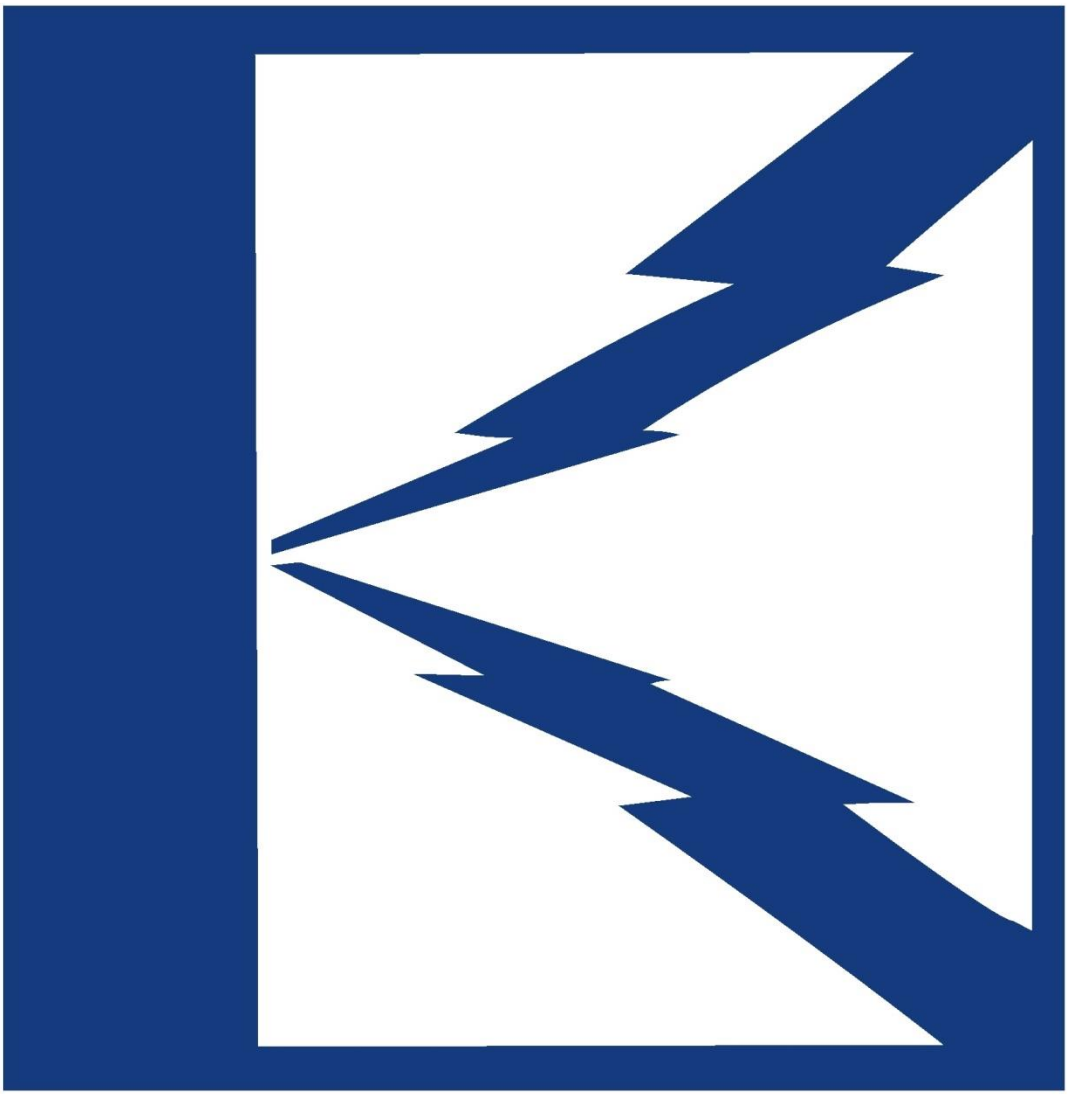


KURRENT ELECTRIC, INC.

EMPLOYEE HANDBOOK

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Section 1 – Introduction

1.1 Mission Statement

At Kurrent Electric, Inc. we strive to provide quality, dependable service to our customers by providing them with an educated and efficient staff that is on the cutting edge of the electrical and telecommunications industry.

1.2 Welcome to Kurrent Electric, Inc.

Welcome to Kurrent Electric, Inc. Here we provide services in many aspects of the electrical industry, including: residential, commercial, industrial, agricultural, and telecommunications. We provide services in new construction and remodeling construction. Also, we have an excellent staff that can provide quality service in troubleshooting any existing condition.

We offer to all of our employees the opportunity to become the very best in the industry, if they choose to do so, by supplying them with educational possibilities and an excellent learning environment. Our employees take a very active role in the progress of the company with monthly improvement meetings and company/safety meetings. We are continuing to improve the function of this company, and will do so throughout the duration of its existence. Therefore, we will provide the very best for our customers.

In the following, you will find the expectations and policies, developed and agreed upon by the members of this company. Once again, welcome, and we hope you will take advantage of all we have to offer and will contribute in the growth of Kurrent Electric, Inc.

Brett J. Krogman
President

1.3 Purpose of this Handbook

This handbook has been prepared to inform new and current employees of the policies and procedures of this company and to establish the company's expectations. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied; it does not guarantee employment for any length of time and is not intended to induce an employee to accept employment with the company.

The company reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current company policy arises, conform to current company policy. Every effort will be made to keep you informed of the company's policies, however we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this handbook.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.

1.4 At-Will Employment

Employment at this company is “at-will”. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary. Only Brett Krogman is authorized to modify the at-will nature of the employment relationship, and the modification must be in writing

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Section 2 – Workplace Commitments

2.1 Equal Opportunity Employment

Kurrent Electric, Inc. is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual’s race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Whenever possible, the company makes reasonable accommodations for qualified individuals with disabilities to the extent required by law.

2.2 Non-Harassment Policy / Non-Discrimination Policy

Kurrent Electric, Inc. prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including harassment. Consistent with its workplace policy of equal opportunity employment, Kurrent Electric, Inc. prohibits and will not tolerate harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be tolerated.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person’s protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person’s employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person’s work performance, or has the purpose or effect of creating an intimidating, hostile or offensive

working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Reporting:

Any company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor, office personnel, and/or Brett Krogman. The company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

2.3 Drug Free / Alcohol Free

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on company premises, or engaged in company business.

Kurrent Electric, Inc.'s shop, company vehicles, and all job sites are 100% smoke-free. Employees can smoke tobacco outside of the shop, where there is a receptacle available for trash. There is to be no smoking on any job sites at any time. Smoking must take place off of the job site.

Anyone violating this policy may be subject to disciplinary action, up to and including termination.

Kurrent Electric, Inc. reserves the right to randomly drug test employees at any time. Testing may also be done after an accident with company property or on a job site.

2.4 Open Door Policy

Kurrent Electric, Inc. has an open door policy and takes employee concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or a member of management.

Section 3 – Employment Classification

3.1 New Employees

When hired at Kurrent Electric, Inc., your first 90 days is considered a "probationary period". During these 90 days, the employee will be evaluated to determine future employment and can be dismissed at any time. No benefits are offered during this period.

3.2 New & Current Employees

Tools:

Each employee who works in the field should have hand tools, tool pouch, and a 4 ft. step ladder. Kurrent Electric, Inc. will assist you with the first set of these items, but unless reimbursed, they are the property of Kurrent Electric, Inc. and must be returned if you leave the company. Any damage or loss is your responsibility. An employee's final paycheck is held until all company property is returned.

Commonly used power tools (right angle drills, hammer drills, etc.) are provided by the company or the journeyman and should be treated as if they were your own. Any necessary repairs to company tools will be provided by the company.

Specialty tools (core drill, chugger, job box, telecommunications tools, etc.) are provided by the company, and their location should be recorded in the office or shop.

Vehicles and Gas Usage:

Each company vehicle should be well maintained and respected. Routine maintenance should be performed and reported to the office. There is no smoking allowed in company vehicle.

The company has acquired Casey's credit cards for company fuel usage. These fuel cards are to be used only for fuel purchases within the normal course of company business. Company business is defined as travel between warehouses, job sites, and the shop/office. Travel from

home to the shop/office or from the shop/office to home is not within the normal course of company business. Receipts from fuel purchases should be turned into the office weekly with your name, license plate number, and mileage recorded on them.

3.3 Superintendent

The Superintendent oversees the operations of all projects from planning to completion & manages the field personnel.

The following are the roles, responsibilities, & duties for Superintendents at Kurrent Electric:

- Scheduling – Set the daily schedules (out 1 week through job completion)
- Estimating
- Throughput – Manage, assess, record, & report (to Brett)
- Material Ordering/Organizing – Fire Alarm, Fixtures, Service Gear (large jobs), & Generators
- Lead weekly Supervisor Huddle Meetings – 7:30AM every Wednesday
- Fleet Management
- Coordinate sub-contractor work
- Jobsite visits to check quality and progress (Two per day)
- Contractor/Customer Contact – Coordinate between contractor & crew leaders
- Permitting – Assist office with timing and information
- AR/Invoicing Support – Review unbilled labor report & follow up on write ups
- Support Role – Job site process coaching & employee coaching
- Distributor Contact – Manage relationships, negotiate pricing & delivery timing
- Self-Improvement – Coach Tom meetings, Strategment, & Management
- Work Hours: Start at 7:15AM and average 45 hours per week

3.4 Full-Time Journeyman

A full-time journeyman is considered the crew-leader at each specific job. A journeyman must be a licensed employee in the electrical field in the area the work is being done. They should meet the requirements of the area issuing the license and be in good standing with that particular electrical board. A journeyman may be asked to do simple troubleshooting jobs, medium sized projects, assist in large projects, or manage large projects. The duty of each journeyman is to lead the project and educate the crew members. They should ensure that a quality and efficient job is being done in accordance to the current NEC. They are to delegate responsibility to members of the crew according to their skill level. They are in charge of recording all time and material for each job and providing a learning opportunity for those under them. A journeyman must also maintain a safe, fair, and efficient jobsite. Each journeyman is reserved the right to discipline, if deemed necessary, within the guidelines of the company.

3.5 Crew Leaders

A crew leader is the person in charge on the jobsite. He/She is not necessarily a journeyman.

3.6 Full-Time Apprentices

A full-time apprentice is required to assist their assigned journeyman for each project. They are required to complete the assigned tasks the journeyman delegates to them. In their abilities, they should progress towards their journeyman license. Apprentices are ranked by their expertise and years of employment at Kurrent Electric, Inc. As an apprentice gains more responsibility and knowledge, they have opportunities of pay increases and education. This evaluation is done throughout the employment of the apprentice.

3.7 Part-Time Apprentices/Summer Help

Part-time and summer help have the same duties as the full-time apprentices, but they may be required to do more general labor aspects of the job such as groundwork, clean up, etc. They still have the opportunity to gain hours towards their licensing and learn the skills of the trade. Part-time employees are required to give the office the hours they are available to work and required to report to the office during those time periods for their assignment or call the office if not available.

3.8 Office Personnel

Office personnel are responsible for answering the phones and greeting guests. They are a support team and a point of contact to the company owners, electricians, vendors, visitors, and customers. They are in charge of all internal information and organization of paperwork for employees and jobs.

3.9 Work Hours

Company work hours are from 7:30AM until 4:00PM with one half-hour unpaid lunch break. These hours may vary due to the workload or scheduling, with prior approval from the office. Job sites are to be manned by the crew leader until **at least 4:00PM sharp**. Overtime is defined as working hours in excess of 40 per week. Working hours exclude meetings, educational classes, vacations, and holidays.

3.9.1. Overtime Rules

Overtime is offered to all full-time employees when it is necessary. Overtime is defined as additional working hours after 40 work hours have been completed. Working hours and overtime hours exclude meetings, educational classes, vacations, and holiday. Kurrent Electric, Inc. reserves the right to declare mandatory overtime should the schedule deem it necessary.

Section 4 - Policies

4.1 Attendance

4.1.1. General Attendance

You are considered a full-time employee at Kurrent Electric, Inc. if you work 35-40 hours per week. In order to receive benefits, you must meet the minimum full-time requirements. If a full-time employee should miss this requirement twice in one month, they may be subject to the loss of some full-time benefits, or be required to compensate the company for the monetary value of the benefit for that month. If you are not able to attend work, you are **to report to the office** by 8:00AM that day (i.e. sick, doctor appointment, etc.). After three days of not showing up and not reporting in, you are considered self-terminated unless there are extenuating circumstances. Habitual tardiness is subject for possible termination. Extensive absences will require a doctor's note or they will be considered unexcused absences, thus resulting in self-termination, unless otherwise approved by Brett Krogman.

4.1.2. Tardiness & Breaks

Employees are expected to arrive on time and ready for work. An employee who arrives after their agreed upon scheduled arrival time is considered tardy. The company recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

Each employee is granted a half hour (30 minute) unpaid lunch break every day. The timing of this break is subject to the employee, management, or crew members at a job site.

4.1.3. Jury Duty

Kurrent Electric, Inc. understands that occasionally employees are called to serve on a jury. Employees who are selected for jury duty must provide a copy of their summons to the office and inform the office of their jury schedule. Time taken for jury duty is granted on an unpaid basis. Employees released from jury duty with 4 hours remaining in the work day are expected to return to work.

4.1.4. Voting

Employees are encouraged to participate in elections. Kurrent Electric, Inc. grants incremental time off to cast a ballot in an election, under conditions stated by Iowa State Law. Should extenuating circumstances arise while voting, notify the office as soon as

possible. A notification for taking time off to vote must be submitted in writing to the office before the day of election. Voting time is paid per Iowa State law.

Iowa Code 49.109 Employees entitled to time to vote

Any person entitled to vote at an election in this state who does not have three consecutive hours in the period between the time of the opening and the time of the closing of the polls during which the person is not required to be present at work for an employer, is entitled to such time off from work time to vote as will in addition to the person's nonworking time total three consecutive during the time the polls are open. Application by any employee for such absence shall be made individually and in writing prior to the date of the election, and the employer shall designate the period of the time to be taken. The employee is not liable to any penalty nor shall any deduction be made from the person's regular salary or wages on account of such absence.

4.1.5. Military Leave

Employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the *Uniformed Services Employment and Reemployment Rights Act of 1994*. To receive time off, employees must provide notice and a copy of their report orders to an immediate supervisor.

Iowa Code 29A.43

Members of National Guard, reserves, or state military called into temporary duty are entitled to reinstatement to former or a similar position. Leave does not affect vacation, sick leave, bonuses, or other benefits. Employee must give employer proof of satisfactory completion of duty and of employee's qualifications to perform the job's duties.

4.1.6. Leave of Absence

Regular full-time employees may request an unpaid leave of absence after the exhaustion of paid leave. A request for a leave of absence must be submitted in writing in advance to the employee's immediate supervisor. Leave of absences that are granted are unpaid, and will not be considered until an employee has exhausted all appropriate accrued leave balances. Continuation of employee benefits during a leave of absence will be addressed on an individual basis, as required by law.

4.2 Meetings

There will be some company meetings and certain educational classes that will require everyone to attend. These times are not considered working hours, but employees will be paid for their time at their base rate. Non-mandated meetings may or may not be reimbursed and would consist of meetings such as one that is required for license renewals.

There is a mandated company Safety Meeting every payday week Wednesday that everyone in the company is **required** to attend unless otherwise excused by a manager. Months which contain three pay periods will only hold two Safety Meetings.

4.3 Dress Code

Field

All employees working in the field need to wear a Kurrent Electric t-shirt, long-sleeve shirt, and/or sweatshirt (provided by Kurrent Electric). Also, durable jeans or work pants (no shorts) must be worn along with durable (preferable steel-toe) work boots. Tennis shoes will work as well, but will not offer as much protection. All shoes must be close-toed.

Office

All office personnel must wear a Kurrent Electric polo, t-shirt, long-sleeve shirt, and/or sweatshirt (provided by Kurrent Electric). Polo/Collared shirts are to be worn Monday – Thursday. Other Kurrent Electric apparel may be worn for casual Fridays. Must wear nice, clean pants/jeans (no holes or frays) and clean, comfortable shoes.

4.4 Time Cards

Time is recorded via the use of the mobile app, T-Sheets. Everyone is required to use this app in order to record their time. There are no longer going to be paper time cards for recording. Should any corrections need to be made for your T-Sheets time card, a Time Sheet Correction form is to be filled out within 48 hours or time will be deducted from your total.

When clocked in at the Office / Shop, there must be notes indicating why you are at the shop (i.e. Safety Meeting, Parts, etc.). All job clock-ins are geo-stamped into the company T-Sheets system.

4.5 Paychecks

Paychecks are issued every two weeks on Fridays at Safety Meetings and/or after 3:00PM. No exceptions unless otherwise approved by management.

4.6 Privacy

Employees and employers share a relationship based on trust and mutual respect. However, the company retains the right to access all company property including computers, desks, file cabinets, storage facilities, company vehicles, company cell phones, and files and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when on company grounds or while using company property.

All documents, files, voicemails, and electronic information, including e-mails and other communications, created, received or maintained on or through company property are at the property of the company, not the employee. Therefore employees should have no expectation of privacy over those files, documents, or items.

4.7 Personnel Files

The company maintains a personnel file on each employee. These files are kept confidential to the extent possible. Employees may review their personnel file upon request.

It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform the company of any change in name, address, home phone number, home address, marital status, number of dependents, or emergency contact information.

4.8 Theft

Theft of any material, tools, fuel, etc. is grounds for immediate termination. Falsifying time on your time card is also considered theft.

4.9 Insubordination

Actions that may offend or threaten people on company time may be subject to disciplinary action. The inability to accept the authority of <u>any</u> crew leader, journeyman, or management personnel is grounds for discipline.

Section 5 - Benefits

5.1 PTO (Paid Time Off)

PTO is available to full-time employees and is accumulated throughout the year at each pay period. PTO will begin accumulating from the date of employment and can be used after 90-day probationary period has expired. Any unused hours are carried over to the following year up to 180 hours. If there are more than 180 unused hours, anything over 180 will be lost, so use it or lose it.

PTO hours are distributed as follows:

1 - 4 years of employment = 60 hours / year (2.3 hours per pay period)
5 - 9 years of employment = 100 hours / year (3.8 hours per pay period)
10 - 14 years of employment = 140 hours / year (5.3 hours per pay period)
15+ years of employment = 180 hours / year (6.9 hours per pay period)

Unpaid time off may only be taken *after* **all** other available PTO has been used. After three total days of unpaid leave, approval for time off will be denied unless otherwise agreed upon between

the employee and Brett Krogman. We understand extenuating circumstances arise, so instances will be evaluated on a case-by-case basis.

5.2 Holiday Pay

This benefit is effective upon hire to all employees. Paid holidays are: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas.

Holiday hours paid are as follows:

Full-Time Employee: 8 hours
¾ Time Employee: 6 hours
Part-Time/Seasonal Employee: 4 hours

5.3 Health Insurance

Kurrent Electric, Inc. makes group health benefits available to eligible employees and their family members. Eligible employees are full time employees whose 90 day probationary period has ended. Kurrent Electric, Inc. pays for a portion of the single person's coverage and the remainder is deducted from the employee's bi-weekly paycheck.

Part time employees may also receive health insurance coverage; however, Kurrent Electric, Inc. does not pay for any portion. The complete cost of the health coverage will be the responsibility of the employee.

Employees can receive details about benefits provided, contribution rates and eligibility from the office staff.

5.4 SEP – Retirement Plan

The retirement plan is a full-time employee benefit. This is an investment type retirement plan that is available after probationary period has expired. Kurrent Electric, Inc. matches up to 3% of the employee's contribution of their total gross wages for one year.

5.5 Continuing Education

This benefit is open to all employees; it allows employees to learn and train to become more valuable to the industry. We offer a tuition program to a four-year electrical apprenticeship program, if good attendance and grades are maintained. We require that you commit six months of employment, after graduation, for every year of education completed. Failure to successfully complete an education course could disqualify the employee from future educational opportunities and impede their opportunities for advancement.

Throughout your career at Kurrent Electric, Inc. learning opportunities for such things as product certification, industry changes, and leadership will be offered to employees who show interest and excellence.

5.6 Safety Bucks

Safety Bucks is a full-time employee benefit and is available after 90 day probationary period has expired. Safety Bucks is a monthly accrual of funds that are available for employees to do with what they will. They are given under the circumstance that the employee has exhibited standard safety practices each month. Any violations of safety practices calls for a loss in Safety Bucks for that corresponding month. Employees are not allowed to go into the negative with their Safety Bucks. Should this happen, the employee cannot use any more Safety Bucks until it has accrued to a positive amount again, or they can take deductions from their paychecks in order to pay back the negative amount.

Monthly Safety Bucks amounts are given as follows:

Helpers & Office Personnel: $15 per month
Journeyman & Managers: $25 per month

5.7 Loss of Benefits

Upon statement of resignation or termination, all benefits are forfeited at that moment.

Section 6 – Safety Program

See separate Safety Program sheet for information: Employee Responsibilities, General Rules, Emergency Action Plan, Reporting Incidents, Job-Site Safety, Driving

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Section 7 - Disciplinary Actions

7.1 General Disciplinary Actions

Discipline for habitual offenders of the aforementioned policies would be in the order of the following, unless it is deemed extreme and calls for immediate dismissal. Formal disciplinary actions begin by being sent to the office by the crew leader.

Discipline per Offense is as follows:

First Offense: Verbal warning and written warning goes into personal file
Second Offense: (within six months of first offense) Three day unpaid suspension and a written warning goes into file
Third Offense: (within six months of second offense) Results in termination

7.2 Drug & Alcohol Policy Violations

7.2.1 Drugs

At any time throughout the work day, if you are under the influence you are considered in violation of the drug abuse policy and will be subject to the following policy and procedures.

Observations **and** testimonials will be documented and considered **reasonable suspicion** in having employees perform a drug test.

1) Failure to take test is considered self-termination
2) Tampering or altering the test is considered self-termination

When someone is under suspicion and asked to perform a drug test, they will then be placed on unpaid suspension until the test results have been evaluated.

1) Positive test results are considered self-termination
2) Negative test results will carry no repercussions and the employee will be fully reimbursed for time missed

7.2.2 Alcohol

At any time throughout the work day, if you are under the influence you are considered in violation of the alcohol abuse policy and will be subject to the following policy and procedures.

1st Offense:
Immediate dismissal for the remainder of that day without pay

2nd Offense:
In addition to 1st time offense, a 3 day suspension will be in place without pay

3rd Offense:
Considered self-termination

Company vehicle privileges will be affected as follows:

1st Offense:

Loss of vehicle for 2 consecutive weeks

2nd Offense:

Permanent loss of vehicle

3rd Offense:

Considered self-termination

Any incidents need to be reported to the office and the suspected offender is to be sent to the office immediately to be evaluated by a company officer.

Section 8 – Amendments

8.1 Vehicle Care (2/14/2018)

8.1.1 Mandatory Care

The following are items that must be completed if you are supplied a company vehicle:

- Wash vehicles once per month
- Clean and vacuum interior of vehicles once a month
- Get vehicle serviced regularly
- Let Brett or Jesse know when repairs are needed

The above items are to be done off the clock and not on the company's time. If you choose to wait for your vehicle while it is getting serviced, it is on your time, not the company's, as is cleaning your vehicle. Trucks will be inspected monthly, and if you do not meet the requirements disciplinary action may be taken.

8.1.2 Disciplinary Actions

1st offense – Verbal warning

2nd offense – Written warning

3rd offense – Loss of company vehicle (Employee will be responsible for getting themselves and all of the tools and material needed for the job to the job site)

If, for any reason, an employee feels that they cannot adhere to the Vehicle Care policy, they can leave their company vehicle at the shop at the end of each work day.

8.2 Social Media (10/3/2018)

8.2.1. General Policy

Kurrent Electric recognizes blogs, networking sites, and other social media (collectively referred to as "social media", defined below) as possible tools to support the company's operational goals. This policy applies to employees when they participate in social media as part of their job duties. It also applies to staff employees' participation in social media at any time that they give the appearance of speaking on behalf of the company or its affiliates; identify themselves as company employees or as affiliated with the company; or discuss the company or its affiliates. Employees are responsible for the content they publish on social media and should use good judgment. Employees should be mindful that the things they say or do on social media are publically available and searchable and may be forever accessible, which can be then associated to Kurrent Electric. Comments, expressions, and other postings on social media must be honest and respectful of others; respect confidential, personal, and proprietary information; and comply with applicable local, state, and federal laws and Kurrent Electric policies.

8.2.2. Social Media Definition

Social media definition: Online, electronic, or Internet media, tools, communities, and spaces for social interaction, sharing user generated content, or public or semi-public communication. Social media typically uses web-based technologies to turn communication into interactive dialogues. Social media can take many different forms, including internet forums, blogs & microblogs, online profiles, wikis, podcasts, pictures and video, email, text, instant messaging, music- sharing, and chat, to name just a few. Examples of social media include but are not limited to the following: Linkedin, Facebook, Instagram, Wikipedia, YouTube, Twitter, Pinterest, Snapchat, and blogs.

8.2.3. Social Media on Company Time

Being on social media on your cell phone or computer while on company time, including but not limited to Facebook, Facebook Messenger, Twitter, Instagram, Pinterest, Snapchat, etc. is also akin to being on a personal call while at work. Please do your best to focus during your work hours and check these applications during personal time like lunch breaks or at the end of the day. You are not to be on your personal social media during work hours in which you are clocked in unless you are working through the company's social media account(s).

Violation(s) of the social media policy will be subjective to progressive discipline, up to and including termination.

Acknowledgement of Receipt for Employee Handbook

(Employee Copy)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and Brett Krogman.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures of the company, whether outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

_____

(Signature of Employee)

_____

(Print Name)

_____

(Date)

_____

(Management Signature)

Acknowledgement of Receipt for Employee Handbook

(Employer Copy – Detach and retain for records)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook.

I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and Brett Krogman.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures of the company, whether outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

_____

(Signature of Employee)

_____

(Print Name)

_____

(Date)

_____

(Management Signature)