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ENERGY MAINTENANCE AND MANAGEMENT, INC.

**EMPLOYEE MANUAL**

**Employee Expectations**

* Energy Maintenance and Management, Inc. believes our employees should make themselves presentable at all times. This includes:
  + Steel-toed boots
  + Hard hats, gloves and protective eye gear are to be worn while on job sites
  + Pants are to be worn around the waist and employees should avoid cargo pants or pants with excessive belt loops or hooks.
  + Shorts may be worn, but shorts must go to the knee, have no holes/rips/tears/stains. SHORTS ARE NOT TO BE WORN ON JOB SITES-ONLY FOR SHOP-WORK DAYS.
  + T-shirts may be worn without offensive logos, pictures or phrases and should be close-fitting to the body
  + Baggy pants, oversized shirts, and tennis shoes are not permitted.
  + Hats may be worn if plain or generic. No slogans or brands that may be seen as unprofessional or offensive to others.
* Although our hours are not set, we usually work 8 am to 5 pm Monday through Friday, unless otherwise noted. Employees are expected to be on time to the office and to the job site once receiving work orders for the day. If you will not be able to come in to work, you must call your supervisor as soon as possible. If you know in advance that you will not be in, please give as much notice as possible for scheduling purposes.
* Meal breaks are to be 30 minutes in length. If at the shop or office, you must clock in and out for lunch. If on a job site, write the amount of time taken for lunch onto your work order for documentation purposes.
* Smokers are never to smoke in shop or office, or inside the vehicles. Smoking must be away form the building and away from the truck, while on a job-site. Limit smoke breaks as much as possible.
* Every employee has the right to a safe workplace. OSHA was created to make sure your rights are protected. OSHA regulations require employers to take specific measures to protect you from recognized hazards.
* Workers also have specific rights under OSHA to:
  + Receive employer-provided training
  + Request information form your employer about OSHA standards, as needed.
  + Request your employer take action to protect you from hazards or correct OSHA violations.

**Customer Relations**

Employees should always be polite and respectful to both customers and the general public. If an employee has a problem with any customer or vendor, they should notify their supervisor immediately.

While always trying to maintain a good business relationship, employees should refrain from initiating any personal relationships with customers or any of their affiliates while on the job. Employees should not ever ask for any “freebies,” i.e. food, drink or gifts of any time.

**Job Requirements**

* An employee should be on-time and prepared for work
* An employee should have proper clothing and safety equipment for the job
* An employee should maintain a home or cell phone so that contact can be made in the event of emergency jobs, changes in schedules, etc.
* An employee should be dependable, trustworthy and honest. Others should be able to depend upon what you say and your quality of work.
* An employee should have sufficient hand tools and suitable toolbox as required to carry tools to the job assignment and complete the task.
* An employee should complete paperwork in the proper manner.

**Our Experience**

Our licensed electrician and radio-dispatched technicians are the best at what they do.

**Our Training**

Our OSHA certified technicians are trained and adhere to a stringent compliance of the National Electrical Code specifications at all times.

**Drug-Free Workplace**

Energy Maintenance and Management, Inc. is a drug-free work environment. All employees must pass a drug screening prior to being hired and are subject to random drug screenings throughout employment and after any and all accidents occurring while on-duty.

**Our Ethics Policy**

What We Value: Integrity, Customer Satisfaction & Employee Engagement

To all Energy Maintenance and Management, Inc. Employees:

As Energy Maintenance and Management, Inc. has transformed through the years, one thing that has not changed is our commitment to ethical behavior. Throughout our history, employees of Energy Maintenance and Management, Inc. have understood that it is the strength of personal relationships across businesses and functions that allow us to keep pursuing our business pursuits.

Our ethics policy is designed to provide guidance as to what practices are appropriate for Energy Maintenance and Management, Inc.’s employees. It delineates how we will treat each other with dignity and respect and it charges each one of us with the responsibility to be a steward of our company. It encompasses our relationship with the communities in which we live, work and travel, and requires us to work towards a cleaner environment.

I encourage you to regularly review the (16) points of our ethics policy. When you have questions about how behaviors would apply to the policy, please feel free to discuss and ask for guidance with your supervisor.

Our continued success, growth, and our ability to create a more comfortable, safe and sustainable world depends on our employees acting with utmost integrity in all that they do.

Thank you for all that you do to uphold Energy Maintenance and Management, Inc.’s reputation for ethical business practices; both within the company and in your interactions with our customers and suppliers.

Energy Maintenance and Management, Inc.’s   
Ethics Policy:

1. **Reporting of Risks:**  
   Energy Maintenance and Management, Inc. is committed to providing quality products and services that meet or exceed the expectations of our customers. Deficiencies that threaten the physical wellbeing of any person or put the financial security of the company at risk should be immediately reported to management. Deficiencies may involve product quality, safety, design, installation or maintenance, or anything else deemed deficient and needing of repair.
2. **Promoting Health and Safety:**The health and safety of Energy Maintenance and Management, Inc. employees is of utmost importance. Our work processes and policies are designed to minimize risk. We all must routinely review and improve workplace conditions to ensure a safe and healthful workplace and must report unsafe working conditions to supervisors as soon as they are noticed. Attending regular safety meetings is also of crucial importance.
3. **Equal Opportunity, Diversity and Maternity Discrimination:**  
   We value and respect the diversity of our employees, officers, directors, suppliers, customers and communities. We work to eliminate discrimination and harassment in all forms including that related to color, race, gender, sexual preference, age, pregnancy, caste, disability, union membership, ethnicity, or religious beliefs. Our company is committed to providing equal opportunity in all of our employment and purchasing practices. This applies to hiring, salary, benefits, advancement, discipline, termination and retirement. Only in valuing diversity and committing to equal opportunity practices will we be able to fully utilize the human and business resources available to us in our pursuit of customer satisfaction. At the same time, we believe that by valuing diversity, we enable all to fully realize their potential.

For Energy Maintenance and Management, Inc. to succeed as a company, our employees must also succeed as contributors to our company’s mission and objectives and as individual citizens. Therefore, in addition to protecting their health and safety, we are committed to the development of their skills and capabilities and the establishment of supportive communities.

We believe that new experiences on the job and involvement in work teams or special projects are valuable developmental opportunities. As part of our commitment to employee development, we offer training in technical and interpersonal skills. The tools, training and support, together with the compensation and benefits provided by Energy Maintenance and Management, Inc. raise the social and economic opportunities available to many employees.

We are committed to providing a workplace that is free of harassment or any other behavior that diminishes a person’s integrity and self-esteem. Neither physical or mental harassment or abuse will be tolerated.

Due to the small size of our company, we are not able to offer paid maternity or paternity leave or any other paid leave, currently. Management will, however, do their best to assist you in any way possible. We will hold job positions open for as long as we can and we also offer Aflac supplemental insurance to employees for a small fee (which we make no commissions or portion of) just to try and help out when hard situations arise in life.

1. **Freedom of Association, Work Hours and Fair Compensation:**We respect voluntary freedom of association, including the right to organize and bargain collectively in a manner that is legally compliant. Except in extraordinary circumstances, our employees work no more than the limits established by law [40 hour work weeks; anything over that is at overtime pay]. Employees receive at least minimum wage required by law or the prevailing industry wage, whichever is higher. Employees are provided benefits and overtime compensation compliant with applicable laws. Employees receive paystubs showing deductions from taxes, benefits, etc. Wages are not deducted for disciplinary purposes and are paid via direct deposit. Overall, the compensation and benefits provided by Energy Maintenance and Management, Inc. are designed to enable our employees to meet their basic needs and to provide the opportunity to improve their skills and capabilities for raising their social end economic opportunities.
2. **Protecting the Environment:**We respect the needs and concerns of the communities in which we live and work. This is exemplified in the company’s long tradition of caring about the using safe and proper disposal methods and adhering to a “replacement of like-for-like” policy of all living plants we have to remove while working. Sound waste management and reduction practices, recycling and energy conservation are legal, ethical and business requirements.
3. **Protecting Employee Privacy:**Energy Maintenance and Management, Inc. is committed to providing privacy protection of employee data maintained by the company. Employee data will be used for the sole purpose of supporting company operations and providing employee benefits. Energy Maintenance and Management, Inc. will comply with all local data protection regulations and will never use any of your personal information without your knowledge or consent.

Energy Maintenance and Management, Inc. has put safeguards in place to ensure that personal data is protected from unauthorized access and disclosure, including limiting access to such data only to those employees with a legitimate business purpose, through locking file cabinets and password-protected and encrypted networks. All employees are responsible for ensuring compliance with this employee privacy policy.

1. **Protecting the Company’s Information:**  
   Protecting information about Energy Maintenance and Management, Inc.’s products, activities, performance, customers or plans is critical to our company’s competitive position and reputation. Good judgement is needed to determine what information can and cannot be disclosed to others. Should there be any reason to question whether or not certain information is confidential, employees should consult their supervisor and err on the side of caution. To limit the potential for important information being used improperly, employees should use “need to know” guidelines even amongst other Energy Maintenance and Management, Inc. employees.

The use of confidential company information for the personal gain of an employee, officer, director, or anyone else, is contrary to Energy Maintenance and Management, Inc. policies and in many cases, unlawful. Confidential information includes all nonpublic information that may be of use to competitors, or harmful to the company or its customers, if disclosed.

1. **Avoiding Conflicts of Interest:**  
   The best interests of Energy Maintenance and Management, Inc. are expected to be foremost in the minds of our employees, officers, and directors as they perform their duties. When we become employees of this company, and receive pay and benefits, we make this commitment.

It is wrong to seek any other economic gain by virtue of being an Energy Maintenance and Management, Inc. employee, officer, or director. Giving or receiving anything of enough value to influence sound business judgement is prohibited. This also applies to family, friends and business associates.

Energy Maintenance and Management, Inc. trusts its employees, officers and directors with information about company activities and with company funds and property(ies). Use of any of these in a way that conflicts with company interests is strictly prohibited. Situations or arrangements that may conflict with company interests must be approved in advance by the employee’s respective business group general manager.

We must also take care that our actions cannot be perceived as serving other interests. While mutually beneficial relationships with customers and suppliers are encouraged, we should avoid situations that offer the potential for problems. Examples include having a significant stake in or serving as a director of a firm that sells to or purchases from Energy Maintenance and Management, Inc. Employees should also not work for a customer or supplier. All these examples apply to involvement with our competitors as well.

1. **Proper Use of Company Funds**Employees are personally accountable for any form of company funds such as credit cards, tickets, cash, and checks. Those who authorize the use of funds must ensure that the company has received proper value in return. Energy Maintenance and Management, Inc. may be obligated to notify the appropriate civil authorities should funds be used for any improper or illegal purpose and will take appropriate disciplinary action in any event.
2. **Proper Use of Company Information and Company Property:**Energy Maintenance and Management, Inc. trusts its employees with information about company activities and with company property. Use of these in a way that conflicts with company interests, or in any manner that may reasonably be considered offensive or disruptive to another employee, is strictly prohibited.
3. **Appropriate Use of E-Mail, Internet, and Other Computing Resources:**Electronic commerce, electronic mail, and other internet-related systems are intended to be used for company business. Additionally, all information on company computer systems is the property of Energy Maintenance and Management, Inc. Therefore, to ensure that computing resources are used in accordance with expectations, management may inspect and disclose the contents of electronic messages if such inspection is made for legitimate business purposes or are necessary to protect the rights and property of Energy Maintenance and Management, Inc.

Use of computing resources to offend or harass others is prohibited. Employees who use the internet to gain access to sites that contain offensive materials related to sex, race, or other protected categories, or who otherwise violate the prohibitions, will be subject to termination of employment.

1. **Integrity of Recordkeeping and Accounting**Energy Maintenance and Management, Inc. documents a wide range of its activities. The integrity of these records is relied upon to make important business decisions that take actions. Therefore, it is essential that all records are accurate and complete. In addition, certain laws require Energy Maintenance and Management, Inc. to maintain specific types of records and documents and to maintain a system of internal controls that reasonable assures that transactions are executed in accordance with management’s authorization and recorded to permit appropriate preparation of financial statements. Energy Maintenance and Management, Inc.’s books, records and accounts must, in reasonable detail, accurately and fairly reflect the company’s transactions and disposition of its assets and must otherwise be prepared and maintained in accordance with law.
2. **Anti-Corruption: Political and Governmental Contributions:**Within the United States, no contribution of funds or services is to be made to, or on behalf of, any political organization or candidate by Energy Maintenance and Management, without advance approval by the Law Department. Within the United States, offering any favor, service, entertainment, mal, gift or other thing of value, directly or indirectly, to government officials or employees in connection with their government duties is prohibited and includes things of value offered to their family members.

Energy Maintenance and Management, Inc. must be familiar with the companies and people with whom it does business. Reasonable due diligence and screening of new business partners, including agents, consultants, and distributors is critical to ensure compliance with anticorruption laws. The company expects employees to take necessary steps to become familiar with Energy Maintenance and Management, Inc.’s business partners and implement safeguards to comply with anticorruption laws.

1. **Rule of Law:**Any employee, officer, or director involved in court or other similar proceedings arising out of his or her employment with, or service to, Energy Maintenance and Management, Inc. shall abide by the rules of that forum, cooperate with orders of that forum, and not in any way commit perjury or obstruction of justice. All Energy Maintenance and Management, Inc. employees must, at a minimum, comply with all applicable laws that relate to the conduct of our business in the relevant jurisdiction.
2. **Antitrust:**Planning or acting together with any competitor to fix prices or to agree about the nature, extent or means of competition in any market is against company policy and is in violation of antitrust laws. Antitrust laws may also in some circumstances prohibit agreements to boycott, allocate products, territories or markets, and to limit the production or sale of products. Using illegal or unethical means to obtain competitive information or gain a competitive advantage over a competitor is prohibited and will be subject to termination of employment.
3. **Responsibilities:**Each employee, officer and director of Energy Maintenance and Management, Inc. is expected to carry out his or her work in accordance with the business standards of conduct. Managers are expected to implement policies, programs and procedures and ensure adequate communication and training for others. All employees are urged to direct questions or concerns about the company’s activities or standards to management. Any employee who suspects that a violation of the Ethics Policy has occurred is obligated to report it and will be protected from retaliation.

This Ethics Policy supersedes all previous ethics policies. Adherence to these standards is a condition of employment. Violations will result in disciplinary action. This Ethics Policy is not all encompassing and questions about situations not discussed should be discussed with your supervisor.

Employees may report a violation directly to their supervisor, by email or by phone. Reports of possible violations or financial or accounting policies, violations of the Ethics Policy, or any other issue you feel needs to be addressed can be reported in any of the three ways listed above.



**Ethics Policy   
Energy Maintenance and Management, Inc. Acknowledgement of Receipt and Understanding**

I have received and read the Energy Maintenance and Management, Inc. Ethics Policy.

I understand that this policy is important and that the company expects me to avoid any conduct that violates this policy. I also understand that the company encourages me to report violations of this policy so it can be investigated and dealt with appropriately.

I will promptly contact my supervisor to report any potential violations of the policy or if I have any questions regarding my responsibilities under the policy.

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

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Employee Signature

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Employer/Manager/Witness

**Drug and Alcohol Policy**

* 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.
* For your safety and the safety of others, illegal drugs and alcohol are not allowed on jobsite. Prescription drugs must have a current valid prescription and the usage instructions must be followed (i.e. don’t operate vehicles or equipment if advised against it). Anyone thought to be intoxicated or otherwise adversely affected by any substance may be asked to leave the jobsite for safety reasons.
* 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. He also gives his explicit permission for any supervisor to release you of your duties if they feel you are under the influence of any substance.

* 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 determine 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.

**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 ma 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.



**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 or not I haven taking the prescribed medication in accordance with my physician’s orders.

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.

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

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Employee Signature

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Employer/Manager/Witness



**Energy Maintenance and Management, Inc.   
Post-Accident Drug and Alcohol Testing Consent Form**

This is to acknowledge that a representative of Energy Maintenance and Management, Inc. has explained to me that if I am cause or am involved in a work-related accident, I will be asked to submit to a drug test including any of the following types of tests or combination of tests: breath analysis, urinalysis, and/or hair or blood test to check 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 or not I haven taking the prescribed medication in accordance with my physician’s orders.

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.

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

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Employee Signature

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Employer/Manager/Witness

**FALL PROTECTION**

* Energy Maintenance and Management, Inc. provides a training program for each employee who might be exposed to fall hazards. Training shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to follow to minimize these hazards.
* Retraining shall be provided when the following are noted:
  + Deficiencies in training
  + Workplace changes
  + Fall protection systems or equipment changes that render previous training obsolete
* Energy Maintenance and Management, Inc. requires written certification records of all training be maintained showing the following:
  + Who was trained and the dates of their training
  + Signature of the person providing the training and date employer determined training was deemed adequate
* Fall protection must be provided by employees of Energy Maintenance and Management, Inc. at different heights depending upon industry requirements. Fall protection is required whenever employees are potentially exposed to falls from heights above 5 feet. Guard rails, safety nets, personal arrest systems, or fall arrest systems should be used.
* Safety harnesses must be worn whenever falling is a risk. Energy Maintenance and Management, Inc. considers your safety our top priority. If an employee of Energy Maintenance and Management, Inc. at any time does not wear the proper protective equipment for the work being done, they are willingly and knowingly putting themselves in danger and will be at risk for automatic termination of employment.

**Personal Fall Protection System**

* All employees of Energy Maintenance and Management, Inc. that are on any project will be required to wear a personal fall arrest or restraint system will follow these guidelines:
  + A full body harness will be used at all times when employee is off the ground.
  + All personal fall arrest systems will be inspected before each use by the employee. Any damaged and/or harness showing excessive wear will be removed from service.
  + Connectors will be inspected to ensure they are in proper working order with no corrosion.
  + Verify that D-Rings and Snap-Hooks have a minimum tensile strength of 5,000 lbs. and have a tensile load of 3,600 lbs. without cracking or breaking.
  + Only shock absorbing lanyards or retractable lanyards are to be used to keep impact forces to a minimum on the body.
  + Only nylon rope or nylon straps with locking snap-hooks are to be used for restraints.
  + Energy Maintenance and Management, Inc. will conduct accident investigations in the event of a fall, near miss, or other serious incident. The injured party will need to be evaluated by a doctor before returning to work.
  + Employer will provide a prompt rescue of employee in the event of a fall.



**Energy Maintenance and Management, Inc.   
Harness Liability Waiver**

This is to acknowledge that I have read and understand the fall protection portion of my employee manual and further understand that in any instance, not wearing my safety harness is an immediate reason for termination of employment.

**I do voluntarily release and forever discharge Energy Maintenance and Management, Inc., their officers, owners, agents, employees, affiliated companies, and all other persons, companies, or entities associated with this business from any and all liability, claims, demands, actions or rights of action**, which are related to, arise out of, or are in any way connected with my damage of personal property, illness, bodily injury or death from not wearing my proper personal protective equipment and safety harness.

I further agree and promise **I will indemnify, save and hold harmless Energy Maintenance and Management, Inc., their officers, owners, agents, employees, affiliated companies, and all other persons, companies, or entities associated with this business** from any and all losses, claims, actions, costs, expenses or proceedings of any kind which may be initiated by any third person, entity or organization for its loss or damage arising out of the incident, including reimbursement of any medical costs and/or all legal costs and reasonable attorneys’ fees incurred by Energy Maintenance and Management, Inc. in defending against any such claim, action or proceeding.

**I agree and promise not to sue, assert or otherwise maintain or assert any claim against** **Energy Maintenance and Management, Inc., their officers, owners, agents, employees, affiliated companies, and all other persons, companies, or entities associated with this business** for any injury, death, illness, disease, or damage to property arising from or connected with my incident.

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

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Employee Signature Employee Printed Name  
  
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Employer/Manager/Witness

**Energy Maintenance and Management, Inc. Offers  
OSHA FACT SHEETS FOR YOUR REVIEW AND FUTURE REFERENCE**

A screenshot of a cell phone

Description automatically generated

A close up of a newspaper

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A close up of text on a white background

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A screenshot of a newspaper

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A screenshot of a social media post

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A close up of a newspaper

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