includes interns and co-op students. Such employees may be either “exempt” or “non-exempt” but are not eligible for benefits except as mandated by law.

Independent contractors - Consultants, freelancers and independent contractors are not employees of M.E Simpson Co., Inc. The distinction between employees and independent contractors is crucial because employees may be entitled to participate in the Company’s benefits programs, while independent contractors are not. In addition, M.E. Simpson Company, Inc. is not

required to satisfy income, Social Security, Medicare or unemployment tax withholdings or payment requirements for independent contractors.

Employee Fraternization Policy

M.E. Simpson Company, Inc. wants to preserve a working environment that has clear boundaries between personal and professional relationships. This is believed to be the best practice for conducting business in a professional manner. This policy establishes clear boundaries with regard to how relationships develop at work and within the confines of the work area.

- During working hours and in work areas, employees of M.E. Simpson Company, Inc. are expected to keep all personal interactions limited and at a professional level to avoid distracting or offending others.
- Employees are prohibited from engaging in any physical interactions that would be seen as inappropriate in the work area. What constitutes inappropriate conduct is in the discretion of the Company.
- Employees who engage in personal relationships with others and allow these relationships to negatively affect the working environment will be subject to disciplinary action. If said employees fail to change their behavior after disciplinary action takes place, they may be subject to termination.
- Romantic relationships between supervising, managing or executive employees and subordinates are strictly prohibited. If a relationship does develop between a supervising employee and his or her subordinate, management should be notified immediately so that a department transfer may be considered.

Improper Payments and Gifts Policy

We prohibit the solicitation, acceptance, offer or payment to any person or organization of any bribe, kickback or similar consideration, including money, services, goods or favors (other than goods or favors which are nominal in amount and not prohibited by any federal, state or local law). Do not accept or give gifts, gratuities, entertainment or favors of such value or significance that their receipt might reasonably be expected to interfere with the exercise of independent and objective judgment in making or participating in the business decisions of or the party with whom the Company is dealing.

Injury & Illness Reporting Policy

M.E. Simpson Company, Inc. is committed to establishing and maintaining a comfortable and safe working environment for all employees.

Safety is often taken for granted in an office environment. Though we may not be exposed to the same degree of risk as employees of a typical manufacturing firm or health care facility, we should still recognize that safety risks are present and take steps to reduce the risk of injury or illness. Safety is everyone's responsibility.

All work-related injuries and illnesses should be reported immediately to your manager, even if you are not sure whether they are truly work-related. Even small, seemingly insignificant, injuries left untreated can result in serious conditions.

Your manager will help you complete an Accident Report. When injuries are reported immediately, they will quickly be investigated and corrective action will be taken to prevent more injuries.

If you see any potential hazards that need attention, notify your manager immediately.

Media Relations Policy

The Company is committed to providing the media with accurate information. To avoid discrepancies, specific guidelines should be followed when a media inquiry is received.

All media inquiries regarding the Company and its operation must be immediately referred to Michael D. Simpson, who is authorized to make or approve public statements regarding company business. Unless specifically designated by this person, you are not authorized to make those statements. If you wish to write or publish an article, paper or other publication on behalf of the Company, you must first obtain approval.

The Company will generally provide a response to media inquiries within 24 hours. Should the response require a detailed technical explanation, a spokesperson will be designated to address the issue. The spokesperson will be chosen carefully, based on their area(s) of expertise.

Media inquiries include, but are not limited to, official statements, press releases and advertisements.

Please contact your manager with any questions or concerns you have regarding the Media Relations Policy.

Online Social Networking Policy

M.E. Simpson Company, Inc. is committed to maintaining a good relationship with its employees and the marketplace. The way the public views is vital to maintaining business, gaining new business, retaining first-class employees, recruiting new employees and marketing our products and services.

While M.E. Simpson Co., Inc. has no intention of controlling employee actions outside of work, employees should practice caution and use discretion when posting content on the Web. Employees have the right to use social media for personal expression on their own time, and will not violate employee privacy by attempting to access content that has not been made available publicly. This policy serves as a notice on the practice of social networking for all employees to read and understand. As more concerns develop and legislation is released, this policy is subject to change

The purpose of this policy is to:

- To guarantee a constructive relationship between the company and its employees
- To manage risk and preserve 's positive reputation
- To discourage the use of company time for personal social media activities
- To promote awareness among employees of the number of individuals who can access information presented on social networking sites

Definitions

Social networking and *social media* refer to any activity that involves interaction in online communities. This interaction includes, but is not limited to, browsing profiles and photos, reading messages sent through social networking forums and participating in instant messaging services.

A *social networking site* is any website that links individuals electronically and provides a forum where users can connect and share information. These websites can be tailored to specific interests or to certain types of users. Examples of popular social networking sites include Facebook, Twitter, MySpace, Flickr, Friendster, Classmates.com, LinkedIn, Xanga and Bebo. The list of social networking sites is constantly growing and changing because of the nature of the Web.

A *social networking profile* is a user's personalized page within a specific social networking site, usually containing personal information such as name, birthday, photo and interests.

Micro-blogging is the practice of publishing your recent whereabouts, thoughts or activities on a social networking site for other users to see. While not all social networking sites use micro-blogging, this is a primary focus of sites such as Twitter and Facebook.

Business purposes are considered using a social networking site for the company's gain, usually as a task or assignment given by a manager or supervisor. This can be done either through a specific company account on a given social networking site or through a personal account set up for the purposes of recruiting or marketing for M.E. Simpson Co., Inc.

The term *Working Hours* includes any time employees are being paid to conduct company business. Standard working hours are from 7 am to 5 pm, Monday through Friday. This timeframe may vary based on job type and responsibilities.

It is important that employees use their time while at work to conduct company business. Employees are not blocked from access to social networking sites on company computers because, under some circumstances, social networking is a powerful business tool that can be channeled to gain positive publicity for the company and to connect with clients. However, access to such websites does not mean they can be used at any time. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-company business
- Browsing social networking sites for non-company business on company time
- Reading email alerts regarding personal social networking account activity or using email to correspond with personal social networking contacts
- Updating information, uploading photos or otherwise engaging with one's personal social networking profile for non-business purposes
- Micro-blogging for a non-business purpose on a social networking site throughout the day, whether it is on a company-provided computer or a personal smart phone device

Procedures

Prohibited Use

It is important that employees use their time at work for business purposes. Employees are not blocked from access to social networking sites on company computers because, under some circumstances, social networking is a powerful business tool that can be channeled to gain positive publicity for the company and to connect with clients. However, access to such websites should follow company policy. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-company business with a company computer and/or personal device.
- Browsing social networking sites for non-company business on company time with a company computer and/or personal device.
- Reading e-mail alerts regarding personal social networking account activity or using e-mail to correspond with personal social networking contacts.
- Updating information, uploading photos or otherwise engaging with one's personal social networking profile for non-business purposes with a company computer or device.
- Micro-blogging for a non-business purpose on a social networking site throughout the day, whether it is on a company-provided computer.

Prohibited Conduct

Having your own individual social networking account and using it on your own time is certainly permissible. However, keep in mind that some actions on your personal site are visible for the entire social networking community and may no longer be considered private matters. M.E. Simpson Co., Inc. has put in place a set of conduct guidelines to protect its brand and prevent the unwanted disclosure of confidential information. Please follow these guidelines:

- Do not use micro-blogging features to disclose trade secrets, publish internal reports, provide tips based on inside information or participate in other activities that may be considered insider trading.

General Practices

- We urge you to consider resolving workplace grievances internally. If you choose to address a grievance using social media, refrain from posting comments and materials that could be viewed as malicious, obscene, threatening, intimidating or that could create a hostile environment on the basis of race, sex, disability, religion or any other status protected by law.
- Refrain from posting any opprobrious, reckless or maliciously untrue comments. These communications may not be protected by law.
- Do not impersonate The Company or its employees, make statements on behalf of The Company without authorization, or make statements that can be construed as establishing The Company's official position or policy on any particular issue.

As stated above, the purpose of this policy is to protect The Company's brand and prevent the disclosure of confidential information. It is not The Company's intent to interfere with its employees' legal rights. Whenever state or federal laws govern an area of social media participation, M.E. Simpson Co. Inc.'s policies should be interpreted as to comply with them.

Open Door Policy

To foster an environment where employees and management feel comfortable communicating with and voicing concerns to one another, the Company uses an Open Door Policy. Basically, this policy means that all of the managers' doors are open to all of the employees, and employees are free to talk with management at any time. Please consider the following in regard to this policy:

You are responsible for addressing concerns with a manager, from complaints to suggestions and observations. Addressing these concerns allows the Company to improve and explain practices, processes and decisions.

We recommend that you first discuss concerns with your immediate supervisor, but the Open Door Policy also gives you the option of discussing them with higher management and/or Human Resources. All of these parties will be willing to listen to the issue and assist in a resolution.

Probationary Period Policy

For all employees hired by M.E. Simpson Company, Inc., the first 90 days of employment are considered to be a probationary period. During this time, the employee will undergo training and orientation as directed by the employee's supervisor. The employee's supervisor will also monitor the employee's performance during this time period.

During the first 90 days of employment, the employee is encouraged and expected to ask questions concerning his or her job responsibilities, and to determine if he or she is satisfied with the position. If the employee's job performance is found to be unsatisfactory by his or her supervisor at any time during the first 90 days of employment, the employment will be terminated.

All new employees will receive a confidential performance evaluation from their supervisor at the end of the probationary period. At that time, the employee will be eligible for employee benefits if they are hired for a full-time position.

Overtime Pay Policy

M.E. Simpson Company, Inc. must compensate all hourly, non-exempt employees one-and-a-half times their regular wage rate for all hours worked in excess of 40 hours each week.

The Company's workweek begins on Sunday and ends on Saturday.

At times, employees will be asked to work overtime to complete necessary work tasks. The employee's supervisor will notify the employee as early as possible regarding scheduling needs.

Employees who want to work more than 44 hours during a workweek must receive authorization from their supervisor before working overtime.

Salary Advance Policy

M.E. Simpson Company, Inc. does not offer salary advances.

Pay Periods and Check Distribution Policy

The standard workweek at M.E. Simpson Company, Inc. consists of 40 hours and starts on Monday at 6 am and ends on Friday at 5 pm. Employees will be paid on a bi-weekly basis. If a payday falls on a bank holiday, employees will be paid the day before the holiday.

All employees are required to setup direct deposit with the Finance Manager during hiring.

Direct Deposit Policy

It is the policy of M.E. Simpson Company, Inc. to issue employee payments solely through electronic direct deposit. Direct deposit provides many benefits for employees, including greater security and faster access to funds. Checks will not be issued.

Employee payments will be electronically deposited directly into one or more checking or savings accounts designated by each employee. Accounts must be established with financial institutions, such as banks or credit unions that support direct deposit.

Temporary exceptions to this policy may be made for new hires, to provide adequate time to set up a direct deposit account. Exceptions may also be made for employees who provide evidence that they cannot obtain an account at a financial institution offering direct deposit.

The Finance Manager or Assistant to the Finance Manager will assist employees with completing the necessary documentation as well as answering any questions or concerns about direct deposit.

NOTE: It is each employee's responsibility to review his or her payroll stub for accuracy of personal information and payment information. Employees must immediately notify the Finance Manager if there has been an overpayment of wages. Employees are not entitled to keep wage overpayments and the Company may recoup overpaid amounts from future payments.

NOTE: Employees must notify the Finance Manager when there is any change to bank accounts that affect direct deposit. Changes must be received one week prior to the payday for which the change is to occur.

Performance Evaluation Policy

M.E. Simpson Company, Inc. is committed to providing you with feedback, both formal and informal, about your performance on the job. Managers and supervisors are responsible for providing ongoing performance feedback to each employee. In addition, your manager or supervisor may formally discuss and document your performance on a regular basis (generally annually). For field staff, reviews are conducted in December and June for employees with less than two years of service. For field staff employees with over two years of service, reviews are conducted in June. Office staff and manager reviews are conducted annually in December.

Your performance appraisal discussion will review your strengths and identify any areas needing improvement, and goals and objectives that need to be achieved. Specific performance problems may be addressed outside the performance appraisal cycle through either informal discussions or formal disciplinary action. Formal performance feedback becomes a permanent part of your personnel file.

Please contact your manager if you feel that an evaluation is due to you or would be helpful to you.

Personnel Records Policy

M.E. Simpson Company, Inc. strives to keep accurate and up-to-date personnel records.

Employee personnel files may include the following:

- Employee demographic information
- Job application
- Position description
- Resume
- Training records
- Salary history
- Disciplinary action records
- Performance reviews
- Coaching and mentoring records

To ensure the accuracy of your personnel records, please notify us immediately of the following changes:

- Name
- Address
- Telephone number
- Marital status
- Dependent status
- Tax status

Personnel records are confidential and are not available to anyone outside of the Company, unless you have personally authorized their release. A release may not be required when reporting certain information as required by law or when an authorized governmental agency inspects certain records. To obtain access to your records, contact the Finance Manager.

Phone Call & Text Message Policy

M.E. Simpson Company, Inc. provides phones to employees to increase efficiency in doing business. There are important things to consider when using Company phones. Please adhere to the following guidelines, based on the type of call you are making or receiving:

Business phone calls - Much of our business is conducted over the phone, making our telephone techniques extremely important. A friendly but businesslike telephone manner should always be projected. When you are away from your work area, make a habit of forwarding your calls to the appropriate extension.

Personal phone calls - We recognize that periodically, personal phone calls must be made or received during the business hours. Such calls should be held at a minimum so that they do not interfere with the workflow.

Personal cellphone calls and text messages - In order to provide an optimum work environment, employees are expected to have cellphones turned on vibrate. Ringing cellphones are a distraction to co-workers and can interfere with productivity. Cellphones should only be used during breaks, lunches and outside of the office. Flexibility will be provided in circumstances demanding immediate or emergency attention.

Please contact your manager with questions about our Phone Call Policy.

Physical Examination Policy

M.E. Simpson Company, Inc. may require a mandatory, job-related medical examination when there is a need to determine if an employee can perform the mandatory functions of his or her position. This exam will identify physical limitations or restrictions. A medical examination may also identify significant health or safety risks to the employee or others by identifying infectious diseases, or other medical monitoring as required by medical standards, professional licensing bodies or standards established by federal, state or local law.

The Company may conduct voluntary medical examinations and health promotion activities as well. The records from these screenings will be kept confidential.

The cost of the voluntary or mandatory medical examinations rests with the Company. The employee is not responsible for paying any of the costs for these procedures.

Each employee authorized to drive a company vehicle, MUST have a current DOT physical.

Safety Policy

M.E. Simpson Company, Inc. wants to ensure that our employees remain safe and injury-free at all times. The Company intends to comply with all applicable safety laws. In order to guarantee that accidents are avoided whenever possible, we expect our employees to refrain from horseplay, careless behavior and negligent actions. It is the Company's policy to maintain a safe and secure working environment for all employees and clients.

While working, employees must observe safety precautions for their safety and for the safety of others. All work areas must be kept clean, and free of clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to a supervisor.

If you are involved in an accident, you must:

- Obtain any necessary medical treatment
- Report the accident to your supervisor or to Human Resources immediately
- Fill out an Accident Report, regardless of the severity of the injury
- If you must seek additional medical treatment, obtain your supervisor's consent before leaving the premises

Employees who fail to comply with this procedure may be subject to disciplinary action.

See M.E. Simpson Co., Inc.'s safety manual for more-detailed information.

Severe Weather Policy

Unless you are informed otherwise, always assume that M.E. Simpson Company, Inc. is open for business during normal hours. Use common sense and your best judgment, however, when traveling to work in severe weather.

Some types of severe weather include blizzards, hurricanes and tornadoes.

If the Company is not going to open for the day, you will be notified by your direct supervisor and/or Operations Manager. If this happens, you will need to use sick/personal or PTO time. Pending client/manager approval, your schedule for the week can be modified to account for this day off.

You should always use your discretion in getting to work. M.E. Simpson Co., Inc. attempts to accommodate individual situations by allowing the use of personal/sick time and vacation time in these situations. When tardy, please notify your manager via phone call.

When potentially dangerous weather develops during the day and a decision is made by management to close, you will be compensated as if you had worked all of your regularly scheduled hours for that day (up to 8 hours). If you elect to leave prior to a decision being made by the Company to close early, you will be required to use PTO time to account for your absence.

Smoke-free Environment Policy

M.E. Simpson Company, Inc. is a smoke-free environment. Smoking, chewing, use of e-cigarettes/pipes and other tobacco and nicotine products is not permitted at any time in Company work areas or vehicles, or in client work areas or vehicles.

If smoking is allowed outside of the building, smokers should be considerate of colleagues, customers and members of the public. Help to maintain a clean entryway by depositing cigarettes in appropriate containers and staying a minimum of 8 feet away from doors so that smoke does not blow into the building. Do not throw cigarette butts on the ground.

Employees who smoke or chew must observe the same guidelines as non-smokers for the frequency and length of break periods.

This policy applies equally to all employees, customers, and visitors. If employees smoke while staying out of town in hotels or apartments, they will be liable for any charges that may be incurred by M.E. Simpson Co., Inc.

Social Functions Policy

At times, social events will be hosted by M.E. Simpson Company, Inc. for employees to attend. These events may take place due to the hiring or promotion of an employee, or for other reasons.

Some events will be celebrated with a group luncheon, arranged by management. At times, the Company may also host parties or social gatherings outside of working hours. These events may take place to celebrate holidays or company successes, or for many other reasons.

At all Company social functions, employees are responsible for behaving in a professional manner. While alcohol may be served, employees should refrain from becoming intoxicated in order to avoid disruptive behavior.

Even at social functions, employees must remember that they are representing the Company and need to ensure that they are upholding the Company's positive reputation at all times.

Solicitations, Distributions & Use of Bulletin Boards Policy

Understanding that employees may occasionally wish to communicate with their co-workers to advertise personal items for sale or to participate in fundraisers for non-profit organizations, children's schools and other non-work events, we allow use of lunch rooms and bulletin boards to distribute such information.

Management reserves the right to monitor such communications and remove them if inappropriate or not in the best interest of the Company's operations.

Persons not employed by M.E. Simpson Co., Inc. may not solicit Company employees for any purpose on Company premises.

Time Card Regulations Policy

M.E. Simpson Company, Inc. requires that each employee maintain a time card of his or her hours of work daily. This will keep a record of work attendance. For nonexempt employees, time cards will also be used to ensure the accuracy of paychecks. All nonexempt employees are required to accurately record their hours worked each day in Quickbase.

Each employee must only use his or her own time card. Employees who use a time card other than their own or edit another person's time will be subject to disciplinary action.

Employees are not allowed to log time above and beyond their scheduled shift without approval.

Employees should approve the hours recorded on their time cards at the end of each week.

Workers' Compensation Policy

M.E. Simpson Company, Inc. will provide workers' compensation, a type of accident and injury insurance, that compensates an employee for lost time, medical expenses and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any work-related injury or disease immediately (or as soon as practical) to their supervisor so that the necessary paperwork can be completed in a timely manner. Please note that under state laws, employees who fail to report work-related injuries in a timely manner may see a reduction or denial of their workers' compensation benefits.

If an employee experiences an accident or injury while at work:

- If it is an emergency call 911
- If it is not an emergency go to an Occupational Health Facility
- If there is not an Occupational Health Facility near, go to the ER at the nearest hospital (do not provide personal insurance card and let them know it's a worker's compensation matter)
- Make sure to contact your supervisor so that an accident report can be filled out

Employees returning to work from an injury or illness for which they were receiving workers' compensation must provide proof of rehabilitation or treatment from a licensed physician and verification that they are able to complete all job-related tasks. In the event that the employee returns to work under strict medical restrictions, the Company will make every reasonable effort to accommodate the employee's work ability and job responsibilities. Once a physician removes work restrictions, the employee is expected to perform his or her regular duties and will no longer receive workers' compensation benefits.

Employee Job Analysis

Position Title: Field Services Manager
Occupational Category: Technical/Management-Supervisory
Classification: Full-Time Non-exempt

Job Requirements

- A. Summary of Position - Under administrative direction, this position is responsible for directing and supervising the maintenance and operation of all projects secured by M.E. Simpson Company, Inc. Work involves the performance of duties of considerable difficulty, and is reviewed for progress and conformance to established standards by the Operations Manager, Manager of Projects and/or Administrator of Personnel.

- B. Job Duties
 - 1) Distributes work assignments for customer service, meter testing, leak location, valve location and exercising, cross connection control surveys/testing & repair, and water main location.
 - 2) Follow up on projects and inspect completed work.
 - 3) Operates all equipment, insures that said equipment is in fully operating condition.
 - 4) Participates in the evaluation and motivation of subordinate personnel. Instructs and supervises employee in proper work methods, issues hand tools, work apparel and safety equipment.
 - 5) Coordinates work with all groups concerned in a project.
 - 6) In coordination with the manager of projects, requisitions equipment and supplies, receives merchandise and maintains a running inventory of equipment and supplies.
 - 7) Performs other duties and assigned or may be required.

- C. Computer Skills and Software Used
 - 1) Windows operating system
 - 2) MS Office including Word, Excel and PowerPoint
 - 3) Google G Suite

- D. Reporting Structure
 - 1) Reports to the Operations Manager and Regional Sales Manager
 - 2) Project leaders, Technicians and Trainees working out of the regional location will report to this position

Employee Requirements

- A. Education and Training
 - 1) High School diploma or G.E.D. Certificate
 - 2) Minimum of five years of progressively responsible experience in a maintenance environment
 - 3) Previous supervisory experience preferred

General Practices

B. Skills and Aptitudes

- 1) Ability to establish and maintain effective working relationships with individuals and groups.
- 2) Ability to maintain confidential information, thorough knowledge of policies and procedures.
- 3) Ability to work within time constraints and to prioritize work.
- 4) Ability to perform duties with initiative and minimum supervision.
- 5) Ability to plan, coordinate and review the activities of others.
- 6) Ability to spell, read, write, speak and understand business English.
- 7) Ability to provide verbal and written instruction to others.
- 8) Ability to communicate effectively, both verbally and in writing.
- 9) Ability to prepare and maintain operational records.
- 10) Ability to design, implement and revise operating procedures and systems.
- 11) Ability to prepare plans and reports.
- 12) Ability to maintain composure in emergency situations.
- 13) Possession of a valid driver's license in your state of residence.
- 14) Driving record that is acceptable to M.E. Simpson Company's Insurance Carrier.
- 15) Ability to motivate subordinate personnel, thorough knowledge of supervisory principles and practices.
- 16) Considerable knowledge of the technical aspects of all M.E. Simpson company services.
- 17) Ability to perform all aspects of the Technician's position.

C. Environment and Physical

- 1) Work in inclement weather conditions
- 2) Be able to sit or stand for prolonged periods of time
- 3) Be able to travel to client locations daily

D. Licenses/Certifications

- 1) Possession of a valid American Red Cross or American Red Cross CPR/First Aid/AED card.
- 2) Possession of a valid Indiana Department of Environmental Management Cross Connection Control Inspectors license
- 3) Possession of a valid Indiana Department of Environmental Management Cross Connection Control Device Tester license
- 4) OSHA 30-hour card in General Industry
- 5) Valid American Traffic Safety Services Association (ATSSA) Flagger Card
- 6) Valid ATSSA Traffic Control Supervisor Certificate

Position Title: Project Leader
Occupational Category: Technical/Supervisory
Classification: Full-Time Non-exempt

Job Requirements

Under administrative/supervisory direction, this position is responsible for supervising and maintaining the technical operation of a project assigned by the administration and/or supervisor. Work involves the performance of duties of considerable difficulty, and is reviewed for progress and conformance to established standards by the Operations Manager, Customer Service Manager and/or Sales Manager.

- A. Job Duties
 - 1) Performs/manages work assignments for customer service, meter testing, leak location, valve location and exercising, cross connection control surveys/testing & repair, and water main location.
 - 2) Operates all equipment, ensures that said equipment is in fully operating condition.
 - 3) Instructs and supervises employee (Trainee, Technician I or Technician II) in proper work methods.
 - 4) Coordinates work with administration/supervisor for each assigned project.
 - 5) In coordination with the Manager of Projects/Senior Technicians, maintains a running inventory of equipment and supplies.
 - 6) Performs other duties and assigned or as may be required.
- B. Computer Skills and Software Used
 - 1) Windows operating system
 - 2) MS Office including Word, Excel and PowerPoint
 - 3) Google G Suite
- C. Reporting Structure
 - 1) Reports to the Operations Manager, Regional Sales Manager, and Field Services Manager
 - 2) Technicians and Trainees working out of the regional location will report to this position

Employee Requirements

- A. Education and Training
 - 1) High School diploma or G.E.D. Certificate
 - 2) Minimum of three years of progressively responsible experience in a maintenance environment
- B. Skills and Aptitudes
 - 1) Ability to establish and maintain effective working relationships with individuals and groups.
 - 2) Ability to maintain confidential information, thorough knowledge of policies and procedures.
 - 3) Ability to work within time constraints and to prioritize work.
 - 4) Ability to perform duties with initiative and minimum supervision.
 - 5) Ability to plan, coordinate and review the activities of others.
 - 6) Ability to spell, read, write, speak and understand business English.
 - 7) Ability to provide verbal and written instruction to others.
 - 8) Ability to communicate effectively, both verbally and in writing.
 - 9) Ability to prepare and maintain operational records.
 - 10) Ability to prepare plans and reports.

General Practices

- 11) Ability to maintain composure in emergency situations.
 - 12) Ability to maintain composure in emergency situations.
 - 13) Driving record that is acceptable to M.E. Simpson Company's Insurance Carrier.
 - 14) Considerable knowledge of the technical aspects of all M.E. Simpson company services.
 - 15) Ability to perform all aspects of the Technician's position.
- C. Environment and Physical
- 1) Work in inclement weather conditions
 - 2) Be able to sit or stand for prolonged periods of time
 - 3) Be able to travel to client locations daily
- D. Licenses/Certifications
- 1) Possession of a valid American Red Cross or American Heart Association CPR/First Aid/AED card.
 - 2) Possession of a valid Indiana Department of Environmental Management Cross Connection Control Inspectors license.
 - 3) Possession of a valid Indiana Department of Environmental Management Cross Connection Control Device Tester license.
 - 4) OSHA 30-hour card in General Industry.
 - 5) Valid American Traffic Safety Services Association (ATSSA) Flagger Card.
 - 6) Valid ATSSA Traffic Control Supervisor Certificate

Position Title: Senior Technician
Occupational Category: Technical/Service
Classification: Full-Time Non-exempt

Job Requirements

Under administrative/supervisory/crew leader direction, this position is responsible for supervising and maintaining the technical operation of a project assigned by the administration and/or supervisor/crew leader. Work involves the performance of duties of considerable difficulty, and is reviewed for progress and conformance to established standards by the Operations Manager, Manager of Projects and/or Administrator of Personnel.

A. Job Duties

- 1) Performs work assignments for customer service, meter testing, leak location, valve location and exercising, cross connection control surveys/testing & repair, and water main location.
- 2) Operates all equipment, ensures that said equipment is in fully operating condition.
- 3) Ensures that working vehicles are cleaned and maintained weekly.
- 4) Coordinates work with administration/supervisor for each assigned project.
- 5) In coordination with the Manager of Projects/Senior Technicians, maintains a running inventory of equipment and supplies.
- 6) Performs other duties and assigned or as may be required.

B. Computer Skills and Software Used

- 1) Windows operating system
- 2) MS Office including Word, Excel and PowerPoint
- 3) Google G Suite

C. Reporting Structure

- 1) Reports to the Operations Manager, Regional Sales Manager, Field Services Manager and Project Leaders
- 2) Has nobody directly reporting to this position

Employee Requirements

A. Education and Training

- 1) High School diploma or G.E.D. Certificate
- 2) Minimum of two years of progressively responsible experience in a maintenance environment

B. Skills and Aptitudes

- 1) Ability to establish and maintain effective working relationships with individuals and groups.
- 2) Ability to maintain confidential information, thorough knowledge of policies and procedures.
- 3) Ability to work within time constraints and to prioritize work.
- 4) Ability to perform duties with initiative and minimum supervision.

General Practices

- 5) Ability to plan, coordinate and review the activities of others.
 - 6) Ability to spell, read, write, speak and understand business English.
 - 7) Ability to communicate effectively, both verbally and in writing.
 - 8) Ability to prepare and maintain operational records.
 - 9) Ability to maintain composure in emergency situations.
 - 10) Possession of a valid driver's license in your state of residence.
 - 11) Driving record that is acceptable to M.E. Simpson Company's Insurance Carrier.
 - 12) Considerable knowledge of the technical aspects of all M.E. Simpson company services.
- C. Environment and Physical
- 1) Work in inclement weather conditions
 - 2) Be able to sit or stand for prolonged periods of time
 - 3) Be able to travel to client locations daily
- D. Licenses/Certifications
- 1) Possession of a valid American Red Cross or American Heart Association CPR/First Aid/AED card.
 - 2) Possession of a valid Indiana Department of Environmental Management Cross Connection Control Inspectors license
 - 3) Possession of a valid Indiana Department of Environmental Management Cross Connection Control Device Tester license
 - 4) OSHA 10-hour card in General Industry
 - 5) Valid American Traffic Safety Services Association (ATSSA) Flagger Card
 - 6) Valid ATSSA Traffic Control Supervisor Certificate

Position Title:
Occupational Category:
Classification:

Technician
Technical/Service
Full-Time Non-exempt

Job Requirements

Under administrative/supervisory/crew leader direction, this position is responsible for supervising and maintaining the technical operation of a project assigned by the administration and/or supervisor/crew leader. Work involves the performance of duties of considerable difficulty, and is reviewed for progress and conformance to established standards by the Operations Manager, Manager of Projects and/or Administrator of Personnel.

A. Job Duties

- 1) Performs work assignments for customer service, meter testing, leak location, valve location and exercising, cross connection control surveys/testing & repair, and water main location.
- 2) Ensures that working vehicles are cleaned and maintained weekly.
- 3) Ensures that vehicles have proper equipment and supplies for daily projects.
- 4) Ensure that offices are cleaned daily including trash cans and restrooms.
- 5) Performs other duties as assigned or as may be required.

B. Computer Skills and Software Used

- 1) Windows Operating system
- 2) MS Office including Word, Excel and PowerPoint

C. Reporting Structure

- 1) Reports to the Operations Manager, Regional Sales Manager, Field Services Manager and Project Leaders
- 2) Has nobody directly reporting to this position

Employee Requirements

A. Education and Training

- 1) High School diploma or G.E.D. Certificate

B. Skills and Aptitudes

- 1) Ability to establish and maintain effective working relationships with individuals and groups.
- 2) Ability to maintain confidential information, thorough knowledge of policies and procedures.
- 3) Ability to work within time constraints and to prioritize work.
- 4) Ability to spell, read, write, speak and understand business English.
- 5) Ability to communicate effectively, both verbally and in writing.
- 6) Ability to maintain composure in emergency situations.
- 7) Possession of a valid driver's license in your state of residence.
- 8) Driving record that is acceptable to M.E. Simpson Company's Insurance Carrier.

General Practices

- 9) Considerable knowledge of the technical aspects of all M.E. Simpson company services.
- C. Environment and Physical
- 1) Work in inclement weather conditions
 - 2) Be able to sit or stand for prolonged periods of time
 - 3) Be able to travel to client locations daily
- D. Licenses/Certificates
- 1) Possession of a valid American Red Cross or American Heart Association CPR/First Aid/AED card.
 - 2) Possession of a valid Indiana Department of Environmental Management Cross Connection Control Inspectors license
 - 3) Possession of a valid Indiana Department of Environmental Management Cross Connection Control Device Tester license
 - 4) OSHA 10-hour card in General Industry
 - 5) Valid American Traffic Safety Services Association (ATSSA) Flagger Card

Position Title:
Occupational Category:
Classification:

Trainee
Technical/Service
Full-Time/Part-Time Non-exempt

Job Requirements

Under administrative/supervisory/crew leader direction, this position is responsible for providing service and support to a project assigned by the administration and/or supervisor/crew leader. Work involves the performance of duties of considerable difficulty, and is reviewed for progress and conformance to established standards by the Operations Manager, Manager of Projects and/or Administrator of Personnel.

A. Job Duties

- 1) Performs work assignments for customer service, meter testing, leak location, valve location and exercising, cross connection control surveys/testing & repair, and water main location.
- 2) Ensures that working vehicles are cleaned and maintained weekly.
- 3) Ensure that offices are cleaned daily including trash cans and restrooms
- 4) Performs other duties as assigned or as may be required.

B. Computer Skills and Software Used

- 1) Windows operating system

C. Reporting Structure

- 1) Reports to the Operations Manager, Regional Sales Manager, Field Services Manager and Project Leaders
- 2) Has nobody directly reporting to this position

Employee Requirements

A. Education and Training

- 1) High School diploma or G.E.D. Certificate

B. Skills and Aptitudes

- 1) Ability to establish and maintain effective working relationships with individuals and groups.
- 2) Ability to maintain confidential information, thorough knowledge of policies and procedures.
- 3) Ability to work within time constraints and to prioritize work.
- 4) Ability to spell, read, write, speak and understand business English.
- 5) Ability to communicate effectively, both verbally and in writing.
- 6) Ability to maintain composure in emergency situations.
- 7) Possession of a valid driver's license in your state of residence.
- 8) Possession of a valid driver's license in your state of residence.
- 9) Considerable knowledge of the technical aspects of all M.E. Simpson company services.

C. Environment and Physical

- 1) Work in inclement weather conditions

General Practices

- 2) Be able to sit or stand for prolonged periods of time
 - 3) Be able to travel to client locations daily
- D. Licenses/Certifications
- 1) No licenses or certifications are required for this position.

Employee Acknowledgement Form

I _____ (employee's full name),

hereby confirm that I have read the 'Employee Handbook' and understand that it describes the conduct and behavior expected of me as an employee of M.E. Simpson Company, Inc.

Employee (signature)

Date

Employee ID No. _____