

This handbook is designed to acquaint you with Ken Bobko Electric Company, Inc./Human Capital and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all the provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Ken Bobko Electric Company, Inc./Human Capital to benefit employees.

This employee handbook and policies within it apply to the employees of Ken Bobko Electric Company, Inc./Human Capital only and are not to be understood, interpreted or read so as to affect or include employees of any other Ken Bobko Electric Company, Inc./Human Capital divisions. Likewise, employee handbooks relating to other Ken Bobko Electric Company, Inc./Human Capital divisions are not to be understood, interpreted or so as to affect employees of Ken Bobko Electric Company, Inc./Human Capital. Each Ken Bobko Electric Company, Inc./Human Capital division has its own employee handbook and policies pertaining to employees within that division only.

NO employee handbook can anticipate every circumstance or question about policy. As Ken Bobko Electric Company, Inc./Human Capital continues to grow, the need may arise to change policies described in the handbook. Ken Bobko Electric Company, Inc./Human Capital therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time, as it deems appropriate, in its sole and absolute discretion. Employees will, of course be notified of such changes as they occur.

Questions and Answers about Your Employment

Who is your employer? Ken Bobko Electric Company, Inc. is your employer for certain purposes and will be responsible for such things as directing the manner in which you perform your daily job responsibilities. The owners and managers Ken Bobko Electric Company, Inc. are experts at what they do, just like Human Capital is an expert at performing various employer functions in a professional and cost-effective manner.

Human Capital is also your employer for certain purposes and is responsible for such things as payment of wages and taxes, providing certain employee benefits, and ensuring compliance with various employment laws. Human Capital will issue your paycheck each pay period, and provide your W-2 by January 31 of each year.

Who is your immediate supervisor? Your immediate supervisor is the person at Ken Bobko Electric Company, Inc./Human Capital who is responsible for the day-to-day supervision of your work and job training.

See your immediate supervisor if you have questions about work schedules, job duties, proper reporting of hours works, where to park your vehicle at work, requests for time off or who to call if you will be late and/or absent from work.

What is a Professional Employer Organization? Human Capital is a professional employer organization or PEO for short.

A professional employer organization, PEO, is in the business of helping its clients be more successful by specializing in certain important employer functions. These

functions include workplace safety, personnel policies, payroll and employment taxes, human resources management, employee benefits, employee dispute and complaint resolution, government paperwork and regulation; to name a few.

Ken Bobko Electric Company, Inc/Human Capital is people. Our Human Resource philosophy begins with three interrelated principles:

1. First, we have a resolute commitment to excellence
2. Second, we are essentially and fundamentally a people-oriented business
3. Third, our growth and success depends on the skills, creativity and dedication of our associates.

Ken Bobko Electric Company, Inc/Human Capital is proud of its Human Capital policies, designed to maintain a safe, fair and supportive work environment---a place where you can grow professionally.

Because Ken Bobko Electric Company, Inc/Human Capital associates are employees at will, this manual is not intended to and does not create any contract of employment. An individual's employment can be terminated for any reason at any time, at the option of either the associate or the employer. No one at Ken Bobko Electric Company, Inc/Human Capital is authorized to enter into any oral agreement with regard to the terms and conditions of your employment.

Changes to this manual, if necessary, will be communicated in writing. It is each employee's responsibility to be aware of the change. In no case will future changes or practices affect the at-will status Ken Bobko Electric Company, Inc/Human Capital employees.

To aid us in an orderly and efficiently work environment that meets our customer need and conveys a professional image; Ken Bobko Electric Company, Inc/Human Capital follows certain policies and procedures. These policies are designed to provide a professional working environment.

None of the information contains in any Ken Bobko Electric Company, Inc/Human Capital handbook constitutes an express or implied employment contract or entitlement. Ken Bobko Electric Company, Inc/Human Capital adheres to the policy of employment at will and the employee or employer is at will to terminate the employment relationship at any time with or without cause. Ken Bobko Electric Company, Inc/Human Capital may change any stated policy unilaterally at any time, without prior notice to its associates. This applies to all existing and future policies.

Benefit Delay Period

There is a benefit delay period of the first of the month following ninety days for employees.

Introductory Period

All new hires begin employment on a one hundred and twenty (120) day introductory period. This period is established to benefit both the employee and Ken Bobko Electric Company, Inc/Human Capital. If, during this period, you are unable to adapt successfully to the requirements of the position, the department, or Ken Bobko Electric Company, Inc/Human Capital policies, your employment will be terminated. Your supervisor will advise and counsel you if a problem becomes apparent.

Your supervisor for inadequate performance or improper behavior may invoke additional and/or extended periods of the introductory period at any time after the new employee introductory period. You may be placed on a trial designated period to help you correct recognized performance shortcomings that you and your supervisor agree can be corrected.

Either type of introductory period will be a time when you should, and your supervisor will, pay particular attention to your performance and progress.

Service Date

Generally, your service date will be your date of hire. In the event that you leave employment with Ken Bobko Electric Company, Inc/Human Capital and are later rehired within one (1) year, Ken Bobko Electric Company, Inc/Human Capital may at its discretion adjust your hire date to reflect the prior service.

Immigration Law Compliance

Ken Bobko Electric Company, Inc/Human Capital is committed to employing only United States citizen and aliens who are authorized to work in the United States and does not lawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9, and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete an I-9 form.

Business Code of Conduct

As an employee of Ken Bobko Electric Company, Inc/Human Capital, you are expected to maintain the highest standards of conduct in performing your work.

To project an image of reliability and professionalism, you are expect to safeguard confidential and proprietary information, avoid conflicts, and refuse to participate in or condone dishonest, fraudulent or illegal acts.

It is also important that we are respectful and courteous with one another, our clients and other business associates. We should at all times convey an attitude that demonstrates a spirit of total quality and service in our performance.

Confidentiality

You may have access to records and other employment information; i.e. customer/job related. This includes proprietary information to which Ken Bobko Electric Company, Inc/Human Capital holds rights.

You must not discuss this information with anyone else without proper authority. You should never discuss proprietary information with any person from outside Ken Bobko Electric Company, Inc/Human Capital or with other Ken Bobko Electric Company, Inc/Human Capital employees in any public place where it is possible you could be overheard.

Should you leave Ken Bobko Electric Company, Inc/Human Capital for any reason, the obligation to not to disclose proprietary information continues. This is a legal obligation that we take seriously.

Ken Bobko Electric Company, Inc/Human Capital requires all employees to sign a confidentiality agreement as a condition of employment.

Should an occasion arise in which you are unsure of your obligations under this policy, it is your responsibility to consult with your reporting manager. Failure to comply with this policy could result in disciplinary action, up to and including termination.

Americans with Disabilities Act

It is our policy to comply with all the relevant and applicable employment provisions of the Americans with Disabilities Act (“ADA”). We will not discriminate against any qualified employee or job applicant with respect to terms, privileges, or conditions of employment because of a person’s physical or mental disability. Disabled employees are encouraged to provide notification from their doctor that describes any limitations or restriction on the ability to perform the essential duties or functions of the position. Upon reviewing notification, the request for reasonable accommodation will be reviewed on a case-by-case basis.

Ken Bobko Electric Company, Inc/Human Capital will attempt to reasonably accommodate disabled persons unless providing such an accommodation would impose an undue hardship on Ken Bobko Electric Company, Inc/Human Capital business.

References and Verification of Employment

It is against Ken Bobko Electric Company, Inc/Human Capital policy for any employee (including management) to provide employment reference information regarding any current or former Ken Bobko Electric Company, Inc/Human Capital employee. Ken Bobko Electric Company, Inc/Human Capital maintains a “verification only” policy regarding employment information. This process is managed by the HC HR Department. No one else in the company is authorized to give employment reference.

Affirmative Action and Diversity

Ken Bobko Electric Company, Inc/Human Capital encourages creative, diverse and enthusiastic work environment that is characterized for respect of each individual. We strive to provide an employment free of illegal discrimination and provide all employees the opportunity to maximize their individual performance and development. All employees and managers have the responsibility to treat each employee and applicant for employment on the basis of merit and ability without unlawful regard to sex, race, color, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, veteran or marital status.

All employees share the responsibility of contributing to a work environment of equal employment opportunity. Managers are responsible for maintaining a discrimination free work environment by leadership and personal example. Furthermore, Ken Bobko Electric Company, Inc/Human Capital does not tolerate unlawful discrimination with regard to any personnel actions including recruitment, hiring, training, promotion, compensation, corrective counseling, recreation, benefits and rewards. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. Persons, including management, who have committed or encourage discrimination by words, actions, or inactions, will be subject to discipline, up to and including termination.

Ken Bobko Electric Company, Inc/Human Capital strives to take a proactive approach and devotes energy, planning and commitment to finding the very best talent available in every segment of the population. Our intentions and actions in this regard are a cornerstone of Ken Bobko Electric Company, Inc/Human Capital Affirmative Action Plan. Ken Bobko Electric Company, Inc/Human Capital works cooperatively with government agencies, educational institutions and community action groups concerned with employment opportunities for women, minorities, disabled persons and veterans.

Ken Bobko Electric Company, Inc/Human Capital vision of diversity is to create an inclusive environment where everyone can and wants to do their best work with their differences not despite their differences. We believe that every employee is given the opportunity to do his or her best work and is respected and valued for his or her ideas and perspectives.

Systems, policies and management practices are designed and implemented to ensure that there are no barriers to employees realizing their full potential and actively contributing. Everyone is personally responsible for respecting and valuing all employees and customers; and different perspectives and ideas are invited and welcomed.

Individual Conflict

There are certain standards of honesty, behavior and performance, which we all take for granted and expect others to observe as good citizens, neighbors and co-workers. This set of standards is necessary in our industry to protect you as an individual as well as your fellow co-workers.

Our expectations regarding individual conduct are the kind that reasonable people will recognize automatically as appropriate for any business. Irresponsible or thoughtless action by employees may subject them to disciplinary action.

New Employees

As a new employee, you may be required to undergo a pre-employment physical which will include a drug test which is company paid. Your supervisor will let you know if you need to complete a drug test and give you the location where the test will be administered. Your supervisor will handle any job training that you might need. Before any employee drives a company vehicle, their driving record must be checked. In addition, any employee who operates a hi-lo must be certified.

Outside Employment

Ken Bobko Electric, Inc. /Human Capital recognizes your right to spend your non-working time away from the job as you please.

Ken Bobko Electric, Inc. /Human Capital requires that activities away from the job must not adversely affect your job performance or compromise Ken Bobko Electric, Inc. /Human Capital's interest. An employee is not permitted to have a second job with any Ken Bobko Electric, Inc. /Human Capital client or competitor.

If Ken Bobko Electric, Inc. /Human Capital determines that an employee's outside work interferes with performance or the ability to meet the requirements of the company, as they are occasionally modified, the employee may be asked to terminate the outside employment if they wish to remain with Ken Bobko Electric, Inc. /Human Capital.

Any outside employment that constitutes a conflict of interest is prohibited.

Housekeeping

In the interest of safety, personal well-being and a pleasant working atmosphere, the company expects that all employees will keep their work areas neat at all times. Supervisors may assign such clean-up duty as is necessary to meet the intent of this policy.

Dress Code

All employees are required to come to work dressed in an appropriate manner. At a minimum this will be long pants and short sleeve shirts. No "muscle" shirts or cropped sleeves. Baggy or sweat pants are not allowed. No clothing shall have offensive language or graphics. All clothing shall be clean and preferably without holes or tears. Footwear shall be appropriate to the project you are assigned to.

Time Cards

Time cards are furnished to lead persons. Each hourly employee is required to verify their time card.

No employee may record the time of any other employee or request that another employee record their time unless your job description allows you to do so.

Non-Disclosure

All employees will be required to sign a non-disclosure agreement as a condition of employment. Protection of confidential business information and trade secrets is imperative. Confidential information/trade secrets includes but is not limited to: technological prototypes and data, scientific formulas and prototypes, research and development strategies, client/customer lists, company contract and legal documents, current or pending projects and proposals, marketing plans/information, financial data/information and compensation data.

Employment Categories

In addition to the below categories, each employee will belong to one other category. Each employee is designated as either **nonexempt** or **exempt** from federal and state wage and hour laws. **Nonexempt** employees are entitled to overtime pay under the specific provision of federal and state laws. **Exempt** employees are excluded from specific provisions of federal and state wage and hour laws.

Exempt employees- Management, professional, administrative and outside sales positions that meet specific test established by the FLSA and state laws are exempt from overtime and other pay requirements. Employees in these positions are paid salaries intended to compensate them for their work results, regardless of the number of hours required to complete the work.

Non-Exempt Employees- Positions not meeting established FLSAS or state law exemption test are considered non-exempt. Non-exempt employees are eligible to earn overtime pay in accordance with wage and hour laws. State laws may differ from the FLSA.

Regular Full Time Employees- are those who are not in a temporary or probationary status and who are regularly scheduled to work at least 40 hours on Bobko Electric, Inc./Human Capital's full time schedule as hourly or salaried employees.

Regular Part Time Employees- Are those who are not in a temporary or probationary status and who are regularly scheduled to work less than 40 hours and more than 20 hours on Bobko Electric, Inc./Human Capital's part-time schedule.

Contingent/Temporary Employees- are those who are hired as interim replacements, to supplement the work force for a limited time, or to assist in the completion of a specific, named project, or work less than 20 hours in a workweek. Temporary employees retain temporary status unless they are notified of a change in writing. All legally mandated benefits (i.e. workers compensation insurance) are provided to temporary employees.

Job Grades

Job grades at Ken Bobko Electric, Inc. /Human Capital are determined by analyzing, evaluating, and comparing duties, responsibilities, job competencies, and qualifications with those of other jobs within the organization and externally with jobs in competitor companies.

Access to Personnel Files

Ken Bobko Electric, Inc. /Human Capital treats employee information in a manner that is consistent with our philosophy of respect for individuals, sound business practices, and in accordance with legal requirements. A personnel file is created for every regular Bobko Electric, Inc. /Human Capital employee, and includes documents pertaining to the employment relationship.

All regular employees may view their personnel file both while employed and after termination. Copies of file documents will be produced for employees upon written request. Copies will be mailed to the home address currently on file for the employee. No modification of the original documents will be allowed. Generally, parties other than the employee will not be granted access to employee personnel files without a subpoena.

Employment Applications

Ken Bobko Electric, Inc. /Human Capital relies upon the accuracy of information contained in the employment application. Any misrepresentations, falsification, or omissions in any of this information or data may result in termination.

Advancement Opportunities

Whenever possible, vacant or new positions will be filled within the company, based on qualifications and merit. Vacant positions or new positions will be communicated internally and interested employees may apply for the positions at that time.

Security

Security is the employee's responsibility. For instance you are responsible for your personal things while at work. If you see and/or hear any information that is a threat to yours or another's security you have a responsibility to report it to the closest manager and/or supervisor.

Employment Termination

Termination of employment is inevitable part of any organization. Since employment with Ken Bobko Electric, Inc. /Human Capital is based on mutual consent, both the employee and the employer have the right to terminate employment at any time, with or without cause.

- **Resignation** – *Employment termination initiated by an employee who chooses to leave the organization voluntarily, with a two week notice.*
- **Termination** - *Involuntary termination by the company*
- **Retirement** - *Voluntary retirement from an active employment status initiated by the employee.*

Ken Bobko Electric, Inc. /Human Capital reserves the right to schedule an exit interview at the time of termination. The exit interview will afford the opportunity to discuss benefits, return of company property, etc. Some benefits may be continued at the employee's expense if the employee chooses to. The employee will be notified of the benefits, terms, limitations and conditions.

Attendance

Being at work and on time everyday is important. Your coworkers depend on you to do your job. Ken Bobko Electric, Inc. /Human Capital recognizes that occasional absences are unavoidable. However, excessive absenteeism creates a hardship for your coworkers who must do your job as well as their own. Because of this, frequent absences can be cause for disciplinary action and dismissal. Excessive tardiness or extended breaks/lunches without your supervisor's permission can also be cause for disciplinary action.

The attendance policy for all Ken Bobko Electric, Inc. /Human Capital employees is:

- Employees must report absences to their immediate supervisor before the start of their scheduled work time. It is the responsibility of the employee to make direct contact with the supervisor. This procedure holds for everyday absence. If your immediate supervisor is not available leave a message with the office.
- You may be asked to bring in a note for any date of absence if you report that your qualified dependant is sick.
- If an employee is going to be tardy, the supervisor must directly notified within 15 minutes after the start of the scheduled work time. (Please remember that even if you call your supervisor Performance Improvement will be utilized when your being tardy is not a result of a true emergency.)
- Emergencies do not include traffic congestion or weather conditions. Please plan accordingly.
- A no call and/or a no show for one day by an employee will be cause for disciplinary action up to and including voluntary termination of employment unless the employee can provide documentation of hospitalization.
- A no call and/or a no show will not be paid for any reason. Vacation pay maybe used for this purpose.

Ken Bobko Electric, Inc. /Human Capital's attendance policy is structure to minimize the number of situations when judgment calls will have to be made. This allows for equal treatment of all employees regardless of circumstances.

Pay Corrections

If there is an error in the amount of pay, the employee should contact the main office immediately so that the correction can be made. Once over payments are identified and verified, they will be corrected in the next regular paycheck. Under payments will also be corrected in the next regular paycheck unless this presents a burden to the employee.

In that case, Ken Bobko Electric, Inc. /Human Capital will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

Acceptance Use Policy

The Company provides computer systems; phone systems, Internet systems, fax machines, copy machines and other business resources for use by employees. These resources facilitate internal and external communication in many forms. The Company encourages use of these resources where such use supports company goals and objectives. All employees are responsible for the effective, efficient, ethical and lawful use of these resources.

Employees should not expect e-mail, voicemail or other electronic storage to be private. Ken Bobko Electric, Inc. /Human Capital may access computer files, e-mail, and Internet and voice mail in order to investigate system problems and determine whether there has been policy violations.

The company owners and other can view e-mail and Internet accesses even if messages are later deleted. All e-mail, history of computer access, files and record on company computers and phone systems are the property of the company. Computer transactions, phone message documents and e-mail can be recovered and used in legal action by the company and outside authorities. Employees may not access the Internet for non-work items unless they are on a scheduled break. Employees may not access immoral and/or illegal web sites. Employees may not download any copyrighted materials or materials considered to be intellectual property or another (i.e. songs).

Employees may not:

- Use business resources for illegal, inappropriate or obscene purposes.
- Intentionally interfere with the normal operation of the network, phone systems, or connection devices, including the introduction of computer viruses.
- Upload, download or otherwise transmit commercial software, copyrighted material or licensed material without permission.
- Use company business resources for personal commercial or financial purposes with the express permission of the company.
- Use company business resources for gambling.
- Remove software, business equipment or tools from the premises without permission.
- Gain unauthorized accesses to files or vandalize data.

Workplace Violence

Ken Bobko Electric, Inc. /Human Capital is committed to providing a workplace that promotes the health, safety and productivity of its employees. With that important goal in mind, employees are expected to treat each other, customers, clients and other individuals with courtesy and professionalism.

Ken Bobko Electric, Inc. /Human Capital will not tolerate violence, threats of violence or other conduct that harms or threatens the safety of employees or others in the workplace. This policy applies to both on-site and off-site locations Ken Bobko Electric, Inc. /Human Capital business is being conducted, and Ken Bobko Electric, Inc. /Human Capital sponsored events.

“Violence” refers to any intentional or reckless act that harms persons or property. **“Threat”** refers to any verbal or physical conduct that threatens property or personal safety, or that reasonable could be interpreted as intend to cause harm. Prohibited conduct includes but is not limited to:

- Any act or threat of violence towards person or property
- Actions or statements that, either directly or indirectly, tend to cause another to reasonable fear for his or her safety of family, friends, associates or property
- Actions or statements, including harassment, epithets and intimidation, that has the purpose or effect of creating fear in a reasonable person.
- Participation in or encouragement of a fight
- The use of any instrument to injure, threaten or intimidate
- Use or possession of any firearm, explosive or weapon of any kind.
- All employees must remain alert to possible violations of this policy and immediately report any act or threat of violence affecting them or anyone else in the workplace. Reports can be made to any manager, the HC HR department or the HC Legal Department. Emergencies and imminent threats or harm should immediately be reported to the police or other emergency personnel.

In addition, employees who apply for or obtain a protective or restraining order that identifies the workplace as a protective area must inform their manager and provide them with a copy of the order, supporting petition and documentation.

Safety

Safety is a joint venture at Ken Bobko Electric, Inc. /Human Capital. Ken Bobko Electric, Inc. /Human Capital provides a clean, hazard free, healthy, safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. As an employee, you are expected to take an active part of maintaining this environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor and use safety equipment where required. Your workplace should be kept neat, clean and orderly.

It is your responsibility to learn the location of all safety and emergency equipment, as well as appropriate safety contact phone numbers.

Ken Bobko Electric, Inc. /Human Capital will provide all safety equipment, and employees will be responsible for upkeep of this equipment.

As an employee, you have a duty to comply with the safety rules of Ken Bobko Electric, Inc. /Human Capital, assist in maintaining the hazard free environment, to report any accidents or injuries-including breaches of safety to a manager immediately.

Keep Your Records Up to Date

It is important that records be accurate at all times. Ken Bobko Electric, Inc. /Human Capital can best serve you if your individual records are up to date. Any change such as a new address, telephone number, change of marital status or number of dependent must be reported to Ken Bobko Electric, Inc./Human Capital by contacting the office of Ken Bobko Electric directly as soon as possible after the change occurs. All changes must be reported in writing to the main office and must contain your signature.

Lunch Breaks

Each employee receives a 30 minute un-paid lunch period. In addition you will receive a 15 minute break per every four hours. You may not leave the site on your paid 15 minute breaks. Your shift supervisor will inform you of when you can take your break. Break times are to run concurrent with set times of the job site being worked on.

Use of Equipment

Please notify your supervisor if any equipment appears to be defective, in need of repair or damaged.

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. Do not attempt to fix or repair damaged and/or defective equipment without prior approval.

Traffic Tickets

Employees are responsible for any moving violations, when received while on Ken Bobko Electric, Inc. /Human Capital business. It is your responsibility to observe all traffic and parking rules.

In certain circumstances, Ken Bobko Electric, Inc. /Human Capital will reimburse for parking fees that are acquired due to Ken Bobko Electric, Inc. /Human Capital business. Retain all parking receipts and bring to your supervisor for approval of reimbursement.

Seat belt use is mandatory in all company vehicles.

Company Vehicles & Gas Cards

Company vehicles are used by certain individual because of their particular situation. Along with accepting this privilege the operator accepts the responsibility to care for that vehicle. It is his responsibility to maintain the vehicle with the use of retail service vendors or dealerships for that vehicle. In addition the vehicles:

- Are to be kept clean and stocked with appropriate materials and tools;
- Be used for company business only;
- Operated in lawful and courteous manners at all times;
- Must be parked in designated areas only.

Certain individuals have been issued company gas cards for use in their personal vehicles used to commute to jobsites. These cards are for the use only of the person issued to and only for company business. When an employee is issued a company gas cards the holder will offer his vehicle to car poolers for traveling to the same jobsite. Abuse of this privilege may result of losing this benefit along with possible termination.

Property Use

Ken Bobko Electric, Inc. /Human Capital facilities and property are to be used only for business purposes. Employees may not utilize company vehicles, tools, materials, and postage meter, stationary, inter-office mail, e-mail, Internet, company supplies or other equipment for personal use. Violations of this policy will result in disciplinary action.

Equal Employment Opportunity

Ken Bobko Electric, Inc. /Human Capital recruits, employs, trains, develops and promotes employees on the basis of individual qualifications. All Ken Bobko Electric, Inc. /Human Capital employees have a right to work in an environment free of harassment of any kind. We want to make it perfectly clear that Ken Bobko Electric, Inc. /Human Capital will act decisively to eliminate discrimination as well as any undesirable or unprofessional behavior.

Generally, ethnic or racial slurs and other verbal or physical conduct- relating to a person's race, sex, color, religion, age, height, weight or national origin- will constitute harassment when such conduct results in intimidating or offensive work environment or interferes with a person's work performance.

This policy affirms Ken Bobko Electric, Inc. /Human Capital's commitment to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist. We encourage all employees to take advantage of opportunities for promotion as they occur.

Harassment

Harassment is any conduct that creates an intimidating, hostile or offensive work environment or that has the purpose or effect of unreasonable interfering with an

individual's work performance. Examples of unlawful harassment include but are not limited to:

- Verbal or written comments (such as slurs, epithets, or jokes) and/or visual conduct (such as posters, cartoons, drawings or gestures) of a derogatory or vulgar nature.
- Physical conduct, including blocking or impeding normal movement, restraining, touching or other aggressive or intimidating physical conduct that interferes with the work of another individual.
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions as a condition of security, employment or to gain or avoid loss of employment-related benefits.
- Retaliation by any of the above means for reporting harassment, having assisted another employee to report harassment, or for cooperating in an investigation of an assessment complaint.

Sexual Harassment

As defined by federal and state regulations, sexual harassment is a form of sex discrimination. It may comprise unwelcome sexual advances or other physical (touching), verbal (obscene or suggestive word, comments or sexual humor) or visual (pornography, calendars, etc.) conduct by a supervisor or others in the workplace. It can create an intimidating or offensive work environment, as well as interfere with work performance.

Any employee determined by impartial investigation to have harassed another associate would be subject to appropriate disciplinary procedures up to and including dismissal.

The primary objective of such action is to stop the harassing behavior immediately and permanently; and eliminate intimidating, offensive or interfering behavior from the work place.

Any employee who believes that they have been the subjects of any harassment as defined herein, including but not limited to sexual harassment should report in writing the alleged act immediately (within 48 hours after the alleged harassment occurs).

If the alleged incident of harassment was done by someone other than the employee's immediate supervisor and that supervisor did not participate and was unaware of said conduct, the employee should register their complaint with their immediate supervisor, who then should relay the information immediately to the Ken Bobko Electric, Inc./Human Capital Human Resource Department.

If the employee is dissatisfied with the resolution by the supervisor or if the supervisor was involved in the conduct of if after notifying the supervisor the alleged harassment continues to occur the employee should contact Ken Bobko Electric, Inc./Human Capital Human Resource Department.

All matters of harassment will be treated with sensitivity, and discussed only with parties that have a legitimate business need-to-know. Confidentiality is very important, and will be maintained to the extent permitted by the circumstances.

Additionally, steps will be taken to ensure that the person reporting the activity does not face retaliation as a result of bringing the complaint to the attention of Ken Bobko, Tami Bobko or Dan Darling.

All rules for harassment apply to Ken Bobko Electric, Inc. /Human Capital's employees and Ken Bobko Electric, Inc. /Human Capital's customers and their employees.

Non-Retaliation

The company recognizes that the question of whether a particular action or incident is purely personal, social relationship without discriminatory employment impact require a factual determination based on all the facts and the totality of the circumstances. Given the nature of this type of discrimination, the company recognizes also that false allegation of harassment can have serious effects on innocent people.

The company trusts that all employees will continue to act responsibly to establish a working environment free of discrimination. The company encourages any employee to raise questions they may have regarding discrimination with the appropriate official of the company.

Ken Bobko Electric, Inc. /Human Capital not only prohibits harassment but also strictly prohibits any retaliation against an employee who, in good faith, has registered a complaint under his procedure.

Any supervisor, agent or employee of the company who, after investigation, has been determined to have retaliated against any employee for utilizing the complaint procedure in this policy will be subject to appropriate discipline up to and including immediate termination at the sole discretion of the company. If an employee believes they have been retaliated against for exercising their rights under this policy, the employee should contact the Human Resource Department of Ken Bobko Electric, Inc. /Human Capital.

Open Communication

Sharing information openly and informally-both good news and bad-is a vital element of Ken Bobko Electric, Inc. /Human Capital's culture. Employees must feel empowered to ask questions, make suggestions, and raise issues in order to contribute to the highest degree. To ensure that effective communication flows both ways, all employees need to know that their views are welcomed.

Ken Bobko Electric, Inc. /Human Capital's culture of open communication is built on a foundation of trust, respect, dignity and personal accountability. In support of this culture, all employees need to express themselves responsibly and ensure that privacy and confidentiality are appropriately maintained.

Drug-Free Work Place/Substance Abuse

Ken Bobko Electric, Inc./Human Capital prohibits the unlawful manufacture, distribution, use, dispersion, sale, transfer or possession of any illegal or controlled substance on company premises or while on duty.

The Ken Bobko Electric, Inc. /Human Capital Drug-Free policy is as follows:

- Ken Bobko Electric, Inc./Human Capital is not required to employ anyone who uses drugs unlawfully or who is involved in the unlawful manufacture, purchase, sale or possession of drugs.
- Ken Bobko Electric, Inc. /Human Capital reserves the right randomly select employees to undergo a drug test. Any “positive” test result for unlawful use also violates this policy.
- Possession or use of alcohol on duty or on Ken Bobko Electric, Inc. /Human Capital premises violates this policy.
- Reporting to work or working under the influence of drugs or alcohol, or alcohol abuse that impairs attendance or job performance, violates this policy. “Under the influence” means that, in management’s view of the facts, the employee’s behavior or ability to safely and efficiently perform the job may be adversely affected.
- Refusing to cooperate fully in any drug or alcohol testing or inspection requested as described below violates this policy.

An employee suspected of possession of alcohol or drugs at Ken Bobko Electric, Inc. /Human Capital premises or on duty may be requested to cooperate in a search of personal property (car, purse, person, etc.) to help confirm or rebut the suspicion. Ken Bobko Electric, Inc. /Human Capital may require employees to take a random drug test at any time. The requested test may be a breath, urine, blood, hair or test designed to detect and/or measure any alcohol and/or drugs in the employee’s system. Testing may be required based on management or others’ observation of an employee, based on attendance or accidents, or based on other factors.

The possession of open alcoholic beverage containers on company premises or on-duty by any employee is also prohibited.

Violation of this Drug/Substance Abuse policy will result in immediate termination.

Critical Illness

Ken Bobko Electric, Inc. /Human Capital regards an employee’s health condition as private and confidential. An employee with a critical illness, including AIDS/HIV, is asked to disclose their condition only to their supervisor/manager. Employees are expected to take careful precautions to protect the confidentiality of any information another employee may disclose to them regarding their health condition.

Ken Bobko Electric, Inc. /Human Capital will treat any critical illness, including AIDS/HIV, as a disability in accordance with the company’s Equal Employment Opportunity policy, and the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973.

Employee Assistance Program

We encourage our employees to seek assistance, as needed, from qualified professionals. When personal problems and difficulties are identified and appropriately treated in their early stages, the likelihood of a successful outcome is improved. Our

Employee Assistance Program (EAP) helps employees deal with problems in a confidential and safe environment.

Should you require assistance with any problem, which is impacting your personal and/or professional life, we encourage you to call.

The confidential number is **1.800.847.7240** and identify yourself as a Human Capital employee.

These calls are not monitored and are manned by a privately owned counseling referral service. We, at Ken Bobko Electric, Inc. /Human Capital, will never be aware of your contact to this service, nor will any reports on your contact or treatment will be forwarded to us.

All contact and sessions are strictly confidential. We cannot stress enough, that if you feel the need for counseling, we strongly encourage that you seek assistance.

Business Ethics

It is essential that we all keep an eye out for possible infringements of Ken Bobko Electric, Inc. /Human Capital's business ethics—whether these infringements occur in dealings with the government or private sector, and whether they occur because of oversight or intention. Ken Bobko Electric, Inc. /Human Capital employees who have knowledge of possible violations should notify the Human Resource and/or Legal Department. To assist employees in the day-to-day protection of our business ethics, we have compiled a list of some areas where breaches may occur.

Improper or excessive payment of any of the following: consulting fees, agent's fees, advertising fees, miscellaneous expenses, insurance premiums, nondeductible expenses, employee loans, public relation fees, legal fees, commissions, other professional fees, expense reports, employee bonuses or compensation agreements.

There are non-exhaustive examples of possible infringements that Ken Bobko Electric, Inc. /Human Capital employees need to avoid. Employees should feel free to discuss any concerns about this policy with their manager or the Legal Department.

In addition Ken Bobko Electric, Inc. /Human Capital does not and is under no obligation to give employees loans.

Return of Property

Employees are responsible for all property, materials or written information issued to them or in their possession or control. Employees must return all Ken Bobko Electric, Inc. /Human Capital property and that of its clients immediately upon request or upon termination of employment.

Where permitted by applicable laws, Ken Bobko Electric, Inc. /Human Capital may withhold from the employee's final paycheck the cost of any items that are not returned when required. Ken Bobko Electric, Inc. /Human Capital may also take action deemed appropriate to recover or protect its property and that of its clients.

Legal Name Change

The Ken Bobko Electric, Inc. /Human Capital HR Department maintains the employee's legal name in the HC database. In order to process a name change, the employee must submit via US Mail or fax a Status Change Form along with a copy of a social security card (with the new name printed on it) to the HC HR Department. Legal documents with proper authorization will also be accepted. After the name change has been processed, it will download to payroll and benefits.

Suggestions

We welcome and encourage suggestions. We hope that each employee feels free to offer ideas that could help us improve our operations. Suggestions should be made to your immediate supervisor. If you feel that your supervisor did not consider your suggestion, and then bring it to the attention of higher management.

Problem Resolution Process

If you have a job-related problem that has not been resolved, you have two alternatives:

- You may follow the resolution process listed below; or
- If your problem is particularly sensitive, you may choose to contact the Human Resource department (bypassing step 1 listed below)

Step 1- Discuss the problem with your immediate supervisor. Your supervisor will investigate and try to resolve the problem. You will receive an explanation of the results within 10 working days or by a time agreed to by all parties.

Step 2- If you are not satisfied with the solution offered in Step 1, you may request that the Human Resource department and the appropriate manager above your supervisor review the problem. You may initiate Step 2 by contacting the Human Resource department. You will receive an explanation of the results within 10 working days or by a time agreed to by all parties.

Step 3- You may request through the Human Resource department then Ken Bobko Electric, Inc. /Human Capital's COO review the problem. You may initiate this step by contacting the Human Resource department. You will receive an explanation of the results within 10 working days or by a time agreed to by all parties.

If for a reason consensus cannot be reached in Step 3, the Chief Executive Officer and President of Ken Bobko Electric, Inc. /Human Capital will make a ruling and that decision will be considered final.

Per Federal regulations, employees may request to have a representative of their choosing present at any Performance Issue Meeting.

Investigation Process

The person conducting the investigation will meet with the employee to obtain all information and documentation that the employee believes may help address the issue. Shortly after this initial meeting, the employee will receive an issue confirmation letter to ensure that:

- The issue is clearly resolved to the best of the employee's knowledge; the person conducting the investigation will be fair and impartial. If the employee has reason to believe that the person conducting the investigation is not able to act in a fair or impartial manner, he or she will contact the Ken Bobko Electric, Inc./Human Capital Human Resource Department and another person will be assigned;
- The employee understands his or her obligation to be completely honest and cooperate fully when providing information and documentation;
- The person conducting the investigation will keep the employee informed of progress made, as appropriate;
- The employee is aware that the investigation is confidential and should not be discussed with anyone who does not have a legitimate, business need to know.

The person conducting the investigation may confer with other parties (actual and/or potential witnesses, content experts, etc. to obtain more information about the issue and/or alleged misconduct. The importance of maintaining confidentiality will be addressed with every person involved in the investigation. Each participant will also be informed that retaliatory behavior is unacceptable and will not be tolerated.

The employee will be notified, verbally or in writing, when the investigation is complete. Considering the nature of the issue and the recommended outcome, the employee may also be provided with information regarding the decision and action taken.

If the employee is satisfied with the decision reached the Issue Resolution process is finished.

Appeal Process

If the issue is not resolved to the employee's satisfaction after thorough consideration by the immediate manager and the HC HR Department, the employee may appeal to the HC Legal Department. The employee must submit the appeal in writing within 30 days of receiving notification of the decision.

Upon receipt of the appeal, the HC Legal Department will confirm that the issue was thoroughly considered at the HR level. If it is determined that the issue had been thoroughly considered locally, the HC Legal Department will assume responsibility for the appeal. If not, the HC HR Department will address the issue as appropriate.

The scope of the appeal is limited to determine the following:

- Does any new and/or significant information exist which was not previously considered?

- Is there any reason to believe that the issue was not thoroughly, fairly and impartially investigated?
- Is there any reason to believe that the decision may not have been made in accordance with Ken Bobko Electric, Inc. /Human Capital policies and guidelines?

If the answers to all of these questions are “no”, the HC Legal Department will confirm the decision made previously and the Issue Resolution process is finished.

If any of the answers are “yes”, the HC Legal Department (or designee) will provide further consideration and/or investigation into the matter. The HC Legal Department will then take appropriate steps to render a decision.

If the issue is not still resolved to the employee’s satisfaction after appealing to the HC Legal Department, the employee may pursue arbitration. The Issue Resolution process must be exhausted prior to initiating arbitration.

Documentation

Documentation gathered and generated during an investigation is generally not maintained in employee personnel files. If the investigation results in a written warning or termination of employment, those specific documents will be included in the employee personnel file. The HC Legal Department is the custodian for other investigation documents that are deemed appropriate to maintain.

Performance Improvement Process

There are times when individual job performance may fall short of company standards or when personal conduct may negatively impact fellow employees. Ken Bobko Electric, Inc. /Human Capital believes that improper behavior and/or substandard performance can, in most instances be corrected. Therefore, it is goal to utilize the procedures outlined below to provide employees with a reasonable opportunity to be advice of such deficiencies and a reasonable opportunity to correct those deficiencies if they are willing and able to do so.

However, these procedures do not create any contractual obligation on the part of Ken Bobko Electric, Inc. /Human Capital. The procedures are provided as a guideline for the Performance Improvement Process in those situations where the company, in its sole discretion, believes that such action is in the best interest of both company and the employee.

The company retains the right to determine at any time that unacceptable performance or behavior cannot be corrected to the company’s satisfaction and the company also retains the discretion to consider extenuating or mitigating factors (including the employee’s length of service and overall work and attendance record) in determining the appropriate course of action in each case.

The Performance Improvement Process provides a means to address specific performance or conduct issues so that you have sufficient time and information to correct the problems.

The process normally includes four steps. They are:

- Step 1-** Verbal Coaching and Counseling
- Step 2-** Written Warning
- Step 3-** Final Written Warning; and
- Step 4-** Termination

Acceleration of the process:

Circumstance that may result in termination or the acceleration of the Performance Improvement Process are one or more of, but not limited to, the following;

- Gross insubordination (persistent, willful or overt defiance of authority; disobedience of orders; infraction of rules; a generally disaffected behavior towards authority; or behavior and/or action, which in management's opinion constitutes willful misconduct);
- Gross and/or habitual neglect of duty;
- Misuse, embezzlement or dishonesty in any form or degree;
- Immoral, illegal or unethical conduct;
- Being under the influence, possessing, using (unless under a doctor's prescription) or selling habit-forming or illegal drugs, alcoholic beverages, or the unauthorized or excessive use and consumption of alcoholic beverages or drugs while on company property and/or while performing Ken Bobko Electric, Inc./Human Capital;
- Damage or destruction to Ken Bobko Electric, Inc./Human Capital property due to careless or willful acts;
- Unauthorized use or removal of Ken Bobko Electric, Inc./Human Capital property, property of any Ken Bobko Electric, Inc./Human Capital client or any other employee;
- Unauthorized disclosure of any confidential Ken Bobko Electric, Inc./Human Capital or client-related information;
- A material breach of any of the agreements or covenants contained in the non-compete clause;
- Holding a position with another employer that results in conflict with employment/job duties at Ken Bobko Electric, Inc./Human Capital;
- Fighting on Ken Bobko Electric, Inc./Human Capital premises or threatening the life or well being of another individual;
- Excessive absences or an absence from the job without notifying the immediate supervisor;
- Unauthorized possession of firearms or other dangerous weapons on Ken Bobko Electric, Inc./Human Capital property;
- Sleeping on the job
- Evidence of deliberate, unsafe conduct that endangers the safety of the employee or other employees that result in injury or illness; and
- Fraternizing with staff and employees of clients;
- Other violations of this manual as listed herein;

Per Federal regulations, employees may request to have representative of their choosing present at any Performance Improvement Meeting.

“Ken Bobko Electric Property” can also be any other site Ken Bobko Electric, Inc. /Human Capital’s personnel may be working at.

Workers Compensation

Ken Bobko Electric, Inc. /Human Capital provides a comprehensive workers’ compensation insurance program through the Dept of L&I. This covers any injury or illness sustained in the course of employment the requires medical, surgical or hospital treatment.

Subject to applicable legal requirements, workers’ compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized immediately.

Employees who sustain work related injuries or illnesses must inform their supervisor immediately.

ALL injuries must be reported to the office. No matter how minor an on the job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Ken Bobko Electric, Inc. /Human Capital, its client, or its insurance carrier will be liable for the payment of workers’ compensation benefits for injuries that occur during an employee’s voluntary participation when running personal errands, on the drive into and from work, on lunch breaks, any moon-lighting work, and any off-duty recreational, social or athletic activity sponsored by Ken Bobko Electric, Inc. /Human Capital.

Return to Work Program Following Work Related Injury

To assist an employee to return to work from an on the job injury at his or her regular rate of pay, as soon as possible after the employee has recovered sufficiently from the adverse effects of the injury and in accordance with guidance from the treating physician, we will assist in this endeavor by finding the employee a productive task to accomplish. Positions will not be held open for injured workers not able to return to work in a timely fashion.

Upon release to return to work, the employee will be returned in whatever capacity exists at the time of his or her return to work. All attempts will be made to return the employee to a comparable position; however, should this position not be equivalent in compensation, no wage replacement will be guaranteed.

Ken Bobko Electric, Inc. /Human Capital recognizes that an on the job duty injury can impose financial hardships upon employee, in addition to other burdens. Through this return-to-work program, we will endeavor to assist the employee in returning to productive employment.

Under normal circumstances, restricted duty position will be provided for as long as recommended by the treating physician and as agreed by the office, but in no case should an employee remain on restricted duty status longer than 120 days. A refusal to accept limited, modified or restricted duty, when appropriate and approved by the

treating physician, will be considered as a voluntary resignation and benefits will cease immediately. Furthermore, failure to return to work after six months period will also be considered a voluntary resignation and benefits will cease immediately.

Witness & Jury Duty

If Ken Bobko Electric, Inc. /Human Capital has subpoenaed employees at witnesses, they will receive pay for the entire period of witness duty. This does not apply to jury duty. Ken Bobko Electric, Inc. /Human Capital upon request will issue letters to dismiss employees of jury duty on a case by case basis.

Benefits Continuation-COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health and dental insurance coverage under Ken Bobko Electric, Inc. /Human Capital's health plan when a "qualifying event" would result in the loss of eligibility. Examples of qualifying events includes: resignation, termination, death, reduction in hours, leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Upon termination or voluntary termination from Ken Bobko Electric, Inc. /Human Capital for any reason other than gross misconduct, an employee may elect to continue group health and dental insurance for either 18 or 36 months as long as the employee pays the required monthly premium on the due date.

COBRA letters are sent via 1st Class, United States Postal service. If an employee has not received their COBRA NOTIFICATION, it is their responsibility to contact the Ken Bobko Electric, Inc. /Human Capital Human Resource Department to request a copy of their notification.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Ken Bobko Electric, Inc. /Human Capital's COBRA group rates plus an administration fee the first month. This fee is normally 2% of the entire premium.

Family Medical Leave Act

Federal legislature for unpaid as long as you have worked for this company for one year or at least 1250 hours. In the event you elect to exercise your rights under the Family and Medical Leave Act ("FMLA") to take an unpaid leave, any medical insurance benefits you have at the time you elect to exercise your right to take unpaid leave will continue during your absence.

In general, the FMLA provides that Ken Bobko Electric, Inc. /Human Capital will provide up to twelve (12) weeks of unpaid, job protected leave during any 12 month period for an employee's own serious health condition. A serious health condition is defined by the FMLA as an illness, injury, impairment or physical or mental condition involving either inpatient care or continuing treatment by a health care provider.

The FMLA also provides unpaid, job protected leave for childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition.

You should contact Ken Bobko Electric, Inc. /Human Capital for more information on eligibility and/or how to use the benefits available under the Family Medical Leave Act ("FMLA").

In compliance with federal legislation, employees who require leave without pay due to sickness, injury, or disability of the employee or to family members may be granted under the Family and Medical Leave Act for a period of twelve (12) weeks. Such leave may be extended for a period not to exceed six months. If an employee is not able to return after six months, their employment will automatically terminate.

All other fringe benefits (Vacation, accrual, etc.) are frozen during Family and Medical leaves.

A request for leave must be made as soon as it is known to be necessary, stating the reasons for the request and the number of days leave desired.

A statement by attending physician must be furnished by the employee at the time of the leave request, if the leave will exceed three days, and it must state the approximate date the employee can, before and after the leave period, perform the work required for their job. Ken Bobko Electric, Inc. /Human Capital may require supplementary statements from the employee's physician updating the employee's condition. Ken Bobko Electric, Inc. /Human Capital may also require an employee to submit to a physical examination by a doctor selected and paid for by Ken Bobko Electric, Inc. /Human Capital.

Any employee who goes out on Family and Medical leave must use any accrued Vacation down to 40 hours.

Personal Leaves of Absence

If you are a full-time or salaried associate, who works 40+ hours a week, you may request a personal leave of absence for up to three days per year worked, provided you have used all earned Vacation and personal days. May not exceed 15 days.

Personal leave is approved on an unpaid basis and **must be approved by your immediate supervisor and by the Human Resource Department.**

Requests for personal leave must be made in writing to your immediate supervisor with a copy forwarded to the Human Resource department. The request should include the reason for the leave, the date the leave will begin and the date of return to work.

If you are a participant in a company sponsored group insurance plan you must pay the contributory cost for the entire period of the leave of absence.

Annual review days will be adjusted by the amount of personal leave time, if more than thirty (30) days. If a paid holiday falls during the leave period, you are not eligible for

holiday pay. Vacation, accrual, and personal days do not accrue during your leave of absence.

Failure to return to work at the prescribed time will be regarded as voluntary resignation. Due to the possibility of business changes, Ken Bobko Electric, Inc. /Human Capital is unable to guarantee that your previous position will be available when you return after the leave of absence.

Military and Reserve Service Leave

Employees will be granted a leave of absence without pay for military service as required by state and federal law.

Ken Bobko Electric, Inc. /Human Capital will comply with all state and federal laws and regulations regarding re-employment and continuation of benefits. If you are in the military (including the Reserves or National Guard) and require a leave of absence, please contact your supervisor in order to arrange for your leave of absence and benefit entitlement.

Compensation, Pay Deductions and Set Offs

Compensation. It is Ken Bobko Electric, Inc. /Human Capital policy to compensate employee on the basis of comparative worth. All employee contributions to the success of the company will be evaluated on a regular basis.

An important part of Ken Bobko Electric, Inc. /Human Capital's philosophy is to let people know how they are doing. Ninety days after hire and then once a year you will meet with your supervisor for a review of your overall job performance.

You will be expected to take an active part in setting your standards/objectives since they apply to you. Objectives may include action you agree to take.

During the appraisal process you will discuss the results you achieved-or did not achieve, since your last review.

This way, you and your supervisor know exactly how well you have done against previously established objectives and what objectives you will work toward in the next time frame.

Cell Phone Use

We do not support individuals driving while talking on the cell phone. You must pull over to the side of the road, or have your vehicle parked when using a cell phone. All employees are required to keep personal phone calls to a minimum, preferably kept to emergency reasons only.

Vacation

Ken Bobko Electric, Inc. /Human Capital recognizes that leisure time is vital. Vacation gives you the opportunity to rest, relax, take care of personal business, attend funerals and regroup without the daily pressures and interruption of your job.

To meet this important need, Ken Bobko Electric, Inc. /Human Capital, has established a Vacation policy for eligible employees.

Vacation for employees are based on the employee’s regular rate in effect at the time of the Vacation is taken.

Your Vacation based on continuous service. If you are on an unpaid leave of absence then your accruals will be affected. You will be required to take any accrued Vacation prior to going on an unpaid leave of absence or FMLA.

Vacation and holiday pay is considered the same.

Vacation Time Accrual Schedule

	Accrue Year
During the first year after the 90 day trial period /quarter	8 hrs
After One Full Year of Employment hours	1 week/40
After Two Years of Employment hours	2 weeks/ 80
After Three Years of Employment hours	3 weeks/120

Termination of Employment- If you terminate employment, through voluntary resignation, Ken Bobko Electric, Inc./Human Capital will pay for the number of Vacation days you have accrued but not taken, if any, as long as you give a two-week notice and work that notice in a professional manner. If HC decides it is in its best interest after you have given your two-week notice, to discontinue your employment on the date of your notice your accrued PTO will be paid (Voluntary Resignation only). If you are terminated, you will not be paid for any Vacation days you have accrued but not taken.

Scheduling your Vacation- You must schedule and receive your supervisor approval for all Vacations, at least three weeks in advance by submitting a TIME OFF REQUEST. Requests shall include actual dates of work to be missed. As you would expect, Vacation schedules are dictated by workload demands, schedules and meetings. This will be taken into consideration when time off request is received. Thus, while every attempt will be made to accommodate your Vacation request, your supervisor will determine preference, generally based on seniority basis. Please do not make any airplane and/or hotel reservations and/or pay any deposits until you have received the sign off from your supervisor.

At the end of each year all unused vacation will be paid out. There is no carry over of vacation pay. For confidentiality reasons, the only record of remaining vacation time will

be kept at the Ken Bobko Electric Inc, office. Call the office directly for the most up-to-date vacation hours available. Please keep in mind that the term "vacation pay" is generic. You may use your accrued hours for any sick, holiday, personal business, etc. There are no other paid days off.

Also, no employee may use more than 25% of his total annual vacation pay in any one quarter unless he has accumulated unused vacation pay from previous quarter in the same calendar year.

In no case can you use vacation pay to force hours at the end of the week into overtime.

Completion of Services

Within seven (7) days after completing services for Ken Bobko Electric, Inc. /Human Capital whether via resignation, termination or a voluntary quit, the employee **MUST** notify Ken Bobko Electric, Inc. /Human Capital of the completion of services. Failure by the employee to provide Ken Bobko Electric, Inc./Human Capital notice of the employee's completion of services constitutes a voluntary quit that will effect the employee's eligibility for unemployment compensation should the employee seek unemployment compensation following completion of its services with Ken Bobko Electric, Inc./Human Capital.

Cafeteria Plan (Section 125)

Regular full time employees may participate in the Company Cafeteria Plan that complies with the IRS Section 125 regulations. This plan allows employees to withhold a specific dollar amount from each paycheck, pretax, to be used to cover medical, dental, vision, or RX expenses not covered by insurance, and/or premiums not paid by the company. This money can also be put aside to cover dependent care expenses.

Medical Benefits

All regular full time employees are eligible for company paid health care benefits after they have been continuously employees for 90 days. After ninety days, any employee who does not elect for dependents benefits must sign a waiver for each plan. Dependants may be eligible for benefits again at open enrollment (January 1st). These benefits apply to the employee only. Dependants may be added at an additional cost to the employee.

When an employee total of hours worked in a certain month drops below 75% of the total possible hour that can be worked he will be asked to contribute the difference of the medical premium. For all months a base of 160 hours will be used for all calculations. For this purpose, vacation pay hours are counted as hours worked.

Example: Due to a work slow down, an employee works only 100 hours in a calendar month. That is 62.5% of 160 hours. That employee would be asked to pay the difference of 37.5% of the policy premium. That payment would be required by the 15th of the following month.

Overages towards premiums for elected policies will be payroll deducted from the employee's paycheck each pay period. Final paycheck will contain deductions and benefits for any and all balances owed, since employees do not pay a true month premium due to varying pay periods.

In order to process benefits, benefit changes and benefit cancellations in a timely manner all requests must be made in writing on the appropriate forms before the first of the following month. Forms received on the first of the month or any day following will not be effective until the first of the following month providing that all necessary forms are complete, sent in timely and are accurate.

Training and Continuing Education

Ken Bobko Electric will pay for Continuing Education or training for all full time employees. Journeymen are limited to \$200.00 per year and apprentices are limited to \$300.00 per year. Apprentices will be required to maintain a "C" grade or better to receive on going education. Payments will be made directly to the agency conducting the classes. Any unused amounts will not be paid to employees. Meals, travel or lodging is not included. Time spent in classes will not be paid time. It is the responsibility of each employee that each class they are signed up for meets the criteria of the Department of Labor & Industries. It is also their responsibility to track the classes they have taken and need to take to maintain or obtain their license.

Simple IRA

Ken Bobko Electric Inc employees may enroll in Simple IRA savings plan. If an employee elects to join the plan he can deposit any percentage of his gross pay to the plan. Ken Bobko will match up to 3% of an employees gross pay. Employees become eligible to join the plan after their 90 day probationary period. The plan provider is Fidelity Investments. Once funds are deposited with Fidelity their management becomes the sole responsibility of each individual employee.

Pay Day Policy

You are paid on a bi-weekly basis on Thursday.

Ken Bobko Electric Company, Inc. has a **NO ADVANCE PAY** policy.

Ken Bobko Electric, Inc. /Human Capital provides direct deposit of paychecks. With this option, each paycheck will be automatically deposited to up to three checking and/or savings accounts as you direct. Each pay day, you will receive a pay stub for your records-much like a voided check- except that face of the check is voided. No trips to the bank are necessary because your salary appears in your bank account on payday. Direct deposit will be initiated in fourteen days from receipt of a completed, accurate authorization form. Any changes must be made on the Direct Deposit Change form. **CHANGES WILL NOT BE MADE WITHOUT ACCURATE COMPLETION OF THIS FORM.**

As required by law, Ken Bobko Electric, Inc. /Human Capital will deduct Federal Social Security and Income Tax as well as garnishments from your paycheck. Employee

portions of group insurance premiums for eligible employees and dependant family members will be deducted from payroll checks each pay period, once the employee completes the application. Any changes must be made on the BENEFIT CHANGE and/or CANCELLATION form along with the appropriate applications. **CHANGES WILL NOT BE MADE WITHOUT ACCURATE COMPLETION OF THE NECESSARY FORMS.**

Your pay is a confidential matter between you and Ken Bobko Electric, Inc. /Human Capital. Any disclosure of pay is considered a violation of the confidentiality policy.

By signing this policy outline, I indicate that I have read, accepted and agreed to it's terms

Employee

Signature: _____

Print Name: _____

Date: _____

Witnessed by:

Signature: _____

Print Name: _____

Date: _____

