



# ENERGY MAINTENANCE AND MANAGEMENT, INC. EMPLOYEE HANDBOOK

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**Pages 37-42 need to be completed and returned to the office to be placed in your employee file.**

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## **OUR MISSION STATEMENT**

To be of service to others by providing superior service at competitive rates.

## **OUR COMMITMENT**

To keep our customers satisfied and provide our best work with everything we do.

## **OUR GOALS**

To continually grow our business, to provide secure employment for those who work for us, and most importantly, to keep our customers happy with our services.

## **WHAT WE DO**

- Commercial Electrical Service & Installation
- Lighting and Sign Service
- Underground Troubleshooting
- Bucket and Boom Truck Service
- Contract Projects
- Backhoe, Trencher & Auger Capabilities

## **ABOUT US**

With a licensed electrician on staff, we are able to address any electrical issues; from complete installations to upgrades, maintenance, repairs, troubleshooting and underground wiring problems.

Our truck-mounted aerial work platforms from 40 to 85 feet in the air enabling us to work on canopy lighting, parking lot lighting, high-rise signs, and everything in between.

We have radio-dispatched technicians. This means your emergency lighting issues can be resolved quickly.

## **EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Energy Maintenance and Management, Inc. will be based on merit, qualifications, and abilities. Energy Maintenance and Management, Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability-known or unknown, genetics, political affiliation or belief or any other characteristic protected by law. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

## **POLICY CONCERNING UNIONS**

Energy Maintenance and Management, Inc. strongly believes that a union is not necessary in our operations. We feel it is desirable for an employee to deal directly with management without the interference of a third party. WE DO NOT NEED OR WANT A UNION to represent our employees.

In a Union-Free Company, you can deal directly with management on all issues and problems that concern you with complete freedom to think and speak for yourself. It is not necessary for you or your co-workers to pay dues to a union in order to work and be treated fairly and with respect by the Company.

### **CONFIDENTIAL INFORMATION**

Access to all confidential information should be on a “need-to-know” basis only. Employees are not to disclose any such information to any other person in the Company unless there is a legitimate business reason for doing so or to any person outside the Company unless management has expressly stated that the information can be disclosed to that person. This obligation exists even after the employee leaves the Company. Any employee having access to our possession of Confidential Information must take all reasonable measures to safeguard such information. Confidential information may not be removed from work premises without prior written consent from management.

### **IMMIGRATION AND NATURALIZATION**

Form I-9, Employment Eligibility Verification, is the form that is required by the Department of Homeland Security to document eligibility for employment in the United States. All employees hired after November 6, 1986, must complete Section 1 of Form I-9 at the time of hire. The Company is responsible for ensuring that Section 1 of Form I-9 is timely and properly completed by you. The Company must check employment verification and ensure Sections 2 and 3 of the Form I-9 are properly completed.

Employers must complete Section 2 of Form I-9 by examining evidence of identity and employment eligibility within (3) business days of the date employee begins work. You may not continue employment without these identification documents.

### **PHYSICAL EXAMINATION**

Before starting work, any individual to whom the Company has made a conditional offer of employment may be required to have a complete physical examination by a physician selected by the Company. Pre-placement physicals may include drug screenings. Refusal to submit to a drug screening may result in revocation of an employment offer.

### **PERSONNEL AND MEDICAL RECORDS**

The employment application is an important phase of the hiring procedure and becomes a part of the employee's permanent record. Information submitted on the application form is held in confidence and is subject to verification. You are required to notify the Project Manager of any changes in address, telephone number, marital status, or dependents. Falsification of information or the discovery of unfavorable information as a result of investigation may result in discharge.

Persons requesting verification of employment will be given a hire date, title, and termination date, if applicable. Absent an appropriate release or Court directive, no information concerning performance or skill will be provided.

### **RESIGNATION**

If you plan to resign, please inform the office at least two (2) weeks in advance so that we will have adequate time to fill your position. Return any Company-issued items to your supervisor or project manager, who will typically conduct an exit interview.

### **REHIRE**

The Company, at its discretion, may rehire former employees. It will do so only after a thorough review of the employee's past personnel records and only by approval of management.

When a former employee is rehired, their benefits will begin based on their new hire date. They will be eligible for insurance after 90 days of their new hire date and will be eligible for holiday pay in one year of new hire date.

### **REDUCTIONS IN WORK FORCE**

Due to the seasonal aspect of the construction industry, occasional reductions in personnel are unavoidable. Should the Company be required to reduce the work force for economic or business reasons, employees will be treated in a fair and equitable manner. The following factors will be considered: qualifications, job performance, and length of service. The final decision, however, is reserved to management. If laid off due to this seasonal reduction, the employee can apply for rehire once workload increases.

### **EMPLOYEE BENEFITS INSURANCE**

The Company offers life, dental and health insurance to full time employees who have been employed by Energy Maintenance and Management, Inc. for a minimum of 90 days. A significant portion of the employee premium is paid by the Company for you. Dependent and Spousal coverages are available to those eligible at the expense of the employee. Because it is a group plan, the cost to you is usually considerably less than

what you would pay for a private plan. Upon nearing your eligibility date, contact the main office and discuss possible enrollment and benefits.

Through COBRA, you may be able to keep your job-based health plan even after leaving job. You would be responsible for the entire premium yourself, plus a small administration fee. For details, speak with our Company's group administrator.

You must notify the office staff of any changes in marital status or number of dependents within 30 days from the date this change occurs. Please also notify the office staff of any address change or coverage by a new company for you and/or your dependents, if they should occur.

### **ATTENDANCE POLICY**

Regular attendance is a condition of employment, and employees are responsible for prompt and regular attendance for their scheduled hours of work. It is the responsibility of employees to give notification in every instance of absence and tardiness. This notification, in all but the most unusual of circumstances, must be made by the employee within an hour of the start of the shift.

A. Discipline In the event an employee does not call in their absence/tardiness, the following disciplinary action will generally be taken:

- Warning One
- Warning Two
- Warning Three (Termination)

Occasionally, an employee will exhibit a pattern of absenteeism that must be corrected despite providing sufficient notification and having sufficient time off to cover those absences (i.e., consistently missing a specific day of the week; the day before or after a holiday; the day before or after a scheduled vacation). Any such pattern will be investigated, and Energy Maintenance and Management, Inc. reserves the right to impose disciplinary action, up to and including termination, for this type of absenteeism. Except where special circumstances warrant, an employee who has been absent three (3) consecutive days without calling in will be considered to have voluntarily resigned.

### **VACATION POLICY**

All full-time employees, after completing (1) year of service, are eligible for (1) week of paid vacation. Vacation is deemed as five (5) working days for a total of 40 hours. After an employee becomes eligible, vacation days may be taken (1) hour at a time, (1) day at a time, or (1) week at a time. Please notify your immediate supervisor at least (2) weeks prior to the time you would like to take vacation time. Vacation time should be scheduled

and is subject to the approval of the Project Manager or Management Team. Any unused vacation time will roll-over to the following year's total.

## **HOLIDAYS**

After 1 year of employment, all employees actively on payroll on the date celebrated as a holiday who work the scheduled day before the holiday and the scheduled day after the holiday are eligible for the following six (6) paid holidays:

- New Year's Day (Jan. 1<sup>st</sup>)
- Memorial Day (last Mon in May)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (1<sup>st</sup> Mon in Sept)
- Thanksgiving (last Thu in Nov)
- Christmas Day (Dec. 25<sup>th</sup>)

If the holiday falls on a Saturday or Sunday, we will observe it on the previous or next work day. For Example: If Christmas Day is on a Saturday, the holiday will be observed on Friday. If Independence Day is on a Sunday, the holiday will be observed on Monday.

Holiday pay is at the company's discretion and contingent upon the company's financial standing at the time.

## **SICK DAYS**

Energy Maintenance and Management, Inc. does not offer paid sick days. Time worked is time paid.

## **PAY AND SCHEDULING**

The pay period of Energy Maintenance and Management, Inc. runs from Sunday through Saturday. All time worked during this period will be paid on the Friday following the last day of the pay period. The workday is from 8:00 am to 5:00 pm. A 1-hour unpaid lunch period is provided during this time.

All of our clocking in, clocking out and pausing for break(s) is done via the ClockShark app. Employees will be required to download the free app to their mobile phone. Our office will issue them a username/password and they will clock-in when arriving at the shop or job site, clock out upon completion for the day and pause during any and all breaks they take throughout the day.

All of our paychecks are sent out via direct deposit. Please let the office staff know if your banking information changes at any time.

## **OVERTIME**

The workweek is Sunday through Saturday. If during that seven (7) day period you are not exempt and work in excess of 40 hours, you will be paid one and one-half (1-1/2) times your regular rate of pay for all time over 40 hours. Any vacation or holiday pay will not qualify towards hours worked for purposes of calculating overtime pay.

## **PAY DISCREPANCIES AND ADJUSTMENTS**

In the event you feel an error has been made in computing your paycheck and a discrepancy exists, contact your office manager. Be sure to list the dates applicable. If a discrepancy is found, we will correct the error on the following pay period.

## **JURY DUTY**

If an employee is summoned to serve for jury duty, the employee should promptly provide a copy of the summons to the Project Manager. Employees summoned for jury duty will be permitted time off, without pay to serve. These days are eligible for vacation days, if employee chooses to do so.

## **MILITARY/RESERVE LEAVE**

A military leave of absence will be granted to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

An employee's salary will not continue during a military leave unless required by law. However, employees may request to use any vacation time accrued during military leave. Benefit coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For leaves lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA and will be required to pay 102 percent of the total cost of their health benefits if they wish to continue the same benefits.

If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered vacation time; however, employees may elect to have their reserve duty period be considered as vacation time to the extent they have such time available.

## **SAFETY**

Safety is our top priority. All of our equipment is regularly inspected and is in compliance with OSHA regulations.

## **SAFETY POLICY STATEMENT**

Since Energy Maintenance and Management, Inc. was founded, we have made safety one of our most critical focuses of our business. Energy Maintenance and Management, Inc. believes safe business is smart business. We provide safety guidelines throughout the entirety of a job. Our employees are licensed, trained professionals that are equipped with the necessary protective gear to handle emergencies. All work performed by Energy Maintenance and Management, Inc. employees will take this safety policy into account.

All Energy Maintenance and Management, Inc. employees have the right to a safe working environment and their health and safety will come first in any matter.

The management of Energy Maintenance and Management, Inc. is committed to providing and maintaining a safe and healthful workplace for all employees. Safety is incorporated into every job we do. We adhere to federal, state, and local safety regulations as well as recognized safe work practices for our industry. Our business is conducted with the highest regard for the safety and well-being of all of our employees.

Safety is of the utmost importance; it is considered an integral part of every task every employee performs. Each worker at Energy Maintenance and Management, Inc. shall be just as responsible for how safely he or she performs his/her work as any other element of that task.

At Energy Maintenance and Management, Inc., we believe that no job is so important, that it cannot be performed in a safe manner. It is our policy that employees report that all accidents, injuries, and unsafe conditions to the appropriate company representative. Any unsafe condition must be corrected before work is begun.

The responsibility for workplace safety is shared among management, supervisors and employees. The full cooperation and competence with safety policies and procedures is required of everyone here at Energy Maintenance and Management, Inc. We are counting on you to do your part by recognizing your responsibility to incorporate safety into every task, every day.

If at any time, someone is found to be violating the safety protocol set forth, their job title will be immediately reassigned to 'helper' and they will begin working at helper's wage for the next 90 days, while retraining under a supervisor. After the 90-day period, the supervisor and management can decide whether they need to extend this probationary period or allow the employee to begin moving back up through the ranks.

## **PERSONAL PROPERTY**

Please limit, to the extent possible, bringing your personal property onto Company premises. The Company does not assume responsibility for theft or damage to your car, its contents, or any other personal property which you bring onto Company premises. This includes personal glasses, clothes, tools, etc. It is your responsibility to provide such insurance you deem appropriate to protect your personal property. Any damage, loss or theft should be reported to your supervisor or to the home office immediately.

## **SECURITY**

Violence in the workplace is a very real concern. The security of the Company, its facilities, and employee property is of primary importance. We ask that our employees be vigilant in their work areas and make sure that unauthorized people are not wandering around unattended and that personal items are not readily accessible.

Threats, stalking, threatening and abusive behavior, or acts of violence against employees, visitors, customers, and/or facilities or property by any one on Company property, on a Company-controlled job site, or in connection with Company employment or Company business will not be tolerated (even those made in jest). Violations of this policy may lead to corrective action up to and including termination of employment and/or referral to the appropriate law enforcement agencies for arrest and/or prosecution. Energy Maintenance and Management, Inc. reserves the right to take any necessary legal action to protect its employees, customers, facilities, and/or property.

Any person who makes threats, stalks, exhibits threatening behavior, or engages in violent acts on Company premises, on a Company-controlled job site, or in connection with Company employment or Company business shall be removed from the premises as quickly as safety permits and shall remain off Company premises pending the outcome of an investigation. Following the investigation, Energy Maintenance and Management, Inc. will initiate an immediate and appropriate response. This response may include but is not limited to suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or civil or criminal prosecution of the person or persons involved.

All employees are responsible for notifying his/her supervisor of any and all threats they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard as potentially threatening or violent or that could endanger the health or safety of an employee when the behavior has been carried out on Company property, on a Company-controlled job site, or is connected to Company employment or Company business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. Energy Maintenance and Management, Inc. understands the sensitivity

of the information requested and will respect the privacy of the reporting employee to the extent permitted by law.

## **HONESTY**

Energy Maintenance and Management, Inc. expects nothing less than total honesty from all employees. This makes a good working environment for employees and management. Theft or attempted theft will result in dismissal and possible legal charges.

## **EFFICIENCY**

Keep a business-like attitude. Your personal life should be kept separate from your work. The Company expects an employee's total attention during working hours for the safety of all employees and others.

## **SOLICITATION AND DISTRIBUTION**

It is the policy of Energy Maintenance and Management, Inc. to provide a work area for employees free from unnecessary interruptions, annoyances, clutter or possible embarrassment and confrontation. The Company believes that unrequested solicitation of employees often generates conflict, bad feelings and disharmony and that each employee should respect the privacy of his or her fellow employee by not seeking contributions for support for a "cause" of any sort.

Oral solicitation of employees or distribution of literature to employees for any purpose at any time, by outside agencies or by non-employees on Company property or Company work sites, is prohibited.

## **RESPECTING CUSTOMERS AND PEERS**

If a customer of the Company has specific rules or directives regarding the use of tobacco products, Vapes, or any other product or device on the customer's premises, the Company will follow those rules.

## **PERSONAL CELL PHONES**

No personal cell phones are to be on any Energy Maintenance and Management, Inc. jobsite. If you carry a personal cell phone, it must be left in a vehicle or the job trailer and can be used only during breaks or lunch.

Employees should never use any type of photographic feature on their cell phones to take pictures on Company premises (other than progress pictures), while conducting Company business, or at Company-sponsored functions without receiving written permission from Management to do so.

## SAFETY CONTACTS

Management is responsible for knowing and implementing applicable safety policies, directives and taking action as required to provide for the safety of the personnel and operations they supervise. This includes: taking positive action to determine and reduce, as necessary, the hazards associated with their operations, instructing employees in safe work methods and associated requirements, allowing only those employees that are qualified for the work to perform the work, and ensuring that employees perform all of their work in a safe manner.

Site supervisors shall be responsible for the safety of all employees under their supervision. They shall enforce all of the rules that apply to the hazards involved. They shall ensure the appropriate employee(s) receive necessary instruction to perform their job duties to the best of their abilities.

### **People to Contact in Emergency:**

1. If a medical emergency, dial 9-1-1.
2. If you hit a utility line when working, call:
  - Alabama: 1-800-292-8525
  - Florida: 1-800-638-4097
  - Georgia: 1-800-282-7411

If you should come into contact with a pipe, cable or its protective covering, excavation should stop immediately and notify 811 and the facility owner. 811 will notify the facility owner of the potential damage, but it is a best practice for the excavator to contact them directly as well so the facility owner can determine if there is any potential impact to the public.

**The law also requires that any damage that results in escaping flammable, corrosive, explosive or toxic liquids or gas shall notify not only the facility owner but also contact 911 and shall take reasonable actions to protect persons and property and to minimize safety hazards until the emergency responders and operator arrive to the site.**

3. If needing to update the office on the status of a job or an issue that has come up while working, call:

**Alabama Office:** Caran Rice (334) 258-4050 office or (404) 392-1635 cell

**Georgia Office:** Mark Lynn (678) 567-1143 office or (678) 923-0561 cell

## PROCEDURE

Energy Maintenance and Management, Inc. provides the following forums for interoffice communication as well as communication between our Energy Maintenance and Management, Inc. employees and our customers.

- Two-Way Communication between management and employees will occur on a regular basis through one of the following:
  - Written notice
  - Phone Call
  - E-Mail
  - Newsletters
- Governing bodies will be given regular communications regarding:
  - Training Opportunities
  - Financial Reports
  - Planning
  - Policies & Procedures
  - National & Local Information
- The majority of customer contact will come from office staff and management positions.
- When on a job site and customer interaction is necessary, employees of Energy Maintenance and Management, Inc. are to present themselves in an acceptable manner.

## COMPLAINT PROCEDURE

Energy Maintenance and Management, Inc. strives to treat employees in a fair and impartial manner. The Company pledges that it will do its best to settle employee complaints and problems fairly and promptly. We ask that if you have a problem or complaint that first you try to work it out with the foreman. If this is not possible, speak with your Project Manager or the Office Manager at the Company's office. Regardless of the situation, employees should be able to openly discuss any work-related problems and concerns without fear of retaliation.

If an employee has a concern about discrimination and/or harassment, please contact your Project Manager or Office Manager to report these issues. The reporting procedures are set forth in the Company's Discrimination and Harassment Policy.

## DISCRIMINATION AND HARASSMENT POLICY

### A. Discrimination and Harassment in General

Energy Maintenance and Management, Inc. strives to maintain a work environment in which employees are free from all forms of discrimination and harassment. Actions, words, jokes, or comments based upon an individual's sex, race, color, national origin, age (40 and over), religion, genetics, known disability, or any other legally protected characteristic will not be tolerated in the workplace. Violation of this discrimination and harassment policy can result in disciplinary action, up to and including termination of employment.

### B. Sexual Harassment

Sexual harassment is prohibited by law and, for purposes of this policy, includes but is not limited to the following conduct:

1. Unwelcome verbal or physical conduct of a sexual nature when submission to the conduct is made either an explicit or implicit term or condition of employment, such as promotion, training, timekeeping, overtime assignments, or leaves of absence;
2. Unwelcome verbal or physical conduct of a sexual nature when submission to or rejection of the conduct is used as a basis for making employment decisions; or
3. Unwelcome verbal or physical conduct of a sexual nature when the conduct has the purpose or effect of substantially interfering with a reasonable individual's work performance or creating an intimidating, hostile, or offensive work environment for a reasonable employee.

### C. Coverage

Energy Maintenance and Management, Inc. strictly prohibits any employee, including supervisors and managers, or any nonemployee, including customers, visitors, and independent contractors, from participating in discrimination and harassment during work hours, during business involving the Company, while on Company property, or at Company-sponsored events.

Management at all levels of the Company is responsible for preventing discrimination and harassment in the workplace. This responsibility includes immediately reporting conduct by anyone, whether a co-worker, supervisor, manager, or nonemployee, that may constitute discrimination or harassment, even if the conduct was sanctioned and regardless of how awareness of the conduct was gained.

### D. Complaint Procedure

## 1. Complaint Reporting

- a. Any employee who believes that he/she has been subjected to discrimination or harassment by anyone is encouraged, but not required, to promptly tell that person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.
- b. If you have a complaint of discrimination or harassment, immediately bring it to the attention of the President or Vice President.

## 2. Investigation and Resolution

- a. After notification of the complaint, an investigation by one of the above listed officials, or their designees, will immediately be initiated to gather all the facts about the complaint.
- b. During the investigation, it may be necessary to suspend the accused, with or without pay.
- c. After the investigation has been completed, a determination will be made by an appropriate member of management regarding the resolution of the complaint. The employment history of the accused and any similar complaints of prior unlawful discrimination and/or harassment will be taken into consideration. If warranted, disciplinary action, up to and including termination, will be imposed. Other appropriate actions may also be taken to correct problems caused by the conduct.

## 3. Confidentiality

All complaints will be handled as confidentially as possible

## D. Retaliation

Retaliation against employees who bring discrimination or harassment charges or assist in investigating charges is prohibited. Energy Maintenance and Management, Inc. also prohibits retaliation against any other employee of Energy Maintenance and Management, Inc. who is a relative or significant other of an employee who has brought discrimination or harassment charges or who has assisted in investigating such charges. Retaliation in violation of this policy may result in disciplinary action, up to and including termination of employment. Any employee bringing a complaint of discrimination or harassment or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment nor discriminated against or discharged as a result of reporting the complaint.

## DISCIPLINARY PROGRAM

Energy Maintenance and Management, Inc. hereby implements the following disciplinary procedures for employees who do not abide by the company safety policies. These rules will be enforced and actions will be taken if the safety criteria are not followed by any Energy Maintenance and Management, Inc. employee including, but not limited to: supervisors, foremen, climbers, electricians, helpers, office personnel, groundsmen, and any other person employed by Energy Maintenance and Management, Inc.

### **Energy Maintenance and Management, Inc.'s Safety Policy:**

- Complies with the Z133.1 & OSHA guidelines
- Complies with the Safety Program taught weekly
- Complies with the following:
  - Ultimately, everyone is responsible for their own safety, and the safety of those around them
  - Employees must have a conscience and positive attitude towards safety
  - Employees must always think safety and precaution when assessing a job
  - Employees must NEVER begin work without a site inspection. The foreman will determine job briefing before starting work so activities are clear for everyone
  - Employees must always be conscience of potential hazards
  - Employees must always be AWARE and ALERT of surroundings, people and objects above and below, near and far
  - Employees must communicate effectively with others (be a good listener)
  - Employees must wear Personal Protective Equipment (eye/hearing/body protection-boots, hard hats, glasses, proper clothes, etc.)
  - Employees must be trained in Emergency Response as it pertains to our line of work and hazards we are exposed to on a regular basis
  - Employees must be aware and comply with all OSHA and ANSI Safety standards
  - Employees must operate equipment in a safe manner according to the equipment safety specifications
  - All vehicles must be equipped with all necessary safety gear such as first aid, traffic control items, personal protective equipment, etc.
  - Any other general safety measures that avoid putting someone in harm's way should be taken to avoid any and all accidents
- Energy Maintenance and Management, Inc. has a (4) strikes "you're out" policy in most cases. All employees, including all levels of management, are held

accountable for obeying site safety and health rules. The following four step disciplinary policy will be applied to everyone by the appropriate level of supervisor:

- Oral warning
- Written reprimand to be filled in office and is valid for a 6 month period
- Two-day suspension from work-unpaid beginning the day after the offense
- Immediate dismissal from Energy Maintenance and Management, Inc.
- Immediate dismissal is at the discretion of management and will always occur with drug or alcohol use, theft, lack of harness use, inappropriate or disorderly conduct with peers, management or customers, any other action deemed unfit by management, or at-will.
- The project manager, project superintendent and/or foreman of the job is responsible for bringing up wrong doings to the head of Energy Maintenance and Management, Inc. The person over that job then has firing authority and can fire on-the-spot if necessary.
- A safety violation is: not following verbal or written safety procedures, guidelines, rules, horse play, failure to wear proper PPE, abuse of selected PPE, etc.
- When a safety violation notice has been issued, the following procedure should occur:
  - Meet with the employee(s) to discuss the infraction
  - Inform the individual(s) of the rule or procedure that was violated
  - Corrective action to be taken (warning, write-up, or termination)
- The following is a list of the conduct that may result in immediate termination without prior warning. This list is not all inclusive. The Company retains the right to immediately dismiss any employee.
  - Supplying false or misleading information of a material nature when applying for employment or any time during employment, falsifying Company records, reports, work records, time records or the work or time records of other employees, or providing false information during any Company investigation;
  - Theft, misappropriation or inappropriate removal or possession of Company or employee property;
  - Using firearms, dangerous or deadly weapons or explosives in an unsafe manner on Company premises or while off Company premises conducting Company business;
  - Reporting for work under the influence of intoxicants or drugs, drinking alcoholic beverages, using or possessing alcohol, illegal drugs or

prescription drugs not prescribed to the employee either during working hours or during breaks, either on or off Company premises, or reporting to work in a physical condition which makes it unsafe for the Company or the employee;

- Refusing to submit to a drug and alcohol testing at the request of the Company;
- There is to be no vaping (both non-nicotine and nicotine products) or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) in any part of the Company building or any Company vehicles or machinery owned, leased or rented by the Company;
- Refusing to obey a direct order of a supervisor, being insubordinate or disobedient, or making inappropriate threats to any person;
- Disrespectful, disorderly, immoral, indecent, immature or other inappropriate conduct; gambling, assault, battery or fighting on Company premises or job site or while conducting Company business; coercion, intimidation or threats of any kind against coworkers or customers; using vulgarity or failing to give a high degree of service and courtesy to any customer;
- Abusing or defacing Company property or property of other Contractors or customers, stealing, immoral conduct or any act on Company premises intended to destroy property or inflict bodily injury;
- Intentional or negligent damage to the Company, its property, its employees or its employees' property;
- Soliciting persons for immoral purposes or the aiding and/or abetting of the same;
- Offering or taking a bribe of any kind in connection with work;
- Interfering with and or hindering of work schedules, failure or refusal to do assigned work or to follow standard work procedures;
- Failure to perform job or work assignments satisfactorily, safely and efficiently;
- Sleeping on duty;
- Excessive absenteeism and tardiness;
- Failure to report to work;
- Failure to observe established fire, safety, civil defense rules or common safety practices, participating in or originating practical jokes, pranks or horseplay which might endanger the safety of others or Company property, failure to report promptly any job-related accidents;

- Creating or contributing to an unsanitary or unsafe condition;
- Sabotage;
- Harassment, including but not limited to sexual harassment and other forms of unlawful discrimination;
- Unauthorized disclosure of Company business secrets, personnel information or confidential information.

The above-mentioned rule violations are only examples of offenses which could result in discharge. Other situation of similar nature may arise, and they may also result in discharge or other appropriate discipline. The Company retains the right to impose any discipline, including termination, for any offense, even a first offense.

Any employee who is suspected of violating a rule for which the penalty could be immediate discharge may be suspended without pay pending an investigation. Neither vacation time nor bonus time may be used in lieu of pay while suspended. If found totally innocent of any offense, the Company may agree to reinstate the employee with pay. The employee shall be informed of the disciplinary action within five (5) working days after the violation is known to the Company unless notified that additional time is needed to conclude the Company's investigation.

## DRUG AND ALCOHOL POLICY

**The Company is committed to providing a safe and healthful workplace for all employees. To accomplish this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner. All questions concerning this policy or related to the Company's position on drug and alcohol use should be directed to the Company's Safety Director: Caran Rice 334-258-4050 or energymaint@live.com ATTN: CARAN**

- Energy Maintenance and Management, Inc. is a drug-free workplace and has a **zero tolerance** policy.
- There is to be NO alcohol or illegal substances on our premises or in our property at any times. This means stopping at the gas station to get a 6-pack (even if never opened), is a firing offense.
- There is a testing component for all of our employees.
- Energy Maintenance and Management, Inc. insists it is their employees' responsibility to be free from impairment while on duty.
- Employees of Energy Maintenance and Management, Inc. are subject to drug and alcohol screenings: pre-employment, periodically during employment, and post-accident.
- In accordance with DOT Rule 49 CFR:

Mark Lynn, President of Energy Maintenance and Management, Inc., acts as a Designated Employer Representative (DER) for this company. In this role, he is responsible for exercising his authority to remove an employee from safety sensitive functions if they do not pass the drug or alcohol test given.

- Urine, Hair, and/or Breathalyzer Tests will be given
- Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to urine, if the urine was diluted, or if the specimen was substituted.
- As an employee, you have refused to take a drug test if you:
  - Fail to appear for any test within a reasonable amount of time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called.
  - Fail to remain at the testing site until the testing process is complete; provided, that an employee who leaves the testing site before the testing

process commences for a pre-employment test is not deemed to have refused to test

- Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations; provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test
- In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen
- Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- Fail or decline to take an additional drug test the employer or collector has directed you to take
- Fail to undergo a medical exam or evaluation, as directed. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment.
- Fail to cooperate with any part of the testing process (e.g. refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- For an observed collection, fail to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process
- Admit to the collector that you adulterated or substituted the specimen
- As an employee, if you refuse to take a drug test, you incur the consequences specified under DOT agency regulations for a violation of those DOT agency regulations.
- Detailed records of these screenings are kept detailing compliance.
- Because Energy Maintenance and Management, Inc. is a certified Drug-Free Workplace in the state of Georgia, we receive discounts on Worker's Compensation Insurance.

**Drug-Free Work Environment** – The Company insists upon a safe, drug-free work environment for the benefit and wellbeing of all employees. Except as provided below, the consumption of alcohol by employees at any time on Company property or while on Company business is prohibited. The possession, use, manufacture, distribution, dispensation, sale or purchase of illegal drugs, controlled substances or other intoxicants by employees at any time on Company property or while on Company business is prohibited. Employees must not report for duty, be on Company property, in Company vehicles, or on Company business with any illegal drugs, or their metabolites, or alcohol in their bodies.

**Alcohol** –The consumption or possession of alcoholic beverages on Company property, in Company vehicles, or while on Company business is a violation of this policy.

**Drug Paraphernalia** – It shall be a violation of this policy for any employee to use or possess drug paraphernalia on Company property, in Company owned vehicles, or while on Company business. Drug paraphernalia includes pipes, bongs, rolling papers, and other items used in the ingestion or consumption of illegal drugs.

**Prescription or Over-the-Counter Medications** – No prescription drugs shall be brought onto Company property or possessed by an employee while on Company business for whom the drug is not currently prescribed by a licensed medical practitioner. Employees shall use prescription medications only in the manner, combination, and quantity prescribed. If an employee has any question or concern as to his/her ability to safely and efficiently perform his or her job while taking prescription drugs or other medications (over-the-counter), the employee shall report the use of that drug or medication to the Company’s Safety Director, who will in turn have the employee contact their physician for a determination of the ability of the employee to work while using that drug. In this case, an employee may continue to work even while taking the prescription drug or other medication, if the Physician has determined that the employee does not pose a threat to his or her own safety, or the safety of co-workers and that the employee’s job performance will not be significantly affected by the prescription. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate actions as determined by the Company. An acceptable physician’s evaluation and release will be required before an employee will be permitted to return to work. Failure to report a prescription drug that does have an effect on the employee’s ability to perform his or her job so that a determination of fitness to work can be made is a violation of this policy.

## **Drug and Alcohol Testing Programs**

**A. Pre-employment Drug Testing** – The Company requires that every newly hired employee be free of intoxicating beverages, illegal drugs, controlled substances, other intoxicants and unauthorized prescription medications. All offers of employment are conditioned upon and subject to the applicant passing a urine test and/or other appropriate test for alcohol and drug use. Any offer of employment made to an applicant shall be withdrawn from any applicant who refuses to submit to the alcohol and drug test or who fails to pass the alcohol and drug use test, except when such use is for bona fide medical reasons and under the direction of a licensed physician or dentist. The applicant shall not be considered for future employment with the Company for a period of twelve (12) months from the date the offer of employment is withdrawn.

**B. Reasonable Suspicion Drug and Alcohol Testing** – Each employee shall be tested for alcohol and drug use when there is reasonable cause to believe the employee is under the influence of intoxicating beverages, illegal drugs, controlled substances, other intoxicants, or unauthorized prescription medications (i.e., observed behavior, involvement in an on-the-job accident or incident, chronic absenteeism and tardiness, unusual or abnormal conduct, or possession of intoxicating beverages, illegal drugs, controlled substances, other intoxicants or unauthorized prescription medications). When the Company has a reasonable suspicion that an employee is, or may be, impaired or affected on the job by alcohol or illegal drugs and when the Company has reasonable suspicion that alcohol or illegal drugs are, or may be, in an employee's bodily system in violation of this policy, an employee will be required to submit to an alcohol and drug screen test immediately upon demand by the Company. Any employee testing positive for illegal drugs or alcohol will be in violation of this policy. Refusal to provide a urine or breath sample under such circumstances will also be a violation of this policy.

**C. Alcohol/Drug Screening Following Accidents or Injuries** – Employees involved in accidents or injuries while on Company property or while engaged in Company business may be required to submit to alcohol and drug screen tests, unless the employee's actions can be completely discounted as a factor to the accident. Any employee testing positive for illegal drugs or alcohol will be in violation of this policy. Refusal to provide a urine or breath sample under such circumstances will also be a violation of this policy.

**D. Random Testing** – Any employee may be subject to a random alcohol and drug test on a periodic basis. Employees will not be required to submit to a random testing

more frequently than four times per year. Only a limited number of employees will be selected for random testing when such testing is conducted. Employees will be selected for random testing based upon neutral selection criteria.

**Alcohol Testing** – A positive test for alcohol for employees is defined as a test where the level of alcohol in the body is at or above the legal limit as defined by the United States Department of Transportation in 49 CFR Part 40.

**Falsification** – It shall be a violation of this policy for any employee to provide false information in connection with a urine or breath sample administered under this policy, or to attempt to falsify test results through tampering, contamination, adulteration, or substitution.

**Testing Laboratory and MRO** – The Company uses qualified vendors to administer its drug and alcohol testing programs. The Company also appoints Medical Review Officers (MRO) to review all drug test results. An MRO is a licensed physician with knowledge of drug abuse disorders. No laboratory result reported as “positive” will be regarded as a positive result nor will related personnel actions ensue unless the laboratory report reflects the application of a confirmatory assay method (e.g., gas chromatography/mass spectrometry), and the MRO ascertains that the laboratory positive result was not due to prescribed drug use or any other valid reason. Employees with valid positive results, as defined by the results of the drug or alcohol test and MRO review, will be in violation of this policy.

**Consent** - Applicants and employees, prior to testing, must sign an approved form consenting to the testing and consenting to the release of the test results to the Company. The Company will allow applicants and employees the opportunity, prior to testing, to confidentially list all prescription and non-prescription drugs they have used in the last thirty days and to explain the circumstances surrounding the use of such drugs.

**Positive Result** - The Company, prior to taking any action, will give all employees who test positive the opportunity to explain in writing concerning the reason for the test results or to provide any exonerative information. The Company will terminate any employee who tests positive for alcohol or drugs a second time.

**Searches** – Employees are subject to search when the Company has reasonable cause to believe that he/she is in possession or under the influence of intoxicating beverages, illegal drugs, controlled substances, other intoxicants, or unauthorized prescription medications in violation of this policy. Further employees are subject to search when the Company has reasonable cause to believe that they are using,

manufacturing, distributing, dispensing, purchasing or selling intoxicating beverages, illegal drugs, controlled substances, other intoxicants, or unauthorized prescription medications on Company premises, or on Company business, or in a Company supplied vehicle or during work hours. If it is determined by the Company that reasonable cause exists to conduct a search, the employee may be requested to empty pockets or other containers, and the employee's locker, desk, or other Company property under the control of the employee, as well as the employee's personal effects on Company property. Any person refusing to fully cooperate with this process will be in violation of this policy.

**Company Property** – Any illegal substances found on Company property (including Company parking lots, and vehicles) or in the possession of an employee will be turned over to a law enforcement agency. The company will cooperate with law enforcement authorities in the investigation and prosecution of any criminal offense in violation of this policy.

**Self-Identification** –Any employee who feels that he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance by contacting the Company's Safety Director. If an employee comes forward to the Company with his/her problem prior to be asked to submit to drug and alcohol testing, and otherwise prior to the Company learning of a violation of this policy and outside of the drug and alcohol testing process, that employee will be referred to an employee assistance program, counseling, or a drug or alcohol rehabilitation program. Any costs for counseling or rehabilitation shall be borne by the employee. Employees who self-identify and desire treatment shall be put on unpaid leave as necessary for purposes of completing such treatment. Upon verification that treatment has been completed, such employees shall be entitled to return to work. However, if the Company learns of a violation of this policy, through drug or alcohol testing or otherwise, before the employee comes forward, an employee's decision to obtain treatment then will not preclude disciplinary action including termination. Each request for assistance will be treated confidentially and only those persons with a need-to-know will be made aware of the request.

**Criminal Charges** – Employees charged with or convicted of drug or alcohol offenses related or unrelated to work, including but not limited to arrests or convictions for DUI, will be in violation of this policy. Offenses unrelated to work may be deemed a violation of this policy, if in the sole discretion of the Company, it is determined that the underlying conduct may have a negative impact of the Company's reputation or is contrary to the underlying goal or purpose of this policy. Employees must notify the Company of any arrest or conviction of a criminal drug statute, including but not

limited to any arrests or convictions for DUI, within five days of the arrest or conviction. Failure to do so shall be a violation of this policy.

**Violations of This Policy** - Any employee who violates any provision of this policy will be subject to disciplinary action, up to and including discharge, even upon a first offense. The Company reserves the right to require employees that violate this policy to participate at their own expense in substance abuse treatment or rehabilitation programs acceptable to the Company, submit to random periodic testing for drugs or alcohol, or take such other steps as deemed appropriate by the Company. The Company reserves the right not to consider for re-hire any employee who was terminated for violating this policy. In addition, the Company will terminate any employee who tests positive for alcohol or drugs while undergoing treatment and/or counseling for alcohol or drug abuse, regardless of whether such treatment and counseling is voluntary or required by the Company.

**Confidentiality** – Testing information will be distributed only on a “need-to-know” basis to persons directly responsible for the initial or continued employment decisions. The testing programs of the Company will avoid, to the fullest extent possible, acts which may contribute to injuring the reputation of the tested individuals. The results of tests are to be used only for the purposes indicated above, and are not to be disseminated further without approval of the Company.

**Cost of tests** – The Company will pay for the costs of all drug and alcohol tests required under this policy.

## FIRST AID

**Energy Maintenance and Management, Inc. provides First Aid Kits in every vehicle and office. We try to keep items up-to-date and stocked. Please notify office staff if materials are running low and need to be re-ordered.**

- First aid services and provisions for medical care shall be made available by Energy Maintenance and Management, Inc. for every employee covered by these regulations. Regulations prescribing specific requirements for first aid, medical attention and emergency facilities are contained in subpart D of this part.
- In the absence of an infirmary, clinic, hospital or physician that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first aid shall be available at the worksite to render first aid.
- First aid supplies shall be easily accessible when required. We have a first aid kit on every vehicle and in both of our office locations so they are easily accessible.
- First aid kit shall consist of appropriate items that are adequate for the environment in which they are used.
- Energy Maintenance and Management, Inc. is responsible for ensuring the availability of adequate first aid supplies, and periodically reassess the demand for supplies and adjust their inventories. For construction operations, kits should be checked before being sent out to each job, at least weekly.
- Proper equipment for prompt transportation of the injured person to a physician or hospital shall be provided.

## **Fitness for Duty (FFD) Program**

### THE REASON FOR OUR POLICY

Energy Maintenance and Management, Inc. is committed to promoting a safe and healthy environment for its employees, customers, and suppliers. Such an environment is possible only when each employee is able to perform his or her job duties in a safe, secure and effective manner and remains able to do so throughout the entire time they are working. Employees who are not fit for duty may present a safety risk to themselves and others.

### POLICY SUMMARY

This policy outlines the responsible parties and necessary actions when an employee's fitness for duty is in question, the steps necessary to assess the employee's physical or mental capabilities, necessary follow-up, and return to work protocol.

### POLICY STATEMENT

This policy covers only those situations in which an employee is:

- Having observable difficulty performing his/her duties in an effective manner that is safe for the employee, their coworkers, suppliers, customers, and other bystanders.
- Posing a serious safety threat to themselves or others

The policy prescribes the circumstances under which an employee may be referred to an independent, licensed health care evaluator for a fitness for duty evaluation should either of those situations be present.

An employee shall not be allowed to work unless he/she maintains a fitness for duty required for the safe performance of essential job functions, with or without reasonable accommodation. Each employee is required to report to work in an emotional, mental and physical condition (including free of the effects of alcohol and drugs) necessary to perform his or her job in a safe and satisfactory manner.

This policy does not apply to employees with short-term, infectious/communicable diseases (e.g. stomach bug, cold & flu). If an employee exhibits symptoms of an infectious/communicable disease, the supervisor may ask the employee to leave the workplace in order to have their symptoms evaluated by the employee's own healthcare professional at the employee's expense or to ride out the symptoms away from work to avoid passing the sickness on to others.

A fitness for duty evaluation is designed to address behavioral changes in an employee that may pose a potential threat to self or others in the workplace. Application of this policy is not intended to substitute for company policies or procedures related to chronic performance or behavioral problems or as a substitute for discipline. Supervisors shall continue to address performance or behavioral problems through the performance appraisal process and to implement appropriate corrective or disciplinary action.

Energy Maintenance and Management, Inc. is required to comply with federal disability law. In general, the ADA prohibits:

- Employers from requiring an employee to submit to a medical examination
- Employer inquiries into whether an individual has a disability

However, the protections afforded to employees by the ADA are not without limits. Federal law permits Energy Maintenance and Management, Inc. to require a medical examination of an employee if the requirement for the exam is job-related, consistent with business necessity, and if Energy Maintenance and Management, Inc. has a reasonable belief that:

- The employee's ability to perform essential job functions may be impaired by a medical condition
- An employee may pose a direct threat (i.e. significant risk of substantial harm to the health and safety of self or others) due to a medical condition.

#### FITNESS FOR DUTY REQUIREMENTS

An employee is expected to perform essential job functions in a safe and effective manner, and to discuss with their supervisor any circumstances that may impact their ability to do so. Energy Maintenance and Management, Inc. may require professional evaluation of an employee's physical, emotional or mental capacities to determine their ability to perform essential job functions. Energy Maintenance and Management, Inc. shall protect the confidentiality of the evaluation and the results.

Employees who have the responsibility for on-call shifts must meet the fitness for duty standard during the entire on-call period.

Non-compliance with a request for a fitness for duty evaluation shall be cause for disciplinary action.

The employee's satisfactory work performance is the basis for continued employment. Participation in a treatment or rehabilitation program does not guarantee continued employment and may not necessarily prevent disciplinary action for violation of Energy Maintenance and Management, Inc. policies. An employee must comply with all recommendations resulting from a fitness for duty evaluation to be allowed to return to work. Employees referred for an evaluation will be prohibited from working or appearing for work until an evaluation is completed and the employee has been approved to return to work. Compensation during this time of non-working shall be discontinued until returning to work.

As a condition of employment, both employees and applicants for employment are subject to substance screening under circumstances described in the "Drug and Alcohol" policy section of this Manual. All substance screenings will be conducted with an approved technology and lab. Use of drugs and alcohol during employment at Energy Maintenance and Management, Inc. is a reason for immediate termination of employment. Read more about our policies in that section of our manual.

Employees will be terminated for gross misconduct if they are determined to have been involved in the use, sale, distribution or manufacture of illegal drugs. Employees whose fitness-for-duty is questionable will be placed on administrative leave pending the result of their drug screening and if the test is positive, their employment will be terminated, effective immediately.

## **JOB SITE DISTRACTIONS**

Jobsite communication is vital to safety. Therefore, excessively loud radios/speakers/etc. are prohibited. Likewise, headphones or other devices that prevent workers from clearly hearing instructions or warnings are also prohibited.

Although cell phones can help safety and communication, they can also distract workers. Personal cell phone usage (including texting and app usage) should be limited to emergencies on the job site. Cell phone usage (including texting and app usage) is absolutely prohibited while operating any equipment or vehicles owned, rented, borrowed or otherwise engaged by Energy Maintenance and Management, Inc. Lastly, handheld cell phone usage is prohibited while driving and is against the law. If interested, Energy Maintenance and Management, Inc. will purchase (1) Bluetooth hands-free device for vehicle usage (up to a \$50 value) per employee. Please speak to Caran Rice or Mark Lynn for more details.

## PERSONAL PROTECTIVE EQUIPMENT

1. Hard hats shall be worn at all times. Hair should be neat and not interfere with work. Long hair must be fastened to avoid any danger of getting caught in machinery.
2. T-shirts and appropriate work pants shall be worn at all times. Work shorts are allowed in situations where high heat may be encountered, provided that wearing shorts does not pose a threat of injury. Shorts are not allowed where workers are subject to flying sparks/debris, heavy brush, or other dangers to bare legs. Any clothing that is deemed to be a hazard will be prohibited.
3. Use proper protective gloves or other suitable hand protection when handling rough materials, chemicals and hot or cold objects.
4. Wear approved safety glasses at all times.
5. Wear sturdy, suitable hard-soled work shoes that are in good condition. Sneakers and lightweight shoes are not acceptable.
6. Jewelry should be kept to a minimum. Any items that could potentially be caught in machinery or pose a hazard is prohibited. When working around electricity or working with power tools, all hand and arm jewelry must be removed.

**It is your responsibility to notify your Supervisor or Office Staff if PPE is damaged or needs replacement. We cannot remove bad equipment from service and order new equipment if we are unaware of the issue!**

## SOCIAL MEDIA

Energy Maintenance and Management, Inc. recognizes the growing importance of online social media networks as a communication tool. This policy addresses employee use of such networks including: personal websites, web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other kind of social media. The Company respects the right of employees to use these mediums during their personal time. Use of these mediums during Company time or on Company equipment, however, is prohibited.

Energy Maintenance and Management, Inc. takes no position on an employee's decision to participate in the use of social media networks. In general, employees who participate in social media are free to publish personal information without censorship by the Company. Employees must avoid, however, posting information that could harm Energy Maintenance and Management, Inc.

All employees are responsible for maintaining the Company's positive reputation and under no circumstances should employees present the Company to the public in a manner that diminishes its standing within the community. Instead, employees are responsible for presenting the Company in a manner that safeguards the positive reputation of themselves, as well as the Company's employees, management and customers.

If an employee chooses to identify him or herself as an Energy Maintenance and Management, Inc. employee on any social media network, he or she must adhere to the following:

- Employees are required to state in clear terms that the views expressed on any social media network are the employee's alone and that they do not necessarily reflect the views of Energy Maintenance and Management, Inc.
- Employees are prohibited from disclosing information on any social media network that is confidential or proprietary to the Company or to a third party that has disclosed information to the Company. For example, information about or identifying the Company's customers, co-workers, incidents that occur at Energy Maintenance and Management, Inc., or information that may be valuable to a competitor including specific product information or pricing.
- Employees are prohibited from displaying Energy Maintenance and Management, Inc.'s logo on any social media network without written permission from the Company. Also, they should not post images of co-workers without the co-workers' consent. Finally, employees are prohibited from posting any nonpublic images of Energy Maintenance and Management, Inc.'s premises, property or jobsites.

- Employees are prohibited from making statements about the Company, their coworkers, our customers, competitors, agents, or partners that could be considered as harassing, threatening, libelous, or defamatory in any way.
- Employees are prohibited from acting as a spokesperson for the Company or posting comments as a representative of the Company.
- Employees are prohibited from sharing any communication that engages in personal or sexual harassment, unfounded accusations, or remarks that would contribute to a hostile work environment (racial, sexual, religious, etc.), as well as any behavior not in agreement with Energy Maintenance and Management, Inc.'s policies and procedures.

Employees who participate in social media may still decide to include information about their work at Energy Maintenance and Management, Inc. as part of their personal profile, as it would relate to a typical social conversation. This may include:

- Work information included in a personal profile, to include Company name, job title, and job duties.
- Status updates regarding an employee's own job promotion.
- Personal participation in Energy Maintenance and Management, Inc.-sponsored events, including volunteer activities.

An employee who is responsible for a social media posting that fails to comply with the guidelines set forth in this policy or that otherwise causes harm to the Company may be subject to discipline, up to and including termination of employment. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or proprietary Company information, information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media. Further, employees may be liable for monetary damages for such disclosure.

Anything posted on an employee's web site or web log or other Internet content for which the employee is responsible will be subject to all Company policies, rules, regulations, and guidelines. Energy Maintenance and Management, Inc. reserves the right to view and monitor an employee's website or web log at any time without consent or prior approval.

## WEATHER CONDITIONS

### Working in High Heat or Humidity:

When working in hot/humid environments, extra precautions are necessary. Supervisors shall monitor workers for signs of heat stress, heat cramps, heat exhaustion, and heat stroke. Employees are encouraged to avoid caffeine, drink plenty of water (drink before you get thirsty), avoid direct sunlight, and wear lightweight, loose-fitting, lightly colored clothing. Whenever possible, work schedules should be adjusted to avoid the most hot/humid portions of the day. Workers must be educated on the signs of heat stress, heat exhaustion and heat stroke. Any worker exhibiting signs of heat illness must immediately report to their supervisor.

### Working in Storms, Wind and/or Severe Weather:

When severe weather threatens, workers are expected to take reasonable precautions. If a thunderstorm or lightning occurs, any workers outside should take shelter until it is safe to return to work. If it is necessary, work should be suspended until the weather passes. At no time should any aerial equipment be used during these conditions. Personnel should also be aware of metallic structures or other possible lightning strike targets in the area.

According to OSHA's fact sheet on Lightning Safety, the following should be completed when working on any outdoor job:

1. Check National Weather Service reports (weather.gov) and radio forecasts prior to beginning any outdoor work.
2. Once you hear thunder or see lightning, employees should seek shelter in a fully enclosed building or a vehicle, if a safe building is not available. **Remain in the vehicle or building for at least 30 minutes after hearing the last sound of thunder.**
3. Follow the Energy Maintenance and Management, Inc. Emergency Action Plan (EAP).

### Working in Cold Weather:

When working in cold weather, a building or vehicle should be designated as a shelter. Dress in layers so that you can add or remove clothing as the day progresses. Workers and crew leads should monitor themselves and each other for signs of excessive chill, hypothermia, or frostbite. If necessary, breaks should be taken to allow workers to warm up.

### Driving and Traffic Conditions:

When driving, workers are expected to follow all traffic laws and drive in a safe manner. Drivers and passengers must wear seatbelts. Cargo and other loads should be securely stored in the vehicle and not pose any danger to passengers, other drivers, pedestrians, etc. any incident should be reported promptly to the safety manager. Only licensed and approved drivers may drive any company provided vehicle. Please be courteous and safe; it is better to get there safe and late, than not to get there at all!

Cell phone use is prohibited while driving. A hands-free device may be worn. If you do not have a hand's free device, the company can provide a reimbursement of up to \$50 for you to purchase one for use in company vehicles.

Alcohol is prohibited in and around all company vehicles and job sites. No alcoholic beverages of any kind can be in the cab, bed, cooler, or any other part of any of our commercial trucks or equipment at any time. **This is grounds for immediate termination of employment.** If alcohol is found to be in, on, or around any of our commercial trucks or equipment, all personnel assigned to that vehicle or piece of equipment will have their employment terminated.

Where work must take place in the presence of vehicular traffic (cars, trucks, industrial equipment, etc.) precautions must be taken to protect workers from that traffic. Use barricades, caution tape and high visibility clothing to protect the workers and work area from traffic. If necessary, schedule the work for a period of time when traffic may not be as big of an issue (off-hours). Employees must not perform work in traffic areas unless traffic is diverted or blocked OR there is a signal person in that area to assist with the work being completed.

FORMS TO  
FILL OUT  
AND GIVE  
BACK  
TO THE  
OFFICE



**Energy Maintenance and Management, Inc.  
Emergency Medical Authorization Form and Release**

**Employee Information**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: \_\_\_\_\_

SSN: \_\_\_\_\_ Race: \_\_\_\_\_ Height: \_\_\_\_\_

Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

**Insurance Information**

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Emergency Contact(s)**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Medical History:**

Food Allergies: \_\_\_\_\_

Medical Allergies: \_\_\_\_\_

Medical Conditions Paramedics or Doctors Should Be Aware of In Case of Emergency:

\_\_\_\_\_  
\_\_\_\_\_

MEDICATIONS YOU TAKE	DOSAGE	TIMES TAKEN	REASON

**Physician:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Hospital:**

Preferred Hospital (if any): \_\_\_\_\_

**Purpose:**

Enable employee to authorize emergency treatment if employee becomes ill or injured at work, in route to the job site, or while participating in any agency authorized activity. In the event that, in the judgement of support staff, emergency medical treatment is necessary, I hereby give consent for the administration of any treatment deemed necessary by individual physician. This does not include major surgery unless my emergency contact has been notified and made the decision, or in an emergency, if the opinions of (2) two other licensed physicians concur with the original treatment plan and agree in the necessity of such surgery. Such opinions must be obtained prior to the performance of such surgery.

**Notice:**

Your pre-existing conditions and legal, prescription drugs have no effect on your employment at Energy Maintenance and Management, Inc. This form will ONLY be used if an incident occurs where you, the employee, needs medical attention. It will not be used for any other purpose.

\_\_\_\_\_  
Employee's Signature\_\_\_\_\_  
Employee's Printed Name\_\_\_\_\_  
Date



## **Receipt & Acknowledgement of Energy Maintenance and Management, Inc's Employee Policies Handbook and Safety Manual**

I have received and read a copy of the Energy Maintenance and Management, Inc. Employee Policies Handbook and Safety Manual. As an employee or contractor of Energy Maintenance and Management, Inc., I agree to comply with all of its terms and conditions. I also understand that the policies and benefits described in it are subject to change at the sole discretion of Energy Maintenance and Management, Inc. at any time. It is not intended to be an in-depth document, but rather a means to highlight certain aspects concerning my employment.

I further understand that my employment is at will, and neither I, nor Energy Maintenance and Management, Inc., have entered into a contract regarding the duration of my employment. I am free to terminate my employment with Energy Maintenance and Management, Inc. at any time, with or without reason. Likewise, Energy Maintenance and Management, Inc. has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of Energy Maintenance and Management, Inc. No employees of Energy Maintenance and Management, Inc. can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy, without the written approval from the President of Energy Maintenance and Management, Inc.

I also acknowledge that I have read and understand all policies that are written out in this employee handbook and safety manual and I agree to abide by these policies.

I am aware that during the course of my employment, confidential information will be made available to me, for instance, product designs, marketing strategies, customer lists, pricing policies, and other related information. I understand that this information is proprietary and critical to the success of Energy Maintenance and Management, Inc. and must not be given out or used outside of Energy Maintenance and Management, Inc.'s premises or with non-employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company.

Understood and Agreed.

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Employee's Signature

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Employee's Printed Name

---

Date



**Energy Maintenance and Management, Inc. Safety Harness Employee Agreement**

I, \_\_\_\_\_, am an employee working for Energy Maintenance and Management, Inc. hereafter referred to as “employee.”

As an employee, I understand and agree that I am responsible for wearing my safety harness, and additional PPE (Personal Protective Equipment) as deemed necessary for the job at-hand, whenever operating any/all equipment (company-owned, rented, leased, borrowed, or otherwise).

I further understand and agree that it is my sole responsibility to maintain property safety standards as outlined by our company safety manual as well as the current OSHA Laws and Regulations.

I shall hold harmless Energy Maintenance and Management, Inc. and their respective officers, directors, employees and representatives for any and all liability, judgement, loss, damage, claim, cause or causes of action, debt, charge, cost, and expense (including attorney’s fees) arising out of, connected with, or incidental to any action or failure to act by be under this agreement.

I understand that not wearing my safety harness, or other proper PPE, is considered to be a justified reason for termination. Energy Maintenance and Management, Inc. has the right to terminate employment at first offense of non-compliance with their aerial lift and safety harness policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Energy Maintenance and Management, Inc. Drug and Alcohol Testing Consent Form

This is to acknowledge that a representative of Energy Maintenance and Management, Inc. has explained to me that I am subject to random drug tests while working for this company. I will be asked to submit to a drug test including any of the following types of tests or combinations of tests: breath analysis, urinalysis, and/or blood tests to test for the presence of alcohol, illegal drugs, pharmaceutical drugs, and/or other controlled substances.

It has been explained to me and I understand that testing for drugs, controlled substances and/or other medications which have been lawfully prescribed to me by a duly licensed physician will only be used to determine whether I have taking the prescribed medication in accordance with my physician's orders. I authorize the release of these results to management of the Company.

It has also been explained to me and I understand that if I refuse to submit to a drug test, my employment may be terminated and I may not be entitled to any workers' compensation benefits including, but not limited to medical benefits, income benefits, and rehabilitation benefits. I also understand that a positive drug or alcohol test could result in immediate termination of my employment and forfeiture of entitlement to the worker's compensation benefits listed above.

I understand that in accordance with the policy of Energy Maintenance and Management, Inc. of providing and maintaining a safe and healthful working environment for all employees, that I am required to submit to a drug and/or alcohol screen test.

This \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

## **Energy Maintenance and Management, Inc.**

Mailing Address: P.O. Box 1363  
Dallas, GA 30132

Georgia Address: 6523 Bill Carruth Pkwy. Ste 110  
Hiram, GA 30141

Alabama Address: 558 E Lawrence Harris Hwy.  
Slocomb, AL 36375

### Phone Numbers:

888-527-8393 Toll Free

678-567-1143 Georgia Office

678-567-1153 Fax

334-258-4050 Alabama Office

678-923-0561 Mark's Cell Number (after hours)

404-392-1635 Caran's Cell Number (after hours)

### Social Media Pages:

[www.energymaintenanceandmanagement.com](http://www.energymaintenanceandmanagement.com)

[www.facebook.com/energymaintenanceandmanagement](http://www.facebook.com/energymaintenanceandmanagement)

[www.instagram.com/emmlightitup](http://www.instagram.com/emmlightitup)