



EMPLOYEE HANDBOOK

102 S 95TH Ave
Tolleson, AZ 85353
Office: 623-266-9585

Revised: November 3, 2025

TABLE OF CONTENTS

1. Introduction

- 1.1 Handbook Disclaimer
- 1.2 Welcome Message

2. General Employment

- 2.1 At-Will Employment
- 2.2 Immigration Law Compliance
- 2.3 Equal Employment Opportunity
- 2.4 Employee Grievances
- 2.5 Internal Communication
- 2.6 Outside Employment
- 2.7 Anti-Retaliation and Whistleblower Policy

3. Employment Status & Record-Keeping

- 3.1 Employment Classifications
- 3.2 Personnel Data Changes
- 3.3 Expense Reimbursement
- 3.4 Termination of Employment

4. Working Condition & Hours

- 4.1 Company Hours
- 4.2 Emergency Closing
- 4.3 Workplace Safety
- 4.4 Security
- 4.5 Meal & Break Periods
- 4.6 Break Time for Nursing Mothers

5. Employee Benefits

- 5.1 Health Insurance
- 5.2 Health Insurance & Continuation
- 5.3 Worker's Compensation
- 5.4 Military Leave
- 5.5 Jury Duty
- 5.6 Voting Leave (Arizona Employee)
- 5.7 Paid Sick Leave (Arizona Employee)
- 5.8 Vacation Time
- 5.9 Holidays

6. Employee Conduct

- 6.1 Standards of Conduct
- 6.2 Disciplinary Action
- 6.3 Confidentiality
- 6.4 Avoidance of Conflict of Interest
- 6.5 Noncompete
- 6.6 Workplace Violence
- 6.7 Drug & Alcohol Abuse
- 6.8 Sexual & Other Unlawful Harassment
- 6.9 Telephone Usage
- 6.10 Personal Property
- 6.11 Use of Company Property
- 6.12 Company Supplies
- 6.13 Company Vehicles
- 6.14 Computer, Email, & Internet Usage
- 6.15 Social Media Use
- 6.16 Dress Code Policy
- 6.17 Smoking
- 6.18 Visitors in Workplace

7. Timekeeping & Payroll

- 7.1 Attendance & Punctuality
- 7.2 Timekeeping
- 7.3 Paydays
- 7.4 Payroll Deductions

Employee Acknowledgement

1. Introduction

1.1 HANDBOOK DISCLAIMER

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or expressed promise of continued employment with RR&J Electric LLC.

This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents.

RR&J Electric LLC reserves the right to amend, interpret, modify, or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

RR&J Electric LLC also has the right, with or without notice, in any individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.

1.2 WELCOME

Dear Valued Employee,
Welcome to RR&J Electric LLC! We are pleased with your decision to join our team.

RR&J Electric LLC is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our company.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or Office Manager, Lizbeth Arteaga.

Welcome aboard. We look forward to working with you!

2. General Employment

2.1 AT-WILL EMPLOYMENT

Employment with RR&J Electric LLC is “at-will.” This means employees are free to resign at any time, with or without cause, and RR&J Electric LLC may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with RR&J Electric LLC for any set period.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by RR&J Electric LLC, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between RR&J Electric LLC and any of its employees.

2.2 IMMIGRATION LAW COMPLIANCE

RR&J Electric LLC is committed to employing only those legally authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, as amended, 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 the form if they have not completed an I-9 with RR&J Electric LLC within the past three years, or if their previous I-9 is no longer retained or valid. RR&J Electric LLC may participate in the federal government’s electronic employment verification system, known as “E-Verify.” Pursuant to E-Verify, RR&J Electric LLC provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee’s Form I-9 to confirm work authorization.

2.3 EQUAL OPPORTUNITY EMPLOYMENT

RR&J Electric LLC is an Equal Opportunity Employer. Employment opportunities at RR&J Electric LLC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where

required by law so long as the accommodation does not pose an undue hardship on the business. The Company will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your Office Manager. This policy is not intended to afford employees with any greater protections than those which exist under federal, state, or local law.

RR&J ELECTRIC LLC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. RR&J Electric LLC will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 EMPLOYEE GRIEVANCES

It is the policy of RR&J ELECTRIC LLC to maintain a harmonious workplace environment. RR&J Electric LLC encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Office Manager.

After receiving a written grievance, RR&J Electric LLC may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with RR&J Electric LLC's Sexual and other Unlawful Harassment Policy.

RR&J Electric LLC assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.5 INTERNAL COMMUNICATION

Effective and ongoing communication within RR&J Electric LLC is essential. As such, the Company maintains systems through which important information can be shared among employees and management.

RR&J Electric LLC uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns

on information disseminated.

2.6 OUTSIDE EMPLOYMENT

Employees may hold outside jobs if the employee meets the performance standards of their position with RR&J Electric LLC.

Unless an alternative work schedule has been approved by RR&J Electric LLC, employees will be subject to the Company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

RR&J Electric LLC's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

2.7 ANTI-RETALIATION AND WHISTLEBLOWER POLICY

This policy is designed to protect employees and address RR&J Electric LLC's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, RR&J Electric LLC will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment, or general public; Objects to, or refuses to participate in, any activity, policy, or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, participates, or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Office Manager directly. Employees should also review their state and local requirements for

any additional reporting guidelines. RR&J Electric LLC will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the Office Manager or any state or local agency responsible for investigating alleged violations.

3. Employment Status & Recordkeeping

3.1 EMPLOYMENT CLASSIFICATIONS

For the purposes of salary administration and eligibility for overtime payments and employee benefits, RR&J Electric LLC classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed. Exempt and Non-exempt employees are categorized as follows:

Exempt:

Exempt employees include those individuals who work within the office setting in an administrative, management, or supervising (foremen) role, work full time (working greater or equal to 40 hours per week), and are paid on a salary basis. Generally, regular full-time employees are eligible for RR&J Electric LLC's benefits, subject to the terms, conditions, and limitations of each benefit program.

Non-Exempt:

Non-exempt employees include those who work regularly on active job sites and/or work part-time and are paid on an hourly basis.

If you change positions during your employment with RR&J Electric LLC or if your job responsibilities change, you will be informed by the Office Manager of any change in your exemption status. In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

3.2 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify their supervisor or HR of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or HR as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms

- Emergency contact(s)
- Training certificates / Professional licenses

3.3 EXPENSE REIMBURSEMENT

RR&J Electric LLC reimburses employees who have been authorized to make purchases on behalf of the company for necessary expenditures and reasonable costs incurred while doing their jobs. Authorized purchase may include jobsite material, supplies for crew, and office supplies; however, expenses incurred by an employee must be approved in advance by the Office Manager or supervisor. Employees are expected to make a reasonable effort to limit business expenses to economic options.

To be reimbursed, employees must submit expense reports to accounting for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

Company Credit Cards:

RR&J Electric LLC may provide eligible employees with a Company credit card for job-related expenses and other purchases required for you to carry out your job duties.

Employees should notify the office manager promptly in the event a card is lost or stolen.

Upon termination, employees must surrender their Company credit card to the Accounting Department and pay any outstanding balances. Violation of this policy may result in disciplinary action, up to and including termination of employment.

3.4 TERMINATION OF EMPLOYMENT

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by RR&J Electric LLC. In more cases, R&J will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- **Layoff** – involuntary employment termination initiated by RR&J Electric LLC for non-disciplinary reasons
- **Retirement** – voluntary employee termination upon eligibility for retirement

If at any time it is necessary for an employee to resign their employment with the Company, RR&J Electric LLC requests at least two weeks' notice, although we are cognizant of the fact that you are not required to do so. Such notice is intended to allow the Company time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with RR&J Electric LLC is based on mutual consent, both the

employee and RR&J Electric LLC have the right to terminate employment at-will, with or without cause at any time.

In the case of employee termination, the employee will receive their accrued pay in accordance with all federal, state, and local laws. Any employee who terminated employment with RR&J Electric LLC shall return all files, records, keys, PPE, and any other material that are property of RR&J Electric LLC.

Employee benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state, and local laws
- The employee will be notified of the benefits that may be continued and the terms, and conditions, and limitations of such continuation

4. Working Conditions & Hours

4.1 COMPANY HOURS

RR&J Electric LLC Office is open for business Monday – Friday 7:00 AM to 3:30PM. This excludes holidays recognized by RR&J Electric LLC. The standard workweek is 40 hours.

Supervisors will advise field employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

4.2 EMERGENCY CLOSING

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by RR&J Electric LLC management. When a decision is made to halt operations, employees will receive official notification from their supervisor.

4.3 WORKPLACE SAFETY

RR&J Electric LLC is committed to providing a clean, safe, and healthy work environment for its employees. Maintaining a safe work environment, however, required the continuous cooperation of all employees. RR&J Electric LLC and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act (OSHA) and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

The safety and well-being of our job site employees are of the utmost importance to RR&J Electric LLC. To ensure a secure and safe work environment, all employees

and visitors present at active job sites must always wear protective Personal Protective Equipment (PPE). PPE includes appropriate close-toed footwear, high-visibility clothing and vests, hard hats, and safety goggles when necessary.

Complaint and Reporting Procedure:

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Office Manager
102 S 95th Ave, Tolleson, AZ 85353
623-266-9585

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited

RR&J Electric LLC expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries, or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

4.4 SECURITY

The purpose of RR&J Electric LLC's security policy is to protect Company assets and to maintain a safe working environment for all employees.

Facility Access:

RR&J Electric LLC employees will be issued a key to gain access to RR&J Electric LLC facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible. Upon separation from RR&J Electric LLC, and at any other time upon RR&J Electric LLC's request, all keys must be returned to your supervisor.

Closing Procedures:

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off apart from the lights normally left on for security purposes. The supervisor or last employee who leaves the jobsite at the end of the business day must lock the yard.

Employees are not permitted on company property and jobsites after hours without prior written authorization from the Office Manager.

4.5 MEAL & BREAK PERIODS

In accordance with state and local laws, exempt and non-exempt employees will be provided with meal and break periods. Non-exempt employees are provided with a 30 minute unpaid meal/break period. Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately. RR&J ELECTRIC LLC will schedule meal and break periods in order to accommodate Company operating requirements.

4.6 BREAK TIME FOR NURSING MOTHERS

RR&J ELECTRIC LLC accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Company will provide a designated bathroom, that is shielded from view, free from intrusion from coworkers and the public and follows all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

5. Employee Benefits

5.1 HEALTH INSURANCE

RR&J ELECTRIC LLC's health insurance benefits are intended to protect you and your family from financial loss resulting from hospital, surgical, or other health-related expenses.

Eligible employees may elect to begin health insurance benefits on the first day of the month after completing the introductory period (90 days of employment).

This policy provides a summary of the benefits which may be provided at the Company's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

For details on the specific health insurance plans offered through RR&J Electric LLC, as well as copies of the plan documents, contact the Office Manager.

5.2 HEALTH INSURANCE & CONTINUATION

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law that requires most employers sponsoring group health plans to offer a temporary continuation of group health coverage when coverage would otherwise be lost due to certain specific events.

Through COBRA, employees and their qualified beneficiaries have the right to continue group health insurance coverage after a "qualifying event." The following are qualifying events:

- Resignation or termination of the employee
- Death of the covered employee
- A reduction in the employee's hours
- For spouses and eligible dependents, the employee's entitlement to Medicare
- Divorce or legal separation of the covered employee and his or her spouse
- A dependent child no longer meeting eligibility requirements under the group health plan.

Under COBRA, the employee or beneficiary pays the full cost of health insurance coverage at RR&J Electric LLC's group rates plus an administration fee.

Notification Requirements:

The employee, or family member, has the responsibility to inform the Office Manager of a divorce, legal separation, or a child losing dependent status. The employee, or a family member, has 60 days after the qualifying event to provide such notice, unless a longer period is permitted under the rules of the plan. RR&J Electric LLC has the responsibility to notify the Plan Administrator of the employee's death, termination of employment, or reduction in hours.

5.3 WORKER'S COMPENSATION

Employees who are injured on the job at RR&J Electric LLC are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated in accordance with workers' compensation laws. This protection is paid for in full by RR&J Electric LLC. No premium is charged for this coverage and no individual enrollment is required. RR&J Electric LLC will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Office Manager to obtain the required claim forms and instructions.

5.4 MILITARY LEAVE

RR&J ELECTRIC LLC grants employees unpaid time off for service, training, and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice, or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual must apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Office Manager.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for the purpose of determining benefits based on length of service.

RR&J Electric LLC complies with all rights and protections under all applicable state laws granting time off for service, training, and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

5.5 JURY DUTY

RR&J Electric LLC encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either RR&J Electric LLC or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, RR&J Electric LLC may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

5.6 VOTING LEAVE (ARIZONA EMPLOYEES)

RR&J Electric LLC requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

RR&J Electric LLC may specify the hours during which the employee may take leave to

vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than three consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take up to three hours of paid leave to vote on Election Day.

To the extent possible, employees must notify the Company of their need for leave prior to the day of the election.

Employees must be prepared to provide RR&J Electric LLC with certification, such as a voter's receipt, to prove that they voted.

5.7 PAID SICK LEAVE (ARIZONA EMPLOYEES)

Eligible Employees:

Employees hired must wait until their 90th day of employment to use accrued paid sick leave.

Basic Leave Entitlement:

Eligible employees may use accrued paid sick leave for:

- Their own or a family member's mental illness, physical illness, medical diagnosis, or preventative care;
- Closures at their workplace or their child's school due to a public health emergency;
- When the employee, or their family members, has been instructed to isolate themselves from the community to due communicable disease;
- Medical attention, counseling, or other services needed for the employee or their family member to recover from domestic violence, and sexual violence, or stalking.

Notice:

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. If the need for leave is not foreseeable, an employee must provide notice in accordance with the company's policy as stated in this Handbook. Paid sick leave requests may be made orally, in writing, and electronically, and where possible should include the expected duration of the absence.

After employees use paid sick time for three consecutive days or more, they will be required to provide reasonable documentation that the time was used for a covered purpose.

Benefits and Pay:

During paid sick leave, employees are compensated at their regular hourly rate and with the same benefits, including health care benefits, as the employee normally earns during hours worked.

Job Restoration:

Upon expiration of the leave, an employee will generally be reinstated to their position with equivalent seniority, benefits, pay and other terms and conditions of employment.

5.8 VACATION TIME

Paid vacation is available to exempt and non-exempt employees following 12 months of service with RR&J Electric LLC and is provided based on the following calculations.

- During the first year of employment, employees are not eligible to earn vacation time.
- After the first year of employment, 40 hours of paid vacation time will be earned
- Vacation leave is capped at 40 hours max per calendar year

Earned vacation leave cannot be taken before it is accrued without written authorization from your supervisor.

To the extent permitted by state and local law, any unused accrued vacation time will be forfeited at the end of the calendar year.

No more than one week of vacation may be taken at one time, except under extraordinary circumstances, with written approval from your supervisor. Requests for more than one week of vacation should be submitted in writing at least 90 days prior to the beginning of the requested vacation period. Due to vacation leave being capped at 40 hours per calendar year and approved required for over 40 hours will be unpaid.

Questions surrounding this vacation policy should be directed to your supervisor or Office Manager.

5.9 HOLIDAYS

RR&J Electric LLC observes the following holidays:

- New Year's Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

Due to the nature of our business, RR&J Electric LLC may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws. In the case of an observed holiday landing on a weekend, the holiday will not be observed during a non-holiday workday except Christmas Day. If Christmas Day is on a Saturday, it will be observed on a Friday, if Christmas Day is on a Sunday, it will be observed on a Monday.

6. Employee Conduct

6.1 STANDARDS OF CONDUCT

RR&J ELECTRIC LLC's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Company's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/ possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment during working time. Working time does not include break periods, mealtimes, or other specified periods during the workday when employees are not engaged in performing their work tasks
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Company's products, services, customers, or processes. Wages and other conditions of employment are not considered to be confidential information.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment.

6.2 DISCIPLINARY ACTION

Disciplinary action at RR&J ELECTRIC LLC is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. RR&J ELECTRIC LLC reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

RR&J ELECTRIC LLC recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging RR&J Electric LLC business practices or any other confidential information
- Any misrepresentation of RR&J Electric LLC to a customer, a prospective customer, the general public, or any employee

6.3 CONFIDENTIALITY

RR&J Electric LLC takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition, or disposition of products and services.

Confidential Information also includes the Company's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with RR&J Electric LLC and as a direct result of your job responsibilities with RR&J Electric LLC. Wages and other conditions of employment are not considered to be Confidential Information.

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Company to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Company, and not otherwise available to persons or companies outside of RR&J Electric LLC, may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

6.4 AVOIDANCE OF CONFLICT OF INTEREST

While employed by RR&J Electric LLC, Employee will not engage in any other activity which conflicts with his or her duties to RR&J Electric LLC. Under no circumstances will Employee work for any competitor or have any financial interest in any competitor of RR&J Electric LLC.

6.5 NONCOMPETE

During Employee's employment with RR&J Electric LLC, and for a period of five (5) years afterwards, Employee shall not, directly or indirectly, compete with RR&J Electric LLC, nor market, sell, or perform any service(s) similar to those of RR&J Electric LLC, for anyone other than RR&J Electric LLC - including as an owner, shareholder, partner, principal, agent, director, officer, employee, consultant, independent contractor of a third party that competes against RR&J Electric LLC or offers services similar to those of RR&J Electric LLC.

6.6 WORKPLACE VIOLENCE

RR&J ELECTRIC LLC strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive, or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. RR&J Electric LLC will not tolerate any form of retaliation against any employee for making a report under this policy.

RR&J Electric LLC will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.7 DRUG & ALCOHOL USE

RR&J Electric LLC is committed to maintaining a workplace free of substance abuse. No

employee or individual who performs work for RR&J Electric LLC is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of RR&J Electric LLC, or in any vehicle owned or leased on behalf of RR&J Electric LLC or while on Company business.

The use of over-the-counter drugs and legally prescribed drugs is permitted if they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform their job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety, or the safety of others, or if they believe they need reasonable accommodation when using such medication.

RR&J Electric LLC will not tolerate employees who report for duty while impaired using alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Office Manager immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, RR&J Electric LLC employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, RR&J Electric LLC reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with RR&J Electric LLC, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between RR&J Electric LLC and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

6.8 SEXUAL & OTHER UNLAWFUL HARASSMENT

RR&J Electric LLC is committed to a work environment in which all individuals are treated with respect. RR&J ELECTRIC LLC expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law. Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of

the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors
 - Sexual or derogatory jokes, comments, or innuendo
 - Unwelcomed physical interaction
 - Insulting or obscene comments or gestures
 - Offensive email, voicemail, or text messages
 - Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
 - Making or threatening reprisals after a negative response to sexual advances
 - Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters
 - Verbal sexual advances or propositions
 - Physical conduct that includes touching, assaulting, or impeding or blocking movements
-
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the company's legitimate business interests
 - Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the company

Harassment based on any other characteristic is also strictly prohibited.

Complaint Procedure:

RR&J ELECTRIC LLC strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Office Manager, 623-266-9585
102 S 95th Ave, Tolleson, AZ 85353

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially. Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:

RR&J ELECTRIC LLC expressly prohibits retaliation against any individual who reports discrimination or harassment or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

6.9 TELEPHONE USAGE

RR&J Electric LLC telephones are intended for the sole use of conducting company business. Personal use of the Company's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. Long distance phone calls which are not strictly business- related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

When driving, employees must adhere to all federal, state, or local rules on cell phone use. Employees who incur fines as a result of violating these rules while operating vehicles owned by RR&J Electric LLC, will be solely responsible for such fines. If you are unsure whether the use of a cell phone while driving is prohibited in a particular area, please check with the Office Manager.

Personal Mobile Devices:

RR&J ELECTRIC LLC encourages employees to exercise sound business judgment when using cell phones and mobile devices in the workplace. Personal cell phone use should not interfere with productivity or impact job performance.

Cell phones must be turned off or set to silent mode during meetings or in locations where incoming calls may cause disruption. Violation of this policy may result in disciplinary action, up to and including termination of employment.

6.10 PERSONAL PROPERTY

Employees should use their discretion when bringing personal property into the workplace. RR&J ELECTRIC LLC assumes no risk for any loss or damage to personal property. Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on RR&J ELECTRIC LLC premises.

6.11 USE OF COMPANY PROPERTY

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only. When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company and is subject to reassignment and/or use by the Company without prior notice or approval of the employee.

This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files. RR&J ELECTRIC LLC has created specific guidelines regarding the use of company equipment. Below is a list of employee

responsibilities and limitations with regards to company property.

Personal use of company property:

Company property is not permitted to be taken from the premises without proper written authority from company management.

Company Tools:

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of Company Property:

Office areas should be kept neat and orderly, and all equipment should be well-maintained. Theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited. Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

6.12 COMPANY SUPPLIES

Only authorized persons may purchase supplies in the name of RR&J ELECTRIC LLC. No employee whose regular duties do not include purchasing shall incur any expense on behalf of RR&J ELECTRIC LLC or bind RR&J ELECTRIC LLC by any promise or representation without express written approval.

6.13 COMPANY VEHICLES

RR&J Electric LLC may assign a company vehicle to an employee holding a position that requires regular travel for business purposes. This policy outlines the rules for use and care of company provided vehicles.

Business Use:

Company-owned vehicles are to be used for business purposes only. Personal use of a company vehicle is prohibited. The company vehicle may only be driven by the employee to whom it is assigned. Passengers are prohibited unless for business purposes only.

Driving Records:

Employees who are assigned a company vehicle must maintain a valid driver's license and must notify their supervisor of any changes in their driver's license status. Additionally, drivers may be subject to periodic driving record checks.

Local Regulations:

Employees must follow state and local traffic laws while using the company vehicle. All drivers and passengers are required to always use seat belts. Use of handheld cell phones and texting while driving is strictly prohibited. Employees are responsible for any driving and parking infractions or fines incurred while driving the company vehicle.

Traffic violations may result in loss of driving privileges.

Accidents & Theft:

Employees must lock the vehicle when it is left unattended. Employees are required to report any vehicle-related accident, theft, or damage to their supervisor immediately.

Substance Use & Abuse:

Employees are not permitted under any circumstances to operate their company vehicle when their ability to do so safely has been impaired in any way. Employees shall not operate any company vehicle while using or consuming alcohol, illegal drugs, or prescription medication that may impair their ability to drive. Convictions for driving under the influence of alcohol or drugs or vehicular incidents related to the use of drugs or alcohol may result in loss of driving privileges. Smoking is prohibited in the vehicle.

Maintenance:

It is the employee's responsibility to ensure the vehicle has routine maintenance at designated intervals. Routine maintenance includes, but is not limited to, oil changes, tire rotation, proper tire inflation, and inspections.

The company reserves the right to revoke vehicle privileges at any time. Any employee found to be engaged in any form of unsafe driving may be subject to disciplinary action up to and including termination.

6.14 COMPUTER, EMAIL & INTERNET USAGE

Computers, email, and the Internet allow RR&J ELECTRIC LLC employees to be more productive. However, it is important that all employees use good business judgment when using RR&J ELECTRIC LLC's Electronic Communications Systems (ECS).

Standards of Conduct and ECS:

RR&J ELECTRIC LLC strives to maintain a workplace free of discrimination and harassment. Therefore, RR&J ELECTRIC LLC prohibits the use of the Company's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Company's policy against discrimination and harassment.

Copyright and other Intellectual Property:

Respect all copyright and other intellectual property laws. For the Company's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Company's own copyrights, trademarks, and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

RR&J ELECTRIC LLC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, RR&J ELECTRIC LLC does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. RR&J

ELECTRIC LLC prohibits the illegal duplication of software and its related documentation.

ECS Guidelines:

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the company that violate the company's policy against discrimination and harassment
- Stealing, using, or disclosing someone else's code or password without authorization
- Pirating or downloading company-owned software without permission
- Sending or posting the company's confidential material, trade secrets, or non-public proprietary information outside of the company. Wages and other conditions of employment are not considered confidential material.
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Using the internet for gambling or any illegal activities
- Sending or posting messages that disparage another organization's product or services.
- Passing off personal views as representing those of RR&J Electric LLC

Privacy and Monitoring:

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by RR&J ELECTRIC LLC are the property of RR&J ELECTRIC LLC. Employees have no right of personal privacy when using RR&J ELECTRIC LLC's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email, and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related to this policy should be directed to your supervisor or the Office Manager.

6.15 SOCIAL MEDIA USE

RR&J Electric LLC understands that employees access social media accounts. While social media creates opportunities for communication and collaboration, it also creates responsibilities for RR&J Electric LLC employees. This policy sets forth appropriate social media use. For purposes of this policy, social media includes technology that enables individuals to communicate over the Internet and share information. While new forms of social media emerge frequently, some examples include, but are not limited to, websites such as LinkedIn, Facebook, Twitter, YouTube, Instagram, TikTok and blogs

you write or blogs on which you comment. Use of social media is subject to the following rules:

- For performance, privacy and security reasons, personal use of social media on company-owned devices and while employees are on working time is prohibited.
 - Whenever you use social media, RR&J Electric LLC expects that you will do so in a professional and responsible manner, in accordance with all company policies and procedures.
 - In accordance with Company Confidentiality Policy, employees are prohibited from disseminating the company's confidential or non-public, proprietary information. Wages and other conditions of employment are not considered confidential information.
 - Employees are prohibited from the use of social media to post comments about co-workers that violate the company's policy against discrimination and harassment.
 - When using social media for business-related purposes, employees are prohibited from using slurs, personal insults or obscenities or engaging in any conduct that violates the policy against discrimination and harassment.
 - Respect all copyright and other intellectual property laws. Show respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the company's own copyrights, trademarks and brands.
-
- Do not disclose confidential or proprietary information of customers or individuals with whom the company does business without their prior consent.
 - If, through a social media outlet, you are contacted by a member of the media seeking the company's official position on a matter, contact the office manager first.

6.16 DRESS CODE POLICY

The purpose of RR&J Electric's personal appearance is to ensure a safe and sanitary workplace for all employees. RR&J Electric LLC strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing RR&J Electric LLC, employees are expected to use common sense and good judgment in order to meet the goals of this policy. Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

Dress Code Examples

Here at RR&J Electric, we expect staff members to dress appropriately in casual clothes while maintaining a semi- professional appearance. You may dress comfortably; however, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing in the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who are dressed inappropriately may be sent home to change their clothing or be temporarily provided with a company shirt. RR&J Electric understands that in certain situations, the company may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state, or local law. In accordance with all

applicable laws, the company will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on RR&J Electric LLC.

Administrative Employees:

Administrative employees are expected to be always dressed appropriate for the work environment. When using discretion for appropriate dress, keep in mind scheduled meetings with vendors, customers, and members of the general public as well as drop-in visits. Clothing that reveals too much cleavage, your back, your chest, your stomach, or undergarments is not appropriate for a place of business. This would include the prohibit use of clothing such as crop tops, tank tops, and shorts, short skirts, or short dresses. As well as revealing clothing, this extends to clothes that have slogans or images that could cause offense regarding subjects such as religion, sexuality, politics, age, ethnicity, disability, and gender identity.

Jobsite Dress Code:

Employees present on active jobsites must always wear appropriate PPE. PPE includes appropriate close-toed footwear, high-visibility clothing and vests, hard hats, and safety goggles when necessary. Questions regarding appropriate workplace attire should be directed to your supervisor or the Office Manager.

6.17 SMOKING

RR&J Electric provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited during work hours outside and outside of outdoor designated areas. Prohibited areas include jobsites and within 20 feet away from office entrances and open windows. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant work conditions.

6.18 VISITORS IN THE WORKPLACE

To ensure that the safety and security of RR&J Electric LLC and its employee's, only authorized visitors are permitted on company premises and in company facilities.

Authorized and pre-approved visitors will be escorted to their destination and must be always accompanied by a company representative.

7. Timekeeping & Payroll

7.1 ATTENDANCE & PUNCTUALITY

Absenteeism and tardiness place an undue burden on other employees and on the Company. RR&J Electric LLC expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Company's Paid Time

Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees who are going to be absent for more than one day, should contact their supervisor on each day of their absence. RR&J Electric LLC reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, RR&J Electric LLC will presume that the employee has voluntarily resigned. RR&J ELECTRIC LLC will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

7.2 TIMEKEEPING

It is the Company's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee and supervisor are responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work-related reasons. Any errors in time records must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

RR&J Electric LLC strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of supervisors to submit and approve their employees' time records each week. All time cards must be turned in every Monday.

Altering, falsifying, with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

7.3 PAYDAYS

RR&J Electric LLC employees are paid on a Weekly basis. If a regularly scheduled

payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state, and local laws.

7.4 PAYROLL DEDUCTIONS

RR&J Electric LLC makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Office Manager immediately. RR&J Electric LLC will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.



Employee Acknowledgement of Handbook

I acknowledge that I have received and reviewed the employee handbook. I understand and recognize that there may be changes to the information, policies, and benefits in the handbook. I understand that RR&J Electric LLC may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told any handbook changes and I understand that handbook changes can only be authorized by RR&J Electric LLC management.

I understand that I became an employee of RR&J Electric LLC voluntarily. I understand and acknowledge that there is no specified length to my employment and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that the company may terminate my employment at any time, with or without cause or advance notice, if they do not violate federal or state laws.

I understand that it is my responsibility to read and comply with all policies included within the employee handbook. I further understand that I should consult my supervisor regarding any questions I may have.

Full Name (Print):

Employee Signature:

Date:

Company Representative: