



# **WBE Traffic Control**

**WBE Traffic Control Inc. Company Handbook**

**July 22, 2024**

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# **CORE POLICIES**

## **1.0 WELCOME**

### **1.1 A Welcome Policy**

Welcome! You have just joined a dedicated organization. We hope that your employment with WBE Traffic Control Inc. will be rewarding and challenging. We take pride in our employees and in the products and services we provide.

WBE Traffic Control Inc. cares deeply for its team members and always welcomes constructive feedback. If you have any thoughts or ideas to enhance or improve any aspect of the company, we are happy to hear about it and want you to share it with us.

WBE Traffic Control, Inc. interchangeably hereafter referred to as “The Company” complies with all Federal and State employment laws, and this handbook generally reflects those laws. The Company also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual Union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Company reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact Human Resources.

We wish you success in your employment here at WBE Traffic Control Inc.!

All the best,  
Charity Cornet-Barnhart, Owner, WBE Traffic Control Inc.

### **1.2 At-Will Employment**

Your employment with WBE Traffic Control Inc. is on an “at-will” basis. This means your employment may be terminated at any time, with or without notice and with or without cause.

Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Company document should be understood as creating a contract, guaranteed or continued employment, a right to termination only “for cause,” or any other guarantee of continued benefits or employment. Only the Owner has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Owner.

If a written contract between you and the Company is inconsistent with this handbook, the written contract is controlling. Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of the rights under §7 of the National Labor Relations Act.

## **2.0 INTRODUCTORY LANGUAGE AND POLICIES**

### **2.1 Respectful Workplace**

WBE Traffic Control Inc. is committed to ensuring all management, employees, customers, and other business contacts are treated with dignity and respect and that its workplace is free from harmful, negative, aggressive, and inappropriate behaviors. The Company aims to provide high-quality service in an atmosphere of collaboration, openness, safety, and equality.

For additional information, refer to the Company’s Ethics Code (page 9).

All complaints of negative and inappropriate workplace behaviors are taken seriously and followed through to resolution. Employees who file complaints will not be retaliated against for reporting others for their inappropriate behaviors.

#### **Healthy Workplace Behaviors**

Healthy workplace behaviors promote respect and positivity and include, but are not limited to:

- Using respectful, supportive, and encouraging language in interactions.
- Listening to others’ positions and opinions with an open mind and questioning others respectfully.
- Giving direct, supportive, and non-personal feedback and **constructive criticism**.
- Expressing appreciation when something is done well.
- Approaching conflict with maturity and a desire for a resolution.
- Maintaining a positive and **professional** attitude.

#### **Management’s Responsibility**

Management and others in positions of authority are responsible for maintaining respectful and professional behaviors and ensuring complaints are addressed promptly.

Management personnel will:

- Promote awareness of this policy.
- Be a good example by treating everyone with courtesy and respect.
- Be vigilant for signs of inappropriate behaviors and take action to resolve the behavior before it escalates.
- Deal respectfully with the complainant and the alleged aggressor.
- Explain complaint procedures if a complaint of inappropriate behavior is made.
- Ensure an employee who makes a complaint is not retaliated against.

Employee's Responsibility

- Treat everyone with dignity and respect.
- Report unacceptable behaviors promptly.
- Cooperate, be professional and recognize that a complaint of unacceptable behavior(s) will be investigated and dealt with through appropriate procedures.

## **2.2 Revisions to Handbook**

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including WBE Traffic Control Inc. policies and procedures. The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion. You can access the *Company Handbook* using the Company QR code, [wbetc.com/Employee Resources](http://wbetc.com/EmployeeResources), and in the Company Connex.

## **2.3 About the Company**

WBE Traffic Control Inc. was established in 2018 as a diverse woman-owned Union business to support local Gas and Electric distribution construction crews. Our Operational Management team and Union Labor Force at all levels bring a long history of experience. WBE's Executive Management has 30 years of utility construction experience, managing all aspects of utility construction including telecom construction, electrical distribution construction, and the seamless integration of traffic control to support a safe work zone for all utility construction. WBE's Executive Management - Director of Operations, Director of Safety, Director of Support Services, Area Managers, Controller, Human Resource Manager, and support staff are experienced professionals that ensures our customers receive quality service. Our field employees engage in continuous education to prepare them to be the most competent and professional while providing safety services.

WBE understands the needs of our customers and strives to exceed their expectations while providing a safe and secure work zone for our clients. We receive high accolades from our contractors by consistently answering the need for emergencies along with our exceptional adherence to the required time responses.



## **2.4 Company Facilities**

### Office Locations

10359 Macready Ave., Mather, CA 95655

343 Waterfront Ave., Vallejo, CA 92492

301 Main St., Unit 208, Huntington Beach, CA 92648

### Mailing Address

5150 Fair Oaks Blvd. STE 101-362, Carmichael, CA 95608

## **2.5 Ethics Code**

WBE Traffic Control Inc. will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Company (refer to *Respectful Workplace*, page 8).

We expect that employees will not knowingly misrepresent the Company and will not speak on behalf of the Company unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Company or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (refer to *Respectful Workplace*, page 8).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

## **2.6 Mission Statement**

“Providing highly skilled traffic control experts to produce safe and professional work zones, specializing in utility construction builds.”

## **2.7 Our Organization**

WBE Traffic Control Inc. operates under an effective management structure with a small footprint. The Company uses a highly skilled and trained labor force obtained from the Laborers

Union, and the Union Area Managers interact with the Union Director of Operations, who reports directly to the CEO.

The Company's Controller is responsible for Accounts Payable (AP) and Accounts Receivable (AR). The Office Manager and Human Resource Manager (HR) work with a third-party HR service through WBE's insurance broker. All major department heads will report directly to the CEO.

## 3.0 HIRING AND ORIENTATION PRACTICES

### 3.1 Accommodations for Pregnant Employees

WBE Traffic Control Inc. will provide reasonable accommodation(s) to pregnant employees for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the Federal Pregnant Workers Fairness Act (PWFA).

Examples of potential reasonable accommodations include:

- Seating.
- Closer parking.
- Flexible hours.
- Appropriately sized uniforms and safety apparel.
- Additional break time to use the bathroom, eat and rest.
- Leave or time off to recover from childbirth.
- Limitations on strenuous activities.
- Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy.

If you require accommodation(s), notify your management. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as:

- The reason you need accommodation(s).
- A description of the proposed accommodation(s).
- How the accommodation(s) will address limitations caused by pregnancy, childbirth, or related medical conditions.

The Company will not require you to accept any accommodation(s) without engaging in the interactive process to accurately understand your limitations and explore potential accommodation(s). The Company is not required to make your specific requested accommodation(s) and is not required to provide any accommodation(s) that would constitute an undue hardship on the Company.

If leave is provided as a reasonable accommodation(s), it may run concurrently with leave under the Federal Family and Medical Leave Act and/or any other leave when permitted by law.

The Company will comply with State or local laws that provide additional protection(s) beyond the PWFA.

The Company will not retaliate against employees who request or receive accommodation under this policy.

### **3.2 Background Check and Verification**

As a condition of employment, employees provide permission to WBE Traffic Control Inc. to conduct a background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, criminal record, and credit checks. A third-party service may be hired to perform these checks. All information collected has been and will be dealt with and retained in accordance with applicable laws.

If any information provided is untrue or concealed, this will constitute cause for the denial of employment or immediate dismissal.

### **3.3 Conflicts of Interest**

WBE Traffic Control Inc. is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Company, you must disclose it to your management. If an actual or potential conflict of interest is determined to exist, the Company will take such steps as it deems necessary to reduce or eliminate this conflict.

### **3.4 New Hires and Introductory Periods**

**Union Employees** 30-days Introductory/Probationary Period

**Non-Union Employees** 90-days Introductory/Probationary Period

The first 30 or 90 days (as stated above) of your employment is considered an introductory period. During this period, you will become familiar with WBE Traffic Control Inc. and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship. For Union Employees, please refer to your Union contract for policies regarding employees' returning to the Union.

### **3.5 Training Program**

WBE provides comprehensive training programs that are in compliance with CAL OSHA, PG&E, and all California State Laws and Federal laws, as well as training that pertains to our industry. It is mandatory to keep your CPR, First Aid and Flagging certifications current with the Union. This is the employee's responsibility. WBE provides additional training, and employees will be compensated for all training provided by this Company. If your certifications are expired, you may be taken out of the schedule until they are made current. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position to better meet WBE standards. If you ever feel you require additional training, consult your management or Human Resources.

### **3.6 Employment Authorization Verification**

New hires will be required to complete §1 of Federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with the Company. If you are currently employed and have not complied with this requirement or if your status has changed, inform your management or Human Resources.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Company.

### **3.7 Job Descriptions**

WBE Traffic Control Inc. attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your management.

Job descriptions prepared by the Company serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Company may have to revise, add to, or delete from your job duties per business needs. On occasion, the Company may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your management.

## 4.0 WAGE AND HOUR POLICIES

### 4.1 Workday/Workweek

WBE Traffic Control Inc.'s workweek runs from Monday to Sunday. The workday begins and ends based on the job requirement. Employees may be required to come in early, work late, or work overtime, depending on various factors, such as workloads, staffing needs, and special projects.

### 4.2 Employment Classifications

The Company designates all employees as either exempt or nonexempt in compliance with applicable Federal, State, and local law:

- **Exempt Employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
- **Nonexempt Employees.** Nonexempt employees are entitled to minimum wage and overtime pay.

The Company also assigns each employee to one of the following categories:

- **Regular Full-Time Employees.** Regular full-time employees are normally scheduled to work at least 30 hours per workweek, except for approved time off. Full-time employees are eligible for most Company benefits.
- **Regular Part-Time Employees.** Regular part-time employees are normally scheduled to work 20 hours or less per workweek. Part-time employees are not eligible for most Company benefits.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification status or responsibilities change. If you have a question regarding this information, contact your manager or Human Resources. These classifications do not alter your employment-at-will status.

### 4.3 Attendance

If you know ahead of time that you will be absent or late, provide reasonable advance notice to Dispatch. Submit two weeks prior to the first day you will be absent from work. Requests made less than two weeks in advance will be considered on a case-by-case basis. In an emergency absence, the employee or immediate family member should contact Dispatch as soon as possible on the first day of absence. Requests will be evaluated based on a number of factors, including business needs and staffing requirements. All requests are subject to approval by management. You will be required to provide documentation of any medical or other excuses for being absent or late when permitted by applicable law. **For Union Employees, verbal communication is required between the hours of 7PM and 7AM for a call-out.**

WBE Traffic Control Inc. reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences for eligible employees when permitted by applicable law.

Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

For additional information refer to the *Job Abandonment* (page 15) section of this handbook.

### Employee Rights in Emergencies

If you think your workplace is unsafe, such as if there is the **danger of death or serious injury, call 911 and take yourself to safety.** If you enter or remain on the premises, notify your manager about the emergency, prompting you to leave or not report to work. When immediate notification isn't feasible, the notice must be given as soon as possible.

When safe, you may use your cell phone to get **additional** emergency assistance, assess safety, or communicate with another to verify their safety.

An emergency condition is no longer applicable when conditions no longer pose an imminent and ongoing risk of harm to the workplace, worksite, worker, or the worker's home.

### Emergency condition is defined as:

- Conditions of disaster or extreme peril to the safety of persons or property at the workplace/site caused by natural forces or a criminal act; or
- An order to evacuate a workplace, a worksite, a worker's home, or the school of a worker's child due to a natural disaster or a criminal act.

## **4.4 Business Expenses**

The purpose of this policy is to define approved **nontravel business expenses** and the authority for incurring and approving such expenses at WBE Traffic Control Inc.

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes that are not covered by normal Company procurement processes.

### Non-Union Employees

#### Business Meetings (Employer-Sponsored Events and Meetings)

The Company pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other Company employees. The most senior Company individual present is to pay for and report all expenses.

### Technical and Training Seminars

The Company pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by your department management.

### Gifts

You may present gifts only under exceptional circumstances and with prior approval of the appropriate Company officer.

### Other Expenses

The Company will pay for postage and telephone expenses that are for business purposes.

## **4.5 Direct Deposit**

WBE Traffic Control Inc. encourages all employees to enroll in direct deposit. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

When you have selected the direct deposit payroll service, a written explanation of your deductions will be provided to you digitally. You may access a digital copy of your direct deposit deduction explanation through Workforce. You may request a hard copy be printed for you at our office or mailed to your home.

The deposit is effective immediately. Employees can deposit paychecks into two different accounts. A link to view your paystubs is sent after your first payroll has been processed.

All changes to direct deposit need to be submitted no later than Monday's end of business. Any change request received after will be effective the next week.

## **4.6 Introduction to Wage and Hour Policies**

### Union Employees

WBE Traffic Control Inc. provides Union employees with paid wages in accordance with Local Union policies. For information and questions regarding wage and hour policies, contact your manager or Union Representative.

### Non-Union Employees

At WBE Traffic Control Inc., non-Union employee pay depends on various factors, including pay scale surveys, individual effort, market forces, and other factors. If you have any questions about your compensation, such as paid time off, overtime, or benefits, speak with your management or Human Resources.

## **4.7 Job Abandonment**

Once you have accepted a shift/dispatch and fail to show up for work or call your manager with an acceptable reason (medical, accident, force of nature, etc.) for the absence, it is considered "NO-CALL-NO-SHOW." You will be deemed to have abandoned your job and voluntarily resigned from WBE Traffic Control Inc.

NO-CALL-NO-SHOW situations are unacceptable and will lead to disciplinary action, including termination.

## **4.8 Paycheck Deductions**

WBE Traffic Control Inc. is required by law to make certain deductions from your pay each pay period, including deductions for Federal income tax, Social Security and Medicare (FICA) taxes, e.g., State income taxes, State unemployment taxes, State disability insurance taxes, etc. and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your Federal Form W-4 and applicable State withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under State law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your management.

The Company will not make deductions to your pay that are prohibited by Federal, State, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your management.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The Company will not retaliate against employees who report erroneous deductions in accordance with this policy.

## **4.9 Recording Time**

WBE Traffic Control Inc. is required by applicable Federal, State, and local laws to keep accurate records of hours worked by certain employees. To ensure that the Company has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using Company timecards. Exempt employees may also be required to track days or time worked. Speak with your management for specific instructions.



You must accurately record all of your time to ensure you are paid for all hours worked and must follow established Company procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.
- Other compensable time required by State law (such as time taken for training, waiting to undergo and undergoing mandatory screenings).

It is your responsibility to inspect your timecard for accuracy before signing. Timecards are to be turned in to your management.

You are required to clock in no more than 15 minutes before your shift to allow for time to adequately prepare for that shift. You are required to clock out no later than five minutes after you have finished working.

Non-salaried employees should notify their manager of any pay discrepancies, unrecorded or mis-recorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working “off-the-clock.” If you falsify your own time records, the time records of co-workers, or if you work off-the-clock, you will be subject to discipline up to and including termination. Immediately report any employee, supervisor, or manager who falsifies your time entries or encourages/requires you to falsify your time entries or work off-the-clock.

## **4.10 Travel Expenses**

### Travel

All WBE Traffic Control Inc. business travel is reviewed and approved by Management. When business travel is necessary, contact your manager to discuss travel arrangements.

The Director of Operations or the CEO must pre-approve personal funds for business expenses. All receipts must be provided to receive reimbursement from the company.

### Per Diem

#### **Union Employees**

Per Laborers Traffic Control/HWY Agreement §24(A), “Subsistence shall be according to the Laborers’ Master Agreement”. Refer to your Union Manager and Union Contract about Per Diem pay.

## **Non-Union Employees**

When business travel is necessary, contact your manager to discuss travel arrangements.

## **Personal Vehicles**

Using personal vehicles for business travel is not permitted to avoid the hazard of liability. Travel between your home and the WBE yard or office locations is not considered business travel. Any deviation from this policy must receive written pre-authorization from the Director of Operations or the CEO.

### **4.11 Use of Employer Credit Cards**

All employees in possession of a credit card issued by WBE Traffic Control Inc. will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Use of the Company credit card is restricted to approved business-related expenses. The CEO must authorize any deviation from this policy. Failure to follow this policy may result in disciplinary action up to and including termination.

If personal funds are necessary for business expenses, they must be pre-approved by the Director of Operations or the CEO. All receipts must be provided to receive reimbursement from the Company.

#### Credit Card Usage

- Credit card purchases related to Company vehicle use (gas, oil, etc.) under \$175 do not require prior approval.
- Credit card purchases for vehicle use over \$175 must be authorized by your management.
- Credit card purchases for any other business purchase must receive prior approval from your management.
- Your Company credit card may not be used for personal reasons.
- Credit card abuse will not be tolerated and will result in disciplinary action up to and including termination.
- Repeated missing/lost credit card receipts will result in suspension of credit card privileges and disciplinary action up to and including termination.

#### Receipts

- All credit card receipts must be turned in within three business days from the date of purchase.
- Receipts for vehicle use and maintenance must be coded for accurate accounting with:
  - Employee name
  - Truck number
  - Job number
- Receipts for other business expenses must include employee name and business purpose.

### Safe Keeping

It is the employees' sole responsibility to keep their assigned credit card safe. No person other than the assigned employee may use the credit card. Credit cards are not to be left in vehicles, offices, file cabinets, etc. Immediately report lost or stolen Company cards to your management.

### Lost or Stolen Credit Card

In the event a credit card is lost or stolen, it is the cardholder's responsibility to report the loss/theft to their manager.

For additional information refer to the *Travel Expenses* (page 17) section of this handbook.

## **5.0 PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION**

### **5.1 Resignation Policy**

WBE Traffic Control Inc. hopes that your employment with the Company will be a mutually rewarding experience; however, the Company acknowledges that varying circumstances can cause you to resign employment. The Company intends to handle any resignation in a professional manner with minimal disruption to the workplace.

### Notice

The Company requests that you provide a minimum of two weeks' notice of your resignation. If you are a manager, you are requested to provide a minimum of four weeks' notice. Provide a written resignation letter to your management. If you provide less notice than requested, the Company may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The Company reserves the right to provide you with pay in lieu of notice in situations where warranted by job or business needs.

### Final Pay

The Company will pay separated employees in accordance with **State laws, Union agreements, or any other applicable laws. The company will pay employees final pay within 72 hours of resignation or immediately upon return to Union or layoff for Non-Union employees.**

Notify the Company if your address changes during the calendar year in which resignation occurs. This is to ensure tax information is sent to the correct address.

### Return of Property

Return all Company property at the time of separation, including but not limited to:

- Cellphones
- Keys
- Tools
- Laptops
- Credit Cards
- Radios
- Identification Cards

Failure to return some items may result in deductions from your final paycheck where State law allows. In some circumstances, the Company may pursue criminal charges for failure to return Company property.

## **5.2 Criminal Activity/Arrests**

WBE Traffic Control Inc. will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Company, whether on or off Company property, may result in disciplinary action, including suspension or termination of employment.

You are expected to be on the job and ready to work when scheduled. Inability to report to work as expected may lead to disciplinary action, including termination of employment, for violating an attendance policy or job abandonment.

For additional information refer to the *Job Abandonment* (page 15) section of this handbook.

## **5.3 Exit Interview**

You may be asked to participate in an exit interview when you leave WBE Traffic Control Inc. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment, identify any trends requiring attention/opportunities for improvement, and to assist the Company in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

## **5.4 Open Door/Conflict Resolution Process**

WBE Traffic Control Inc. strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your management and, if necessary, to Human Resources or Upper-level Management. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Company, management, its' employees, vendors, customers, or any other persons or entities related to the Company, the CEO's information is published and you can call, text or email those concerns.

## **5.5 Outside Employment**

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at WBE Traffic Control Inc. is prohibited. The Company recognizes that you may seek additional employment during off hours, but in all cases, expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or schedule or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your responsibilities and obligations to the Company should be reported to your management. Failure to adhere to this policy may result in discipline up to and including termination.

## **5.6 Pay Raises**

### Union Employees

WBE Traffic Control Inc. provides Union employees with pay raises in accordance with Local Union policies. For information and questions regarding pay raises, contact your manager or Union Representative.

### Non-Union and Exempt Employees

Depending on financial health and other Company factors, efforts will be made to give pay raises consistent with WBE Traffic Control Inc.'s profitability, job performance, and the consumer price index. The Company may also offer individual pay raises based on merit or due to a change of job position.

## **5.7 Performance Improvement**

WBE Traffic Control Inc. will make efforts to periodically review your work performance. The performance improvement process will take place as business needs dictate. You may specifically request that your management assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise, position upgrade, or continued employment.

## **5.8 Post-Employment References**

WBE Traffic Control Inc. policy is to confirm dates of employment and job title only. With written authorization, the Company will confirm compensation. Forward any requests for employment verification to Human Resources.

## **5.9 Standards of Conduct**

WBE Traffic Control Inc. wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity and value for all our employees, clients, customers, and other stakeholders. We all share the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include, but are not limited to, the following:

1. Violation of the policies and procedures set forth in this handbook.
2. Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
3. Being under the influence of alcohol during working hours on Company property (including in Company vehicles), or on Company business.
4. Inaccurate reporting of the hours worked by you or any other employees.
5. Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Company or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
6. Taking or destroying Company property.
7. Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
8. Fighting, harassment, or unprofessional behavior/engagement of any fellow employee, vendor, customer, or person.
9. Disclosure of Company trade secrets and proprietary and confidential commercially sensitive information (i.e., financial patents, trademarks, etc.) of the Company or its customers, contractors, suppliers, or vendors.
10. Refusal or failure to follow directions or to perform a requested or required job task.
11. Refusal or failure to follow safety rules and procedures.
12. Reckless and/or dangerous driving. Failing to stop after a collision.
13. Failure to report moving violations or incidents.
14. Failure to report an incident.
15. Tardiness or absences.
16. Smoking in non-designated areas.

17. Working unauthorized overtime.
18. Failure to dress according to Company policy.
19. Use of obscene or harassing language in the workplace.
20. Sexual harassment, bullying, discrimination, or any other types of harassment.
21. Engaging in outside employment that interferes with your ability to perform your job at this Company.
22. Gambling on Company premises.
23. Inappropriate social media posts.
24. Unauthorized cell phone use.
25. Sleeping during work time.

These examples are subject to any handbook updates which will occur in the future.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act or to modify the at-will employment status.

### **5.10 Workforce Reductions (Layoffs)**

WBE Traffic Control Inc. experiences a fluctuation in work availability which sometimes results in “slow seasons”. If necessary, based upon business needs, the Company may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Company will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

WBE Traffic Control Inc. will strive to notify its employees about a proposal to close the company or permanently reduce its workforce. An advance notice to employees will give some transition time to adjust to the prospect of a loss of employment and to seek and obtain alternative jobs.

## **6.0 GENERAL POLICIES**

### **6.1 Use of Company Property**

Employees will ensure all WBE Traffic Control Inc.’s property is kept in the best possible working condition and for the proper use of the property.

The term “property” used in this policy is defined as any piece of equipment, furnishing, vehicle, building or supply, leased or owned, including but not limited to computers, laptops, iPads, tablets, radios, mobile devices, telephones, cellphones, copiers, Internet services, and printers.

All property is for business use only. Limited personal use is allowable but is the exception and not the rule. The Company reserves the right to discipline employees for excessive personal use of Company property.

No employee will expect any privacy on Company premises or when using Company property, equipment, or networks, except that is required by law.

Any employee found to have neglected or misused Company property will be subject to disciplinary action up to and including termination and possible criminal prosecution.

## **6.2 Portable Radio Use**

WBE Traffic Control Inc. field employees are assigned portable radios as an essential means of communication during their work shifts. Employees must communicate professionally, use the radio appropriately, and maintain it in good working condition as part of their work duties. Any employee found to have neglected or misused radios or radio communications will be subject to disciplinary action up to and including termination.

### **Procedures and Instructions**

- When you take the radio, check the battery, volume, microphone, and antenna, then report any issues found to your manager.
- Always have your radio turned on and with you while on the jobsite.
- Always keep the channel set as directed by your manager.
- Before speaking, listen to determine if another user is on the radio.
- Return the radio to the appropriate docking station at the end of each shift.

### **Proper Etiquette**

- All radio communication may be heard, and communications are not private.
- No employee will expect any privacy when using the Company radios.
- Use the radios for work-related conversation only.
- Nonwork-related use including, but not limited to, casual conversations, profanity, inappropriate remarks, whistles, sounds, etc. is strictly prohibited.
- Speak clearly and a little slower than normal. Speak in a normal tone, do not shout.
- Use call codes and meanings correctly. \*See below *Company Call Codes and Their Meaning*
- Keep your message precise and to the point.
- In the interest of time and efficiency, you can skip saying “please” and “thank you”.
- Only interrupt an in-progress transmission in the case of an emergency.

### **Damage, Loss, Theft**

The Company’s goal is to maintain good working equipment for its employees. When an issue is identified, advise your manager as soon as possible so they can handle repairs or replacements.



- Employees are responsible for the following:  
Taking reasonable care of the radio to ensure they are not damaged, lost, or stolen.
- Reporting any damaged, broken, or missing parts, (i.e., missing antennas, charging issues, etc.) to their manager as soon as possible.
- Reporting the loss or theft to their manager immediately.
- In cases of abuse, the employee may be responsible for the replacement of the radio.

**Company Call Codes and Their Meanings**

**10-4, Copy, Roger**..... Acknowledged

**Clear**..... Clear to let traffic through

**Hold**..... Hold traffic until instructed

**Clear to go**..... Release traffic

**10-4, Over**..... You are done with the call

**Go Ahead**..... You are done speaking

**Headache**..... Emergency Situation

**Radio Check**..... Can you hear me? Is transmission good?

**Read Loud & Clear**..... Response to Radio Check

**Repeat, Say Again**..... Please repeat information

**Stand-by**..... Acknowledged but I can't respond right now

**6.3 Off-Duty Use of Employer Property or Premises**

You may not use WBE Traffic Control Inc. property for personal use during working time. You are responsible for returning Company property in good condition and repairing or replacing any property damaged as a result of personal use or as the result of negligence. This includes use of copy machines, computers, Company products and tools, or office supplies for personal use without prior authorization.

**6.4 Bulletin Boards**

WBE Traffic Control Inc. maintains an official bulletin board located in the field office in the Mare Island and Mather locations for providing employees with official Company notices, including wage and hour laws, changes in policies, and other employment-related notices. At times the Company may also post information of general interest to employees on the bulletin board. You are responsible for being informed about this material by periodically reviewing the bulletin board. Only authorized personnel, such as company management or delegated personnel, may add and remove notices from the bulletin board.

## **6.5 Employer Sponsored Social Events**

WBE Traffic Control Inc. holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by management prior to the event.

Alcoholic beverages may be available at these events, and partaking is voluntary. If you choose to drink alcoholic beverages, it is your responsibility to limit your intake and behave in a responsible manner. Do not drink and drive; Instead, you must call a taxi or similar service or secure and use a designated driver. If you cannot afford alternate transportation, notify management and transportation will be provided.

## **6.6 Incentive Programs**

WBE Traffic Control Inc. may hold periodic incentives for employees. Be advised that your participation is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by management prior to the beginning of the incentive program.

## **6.7 Mail Use**

You are required to limit usage of the WBE Traffic Control Inc. mail service for business purposes only. You may not use the Company address to receive personal mail. Do not use Company postage for your personal mail. Report any suspicious packages or envelopes to your manager or Human Resources immediately.

## **6.8 Non-Solicitation/Non-Distribution Policy**

To avoid disruption of business operations or disturbance of employees, visitors, and others, WBE Traffic Control Inc. has implemented a Non-Solicitation/Non-Distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non-Solicitation/Non-Distribution Policy.

You are prohibited from soliciting other employees during your assigned working time. For this purpose, working time means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas or lunch areas. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and non-

harassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to your management or Human Resources.

## **6.9 Personal Appearance**

Your personal appearance reflects upon the reputation, integrity, and public image of WBE Traffic Control Inc. All employees are required to report to work neatly groomed. Adequately dressed, and wearing their Company provided shirt tucked in. You are expected to maintain personal hygiene habits generally accepted in the community, including clean, well-fitting clothing without holes, good grooming, and personal hygiene, including appropriate attire for the workplace and the work being performed. This includes wearing Company provided shirts, appropriate closed-toe work shoes or boots, and protective safety clothing and equipment (PPE). Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

## **6.10 Personal Data Changes**

You must provide WBE Traffic Control Inc. with your current contact information, including your current mailing address and telephone number. You should also inform Company of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact your manager.

Requests to change your W-4 must be submitted by Friday to go into effect during the current pay period. All W-4s submitted after Friday will go into effect the following pay period.

## **6.11 Security**

All employees are responsible for helping to make WBE Traffic Control Inc. a secure work environment. Upon leaving work, lock vehicles, lock designated desks, lockers, and doors protecting valuable or sensitive material in your work area, and report any lost or stolen keys, badges, passes, or similar devices to your management immediately. Refrain from discussing

specifics regarding Company security systems, alarms, passwords, etc. with those outside of the Company.

Immediately advise your management of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the Company. Safety and security are the responsibility of all employees, and we rely on you to help us keep our premises secure.

## **6.12 Suggestion Policy**

At WBE Traffic Control Inc., we welcome suggestions for continued improvement and your ideas for better ways to do your job or improve the services of the Company, or to meet customer needs. Discuss your ideas with your management, use the company suggestion box, contact Human Resources, or use the confidential email [wbecares@gmail.com](mailto:wbecares@gmail.com). The confidential email [wbecares@gmail.com](mailto:wbecares@gmail.com) can be found on the Company's website at [WBETC.COM](http://WBETC.COM), under the *Employee Resources* section.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to the Company.

Understand that any suggestions, innovations, inventions, or other matter created by you during work time or with Company tools or property are considered to be the property of the Company.

## **6.13 Third Party Disclosures**

From time to time, WBE Traffic Control Inc. may become involved in news stories or potential/actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such contact, do not speak on behalf of the Company, and refer to your manager, or the CEO. If you have any questions about this policy or are not certain what to do when such a contact is made, contact your manager or Human Resources.

## **6.14 Social Media**

At WBE Traffic Control Inc., we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, the use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Company, you are expected to follow our guidelines for appropriate use of social media. Any infraction to this policy is grounds for immediate termination.

This policy applies to all employees who work for the Company.

## Guidelines

For purposes of this policy, **social media** includes all means of communicating or posting information, photo, filming, or content of any sort and from any source on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Company, as well as any other form of electronic communication.

Company principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or employees of the Company.

Phones are not to be used during work except for communicating with management or on personal break(s).

Filming or Picture taking of any customer is strictly prohibited and requires consent from WBE and all customers.

We comply with all PGE regulations about social media and picture taking.

## Know and Follow the Rules

Ensure your postings are consistent with these guidelines.

Do not use social media while on your work time. Failure to comply with this policy could result in disciplinary action up to and including termination.

Employees are not allowed under any circumstance to photograph, film, or post any of the Company's vendors or customers on social media. Social media posts that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and you may be subject to disciplinary action up to and including immediate termination.

The Company cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Company policy. Your personal posts and social media activity should not reflect upon or refer to the Company.

### Maintain Accuracy and Confidentiality

When posting information:

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company.
- Do not create a link from your personal blog, website, or other social networking site to a Company website that identifies you as speaking on behalf of the Company.
- Never represent yourself as a spokesperson for the Company. If the Company is the subject of the content you are creating, do not represent yourself as speaking on behalf of the Company. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

### Media Contacts

If you are not authorized to speak on behalf of the Company, do not speak to the media on behalf of the Company. Direct all media inquiries for official Company responses to Human Resources.

### Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

**Any infraction to the Social Media policy is grounds for discipline, up to and including immediate suspension or termination.**

## **6.15 Telecommuting**

Telecommuting is defined as regularly working a full or partial workday from home or some other alternate work site.

WBE Traffic Control Inc. will make telecommuting available to employees when it benefits organizational and departmental needs. This option may not be available in some job classifications due to business needs. Each department manager will determine, at their own discretion, the positions within the department that may be suitable for telecommuting.

If you are granted a telecommuting arrangement, you will be subject to the same performance standards as prior to telecommuting. Telecommuting work areas may be evaluated to ensure that appropriate safety standards are met.

## **6.16 Use of Company Technology**

This policy is intended to provide WBE Traffic Control Inc. employees with guidelines associated with the use of the Company information technology (IT) resources and communications systems and hardware.

This policy governs the use of all IT resources and communications systems and hardware owned by or available at the Company, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, iPads, pagers, and radios etc.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

### General Provisions

Company IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Company IT resources and communications systems are the property of the Company. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Company electronic information and communications systems.

The Company reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Company IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Company will exercise this right periodically, without prior notice and

without prior consent. The interests of the Company in monitoring and intercepting data include, but are not limited to: protection of Company trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Company IT resources and communications systems. Do not use Company IT resources and communications systems for any matter that you would like to be kept private or confidential.

### Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

## **6.17 Computer Security and Copying of Software**

Software programs purchased and provided by WBE Traffic Control Inc. are to be used only for creating, researching, and processing materials for Company use. By using Company hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as City, State, and Federal laws and regulations.

All software acquired for or on behalf of the Company or developed by Company employees or contract personnel on behalf of the Company, is and will be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Company to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the Company must be purchased through the CEO or their designee.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Company.



## 6.18 Employer-Provided Mobile Devices

Employees may not use cell phones, hands-free voice recognition or mobile electronic devices while operating a motor vehicle.

This includes, but is not limited to:

- Answering or making phone calls.
- Reading or responding to emails and text messages.
- Accessing phone apps or the Internet.
- Using voice features.
- Setting navigation directions or changing music.

The Safe Driving Guidelines below are not all-inclusive:

- Put cell phones on vibrate or silent mode, or turn the device off, before starting the engine.
- If adjustments are needed to navigation, music or other settings, drive to a safe location, pull over, and put the vehicle in park before making the adjustment. If your vehicle has a passenger, have the passenger make those adjustments.
- Modify your voicemail greeting to indicate you are unavailable to answer calls or return messages while driving.
- Inform clients, associates, and business partners of company policy to explain why calls may not be returned immediately.
- In an emergency, drive to a safe location, pull over, and put the vehicle in park before calling to report an emergency.

The Employer-Provided Mobile Devices policy applies when employees use their personal cell phone or mobile devices while at work.

## 6.19 Personal Mobile Device Use

While WBE Traffic Control Inc. permits employees to bring personal cell phones and other mobile devices (i.e., smartphones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

When you use your own cell phone while at work, you must refer to the *Employer-Provided Mobile Devices Policy* (page 32) section of this handbook. **You may not ever use any electronic devices while working traffic control, with the exception of a journey person who may have a cellphone to communicate with managers. As a reasonable accommodation, there may be exceptions made based on employee needs.**

## **6.20 Use of Employer Vehicles**

Company vehicles are to be used for WBE Traffic Control Inc. business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

This policy establishes the expectation that drivers comply with all aspects of the company's vehicle safety program and guidelines as well as obey applicable local, State, and Federal laws and regulations as they relate to vehicle operations. The Company emphasizes that a coworker's primary responsibility while driving is the safe operation of the vehicle.

If you drive a Company vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be reported within 24 hours of notice to your management.

For additional information, refer to the *Driving Record* (page 35) and *GPS Monitoring of Employer Vehicles* (page 34) section in this Handbook.

When a Company vehicle cannot be operated, is unsafe for use, or has been damaged, notify your management immediately.

As the driver of a Company vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to ride in or drive the vehicle. You are also responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

You may not operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device.

Multiple driving and moving violations that appear on the State Department of Motor Vehicle check will result in suspension of rights to drive a Company vehicle or drive a personal vehicle on Company business. Suspension of rights will continue until the Company and its insurance company deem you are insurable again. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of the successful execution of job responsibilities, you may be terminated.

For additional information refer to the Company's *Safe Driving Guidelines* in the *Employer-Provided Mobile Devices* (page 32) section of this handbook.

## **6.21 GPS Monitoring of Employer Vehicles**

WBE Traffic Control Inc. desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting Company vehicles, equipment, and drivers. Due to safety, efficiency, and other business purposes, the Company uses GPS

technology to monitor the whereabouts of our vehicles and video event recorders, also known as dash cams.

Along with GPS Tracking, driver behavior is likewise monitored. There is video of both outside and inside of the cab. GPS Monitoring does not provide audio recording.

In the event of any kind of motor vehicle incident, you are required to press record. Press record if you are driving alone to verify that you have done a full 360 truck walkaround.

Questions concerning vehicle monitoring and the proper use of any vehicles should be directed to your manager.

For additional information refer to the *Use of Employer Vehicles* (page 33) section and *Driving Record* (page 35) section of this handbook, and the Company's *Safe Driving Guidelines* in the *Employer-Provided Mobile Devices* (page 32) section of this handbook.

If you abuse the privilege of driving company vehicles, you will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

## **6.22 Driving Record**

All employees required to operate a motor vehicle as part of their employment duties at WBE Traffic Control Inc. must maintain a valid driver's license and an acceptable driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file.

For additional information, refer to the *Use of Employer Vehicles* (page 33) section in this handbook.

The Company runs a Department of Motor Vehicles check periodically to determine your driving record. Employees must complete a Department of Motor Vehicles authorization form to obtain driving records. Any changes in your driving record, including but not limited to driving infractions and accidents, must be reported to the Company within 24 hours of an incident or as soon as possible. Failure to report any change in your driving record may result in disciplinary action up to and including termination.

You are personally responsible for all moving violations, citations, or otherwise penalized for an offense that occurred when operating company-owned, leased, rented, or employee-owned vehicles.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance (new proof of insurance is required every time your policy expires and renews).

If you use your own vehicle as a part of your employment duties, you must refer to the *Authorization for Use of Personal Vehicle* (page 31) section of this handbook.

### **6.23 Authorization for Use of Personal Vehicle**

Only with prior written approval of the appropriate Company Officer may you use your personal vehicle in the course and scope of employment.

WBE Traffic Control Inc. may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy (new proof of insurance is required every time your policy expires and renews), must be reported to the Company.

For additional information, refer to the *Driving Record* section in this handbook.

When authorized to use your personal vehicle you must maintain:

- Valid driver's license
- Acceptable driving record
- Appropriate insurance coverage

**State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance (new proof of insurance is required every time your policy expires and renews).**

You may not operate your personal vehicle while:

- Under the influence of drugs, alcohol, or any other substance that may impair your judgement or ability to drive.
- Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

This list is not all inclusive and is subject to change.

### **6.24 Workplace Privacy and Right to Inspect**

WBE Traffic Control Inc. property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Company premises including that kept in lockers and desks.

## **7.0 BENEFITS**

### **7.1 Drug and Alcohol Rehabilitation Accommodation**

WBE Traffic Control Inc. will reasonably accommodate employees who wish to voluntarily participate in an alcohol or drug rehabilitation program, provided that the accommodation will not impose an undue hardship on the Company.

Reasonable accommodation may include unpaid time off. If you have a serious health condition and are otherwise eligible, time off for alcohol and/or drug rehabilitation may also be covered by the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA). If so, the Company will request approval and medical certification as it would for FMLA and CFRA leave requests, and the leaves will run concurrently. If eligible, you may use accrued paid time off, for all or part of the time spent entering or participating in a rehabilitation program.

The Company may discharge or refuse to hire an individual because of their current use of alcohol and/or drugs, because they are unable to perform their duties, or because they cannot perform their duties in a manner that would not endanger their own or another's health and safety.

Requests to participate in a rehabilitation program will be kept confidential. Direct all requests to participate in a rehabilitation program to Human Resources or the CEO.

The Company will not retaliate against employees who request or obtain accommodation in accordance with this policy.

### **7.2 Family and Medical Leave (FMLA)**

In accordance with the Family and Medical Leave Act of 1993 (FMLA), WBE Traffic Control Inc. provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to eligible employees in certain circumstances.

#### Eligibility

To qualify for FMLA leave, you must:

1. Have worked for the Company for at least 12 months, although it need not be consecutive.
2. Worked at least 1,250 hours in the last 12 months.
3. Be employed at a worksite that has 50 or more employees within 75 miles.

## Reasons for Leave

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period for any of the following reasons:

- The birth of a child and in order to care for that child (leave must be completed within one year of the child's birth).
- The placement of a child with you for adoption or foster care and in order to care for the newly placed child (leave must be completed within one year of the child's placement).
- To care for a spouse, child, or parent with a serious health condition.
- To care for your own serious health condition, which makes you unable to perform any of the essential functions of your position.
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

### **A "Rolling" 12-Month Period Measured Backward**

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, or next of kin who is a covered service member and who has a serious injury or illness related to active-duty service.

As used in this policy:

- **Spouse** means a husband or wife as recognized under State law for the purposes of marriage in the state or other territory or country where the marriage took place.
- **Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- **Parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to you when you were a child.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts, and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.
- **Serious health condition** means an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, earaches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of conditions that are not serious health conditions under this policy. If you have any questions about the types of conditions that may qualify, contact Human Resources.

- **Health care provider** means a medical doctor or doctor of osteopathy, physician assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.
- **Qualifying exigencies** for military exigency leave include:
  - Short-notice call-ups/deployments of seven days or less (**Note:** Leave for this exigency is available for up to seven days beginning the date of call-up notice).
  - Attending official ceremonies, programs, or military events.
  - Special childcare needs created by a military call-up including making alternative childcare arrangements, handling urgent and nonroutine childcare situations, arranging for school transfers, or attending school or daycare meetings.
  - Making financial and legal arrangements.
  - Attending counseling sessions for yourself, the military service member, or the military service members' son or daughter who is under 18 years of age or is 18 or older but incapable of self-care because of a mental or physical disability.
  - Rest and recuperation (**Note:** Fifteen days of leave is available for this exigency per event).
  - Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (**Note:** Leave for these events are available for 90 days following the termination of active-duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty.
  - Parental care when the military family member is needed to care for a parent who is incapable of self-care (such as arranging for alternative care or transfer to a care facility).
  - Other exigencies that arise that are agreed to by both the Company and you.
- A **serious injury/illness** incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of his or her office, grade, rank, or rating.

#### Notice and Leave Request Process

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practicable (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must consult with the Company first regarding the dates of this treatment to work out a schedule that best suits your needs, the needs of the covered military member (if applicable), and the Company.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Failure to provide appropriate notice may result in the delay or denial of leave.

Contact Human Resources for FMLA forms.

### Certification of Need for Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from the Human Resources department. When you request leave, the Company will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

At our expense, the Company may require an examination by a second health care provider designated by us. If the second health care provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practicable, may result in a delay of further leave until it is provided.

The Company also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

### Call-In Procedures

In all instances of absence, the call-in procedures and standards established for giving notice of absence from work must be followed.

### Paid Leave Utilization During FMLA Leave

FMLA leave is unpaid; however, you may be required to substitute any accrued and unused paid leave (e.g., vacation/paid time off/sick days/personal days) for unpaid FMLA leave as permitted by law.

Your FMLA leave runs concurrently with other types of leave, such as accrued paid leave that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law. The substitution of paid leave for unpaid FMLA leave does not extend the 12 or 26



weeks (whichever is applicable) of FMLA leave. In addition, the substitution of paid leave for unpaid leave may not result in your receipt of more than 100 percent of your salary.

If you are receiving short- or long-term disability or workers' compensation benefits during personal medical leave, you will not be required to utilize accrued paid leave. However, where state law permits, you may elect to use accrued paid leave to supplement these benefits.

### Intermittent Leave

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the Company will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the Company may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

### Parental Leave

Leave for the birth or placement of a child may be taken in a block or blocks of time. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

### Family Care, Personal Medical, Military Exigency, and Military Care Leave

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

### Fitness for Duty Requirements

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification from the doctor treating your reason for leave, that you are fit to resume work. You will not be permitted to resume work until it is provided.

WBE reserves the right to request our own qualified practitioners to evaluate fitness for duty in accordance with the Union agreement. Refer to your Union Agreement and associated letters for more information.

If there is a reasonable suspicion for a fitness for duty issue, the Company reserves the right to require you to seek treatment from a qualified practitioner chosen by the Company.

### Health Insurance

Your health insurance coverage will be maintained by the Company during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage lapses that coverage will terminate unless payments are promptly made.

Alternatively, at our option, the Company may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. You have the option to use vacation/sick time to cover these costs. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the Company may require reimbursement for the health insurance premiums paid during the leave.

If you need assistance in paying for health insurance, contact Human Resources. The assistance will be repaid upon the employee's return to work.

### Reinstatement

Upon returning to work at the end of your leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

### Spouse Aggregation

If you and your spouse are both employed by the Company, the total number of weeks to which you are both entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to 12 weeks per leave year. Similarly, spouses employed by the Company will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

### Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The Company is not required to grant requests for open-ended leave with no reasonable return date under these policies or as disability accommodations.

### Alternative Employment

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Company. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

### Interaction with State and Local Laws

Where State or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by these laws, will apply.

### Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

### Designation of Leave

If the Company becomes aware of any qualifying reason for FMLA leave, the Company will designate it as such. An employee may not refuse FMLA designation under this policy.

### Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **7.3 401(k) Plan**

### **Non-Union Employees**

Eligible employees may participate in the WBE Traffic Control Inc. 401(k) plan after completing any applicable waiting period as defined in the plan.

For additional information, refer to your Summary Plan Description (SPD) for specific information.

The Company will notify you if you are eligible to participate in the 401(k) plan. Contact the Human Resources Department to understand your eligibility requirements. This benefit may be canceled or changed at the discretion of the Company unless otherwise required by law.

## **7.4 Bereavement Leave**

WBE Traffic Control Inc. recognizes the importance of taking leave when there is a death in the family.

### **Union Employees**

The Union agreement does not provide for bereavement leave. For more information, contact your manager or Union Representative.

WBE Traffic Control Inc. will provide eligible Union employees with up to five days of unpaid bereavement leave in accordance with the California Family Rights Act.

### **Non-Union Employees**

WBE Traffic Control Inc. will provide eligible Non-Union employees with up to five days of unpaid bereavement leave in accordance with the California Family Rights Act.

### **Eligibility**

To be eligible for bereavement leave, you must be employed by the Company for at least 30 days prior to the start of the leave.

### **Reasons for Leave**

Eligible employees may take bereavement leave for the death of a family member.

As used in this policy:

**Family member** means your child, parent, grandparent, grandchild, sibling, spouse, or domestic partner.

**Child** means a biological, adopted, or foster child; a stepchild; a legal ward; a reproductive loss; a child of a domestic partner; or a person to whom you stand in loco parents.

**Parent** means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or any person who stood in loco parentis to you when you were a child.

**Sibling** means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

### **Use of Leave**

Eligible employees will be provided up to five days of unpaid bereavement leave in the event of the death of a family member.

The five days of bereavement leave do not have to be taken consecutively. Bereavement leave must be completed within three months of the date of the family member's death.

You may elect to use any accrued vacation time or other accrued paid time off that you are eligible to take during the otherwise unpaid bereavement leave.

Bereavement leave will run concurrently with other Federal/State laws when permitted by law.

### **Notice**

If your need for leave is foreseeable, provide as much advance notice as possible. If unforeseeable, provide notice as soon as practical.

You may be required to provide reasonable documentation of your need for leave. This may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. This documentation must be provided within 30 days of your first day of leave.

All information received by the Company regarding your request for bereavement leave will be treated as confidential and will not be disclosed except to internal personnel or counsel, as necessary or as required by law.

### **Retaliation**

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **7.5 Continuing Education and Tuition Assurances**

We believe in the continuing education of our eligible employees. If WBE Traffic Control Inc. sends you to a class or training program during normal working hours related to your employment and you are nonexempt, you will be paid training pay for that time. If you are interested in attending an outside class and having the Company pay for your attendance, you are required to provide advance written notice describing the class, including the subject matter, length, and cost and how the training will benefit you and the Company. Depending on the type of training, the Company may reimburse some or all of the fees, including materials expenses, meals, and transportation. If your manager and Human Resources approves of your attendance at a class that is not sponsored by the Company, upon attendance and successful completion you will be reimbursed for the class.

## **7.6 Dental & Vision Care Insurance**

### **Non-Union Employees**

#### **Dental**

All eligible regular full-time employees who have completed the plan's defined waiting period at WBE Traffic Control Inc. are eligible for the Company dental plan. Dental plan benefits are described in detail in the Summary Plan Description (SPD).

## Vision

All eligible employees who have completed the plan's defined waiting period at WBE Traffic Control Inc. are eligible for the Company vision care plan. Vision care plan benefits are described in detail in the Summary Plan Description (SPD).

## **7.7 Health Insurance**

### **Non-Union Employees**

WBE Traffic Control Inc. offers group health insurance benefits to all eligible employees and their eligible dependents after **the first of the month following the first day of employment** (Example: If your start date is July 15<sup>th</sup>, your first day of insurance will begin August 1<sup>st</sup>). Health insurance benefits are described in detail in the Summary Plan Description (SPD), which may be obtained from the Human Resources Department.

Benefits may be cancelled or changed at the discretion of the Company, unless otherwise prohibited by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with the Company, you may have the right to continue your health benefits under Federal or State law. In such an event, the Company will provide you with information about your rights to continue your benefits coverage.

## **7.8 Holidays**

### **UNION AND NON-UNION HOLIDAYS**

New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving Day, and Christmas Day.

## **7.9 Personal Leave of Absence**

WBE Traffic Control Inc. recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence.

## Eligibility

All Non-Union full-time and part-time employees employed for at least 12 months are eligible to apply for an unpaid personal leave of absence.

### Requesting Leave

Requests for unpaid personal leave must be submitted to your management in writing at least 14 days in advance where practical. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end the leave.

Job performance, absenteeism, and departmental requirements will be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason and are within the sole discretion of the Company.

You will be required to use all available paid leave balances prior to taking an unpaid personal leave of absence.

Sick leave, PTO, vacation time, seniority, or other benefits will not accrue during an unpaid personal leave of absence. Holidays that occur during an unpaid personal leave of absence will not be paid.

If you are granted a personal leave of absence, reinstatement to your position or any position is not guaranteed.

You are responsible for payment of your portion of the insurance premium while on personal leave.

### Extension of Leave

You are required to return from unpaid personal leave on the originally scheduled return date. If you are unable to return, you must request an extension of the leave in writing at least 14 days in advance of the return date. Leave extensions will be considered on a case-by-case basis. If the Company denies the extension request, you must return to work on the originally scheduled return date or be considered to have voluntarily resigned from your employment.

### Return to Work

In advance of your scheduled return date, your management will arrange for you to resume your previous position, if available. However, the Company's need to fill a position may override the ability to hold a position open until your return. Therefore, we cannot assure our ability to reinstate you to any position after your leave. The Company retains the discretion to determine the similarity of any available positions and your qualifications. If we are unable to reinstate you or you refuse the offer of reinstatement to a different position, your leave status will be changed to a voluntary termination.

### Failure to Return from Leave

If you fail to return to work after an unpaid leave of absence, you will be considered to have resigned your employment.

### Alternative Employment

While on an unpaid leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Company. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

## **7.10 Sick Pay**

### Employee Paid Sick Leave

Sick days do not apply to Union Employees. For more information, please refer to your Union Representative.

WBE requires Union Employees to communicate via phone call with Dispatch or Management if calling out sick after 8:00 PM for the following day. Texts are not an acceptable means of communication after 8:00 PM.

For Non-Union Employees, are entitled to 40 hours of sick pay per California State Law.

## **7.11 Unemployment Compensation Insurance**

Unemployment compensation insurance is paid for by WBE Traffic Control Inc. and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Company and per applicable State laws.

## **7.12 Vacation**

WBE Traffic Control Inc. provides employees with paid vacation.

### Eligibility

All full-time regular non-Union employees are eligible to receive vacation time after completing a 90-day probationary period. For Union workers, refer to your Union Contract.

### Deposits into your Leave Account

Vacation is calculated according to the calendar year.



The amount of vacation received each year is based on your length of service and is granted in a lump sum at the beginning of each year.

Non-Union employees will receive two weeks of vacation for the first year of employment and three weeks each year thereafter.

Part-time regular employees do not receive vacation time.

Vacation granted during your first year of employment will be pro-rated based on your hire date.

#### Leave Usage and Requests for Leave

The Company encourages you to use your vacation time. You are eligible to begin using vacation time after 90 days of employment.

You must request vacation from your management as far in advance as possible, but at least 2 weeks in advance. The Company will generally grant requests for vacation when possible, taking business needs into consideration. When multiple employees request the same time off, their length of employment/seniority may determine priority in scheduling vacation times.

You must take vacation in increments of at least 4 hours.

#### Carryover

Vacation time will be paid out entirely at the end of the calendar year and will not carryover into the following year.

#### Separation of Employment

Upon separation of employment for any reason, if you are past your probationary period your vacation pay will be prorated and immediately paid out.

### **7.14 Workers' Compensation Insurance**

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by State law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work-related injuries. If you are injured on the job while working at WBE Traffic Control Inc., no matter how slightly, you are to report the incident immediately to your management. Consistent with applicable State law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your management immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

## **7.15 COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible WBE Traffic Control Inc. employees and their beneficiaries to continue health insurance coverage under their Union Local health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact your local Union Local representative to learn more about your COBRA rights.

## **7.16 Military Leave (USERRA)**

WBE Traffic Control Inc. complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to Human Resources or management. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with State and Federal law. You must notify your management of your intent to return to employment based on the requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources.

# **8.0 SAFETY AND LOSS PREVENTION**

## **8.1 Face Masks in the Workplace**

WBE Traffic Control Inc. is committed to maintaining a safe and healthy workplace. Due to frequent changes in local, state, or federal masking requirements, WBE Traffic Control Inc. has established a Company COVID-19 QR code that employees can access for current information.

### *Background*

The Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and the World Health Organization (WHO) have found that wearing face masks can help prevent the spread of COVID-19, especially when social or physical distancing cannot be accomplished and in areas of significant community spread.

### Mask Use

- You are required to wear a face mask when situations are covered by local, State, or Federal orders.
- For people who personally choose to wear a face mask, please refer to the guidelines below or request a company provided mask.

### Acceptable Face Masks

You may use your own disposable or reusable cloth face mask if it complies with the CDC recommendation.

Based on guidance, any cloth face mask must:

- Completely cover the nose and mouth.
- Fit snugly against the sides of the face and not have any gaps.
- Be secured with ties or ear loops.
- Be made of tightly woven fabric, such as cotton or cotton blends.
- Include multiple layers of fabric.
- Allow for breathing without restriction, but not contain any exhalation valves or vents.
- Be capable of being laundered and machine dried without damage or change to its shape.

Face masks may not contain any offensive, political, harassing, or discriminatory words, terms, logos, pictures, cartoons, slogans, writing, or images and must comply with the Company's EEO Statement and Non-Harassment Policy.

If your face mask does not comply with this policy and all other applicable policies, the Company will provide you with a face mask for your use until you present a policy-compliant face mask.

### Disclaimer of Restrictions on Employee Rights

This policy is not intended to restrict communications or actions protected or required by State or Federal law.

### Modification of Policy

The Company reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

## **8.2 Drug and Alcohol Policy**

WBE Traffic Control Inc. is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Company to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under Federal, State, or local laws), including prescription and over-the-counter drugs, or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated.

The Company requires that its employees report for work and perform their duties within the standards established. The intent of this policy is to prevent the hiring and/or continued employment of persons who, due to the use of alcohol or illegal drugs, may harm themselves or others, or cause damage to property.

### **Pre-Employment Test**

All offers of employment will be contingent upon satisfactory results of a drug test. If a pre-employment drug test indicates illegal drug use, the applicant will not be eligible for employment at the Company.

### **Random Test**

- The Company does require random drug testing under the Department of Transportation regulations.
- An employee may obtain a deferral for testing if the employee's manager and Human Resources concur that there is a compelling business need to defer the testing. An employee whose random test is deferred will be subject to an unannounced test at a later date.

### **For-Cause Test**

The Company may request an employee, as a condition of their employment, to undergo drug and/or alcohol testing if the Company has a reasonable belief based on specific, articulable facts that the employee may have violated the *Drug and Alcohol Policy*. Such reasonable belief may be based on, but not limited to, the following factors:

- The employee exhibits physical signs of alcohol and/or illegal drug use.
- The manager or other company representative reasonably believes an unsatisfactory job performance, misconduct, or poor attendance may be related to drug or alcohol use.
- The employee has a work-related accident.
- The company obtains reliable information that the employee has or may have violated the Company's *Drug and Alcohol Testing Policy*.

### **Prohibited Conduct**

The Company expressly prohibits employees from engaging in the following activities when they are on duty or conducting Company business or on Company premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances, including prescription and over-the-counter drugs that adversely affect the ability to perform job duties safely and effectively.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual or drug-related paraphernalia, and the illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some State laws for medicinal and/or recreational uses, it remains an illegal drug under Federal law. The Company does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty, on Company premises and at work.

WBE can still drug test employees if the tests are not based the presence of “non-psychoactive cannabis metabolites” in the body. Additionally, the law does not impact any State or Federal laws that require certain employees to be tested for controlled substances. For example, if WBE has to comply with Federal DOT requirements as far as marijuana use and testing, then those requirements will control.

Additionally, if WBE receives any Federal grant or enters into a Federal contract for property or services worth \$100,000 or more, it must follow the rules set forth in the Drug-Free Workplace Act of 1988. Marijuana is included in the act because it remains illegal under Federal law. However, employers can align with both the Drug-Free Workplace Act and state laws since the former doesn't regulate off-duty conduct.

Based on the statute, employers may only act on test results that reveal “active” marijuana use by the employee on the job or at the workplace. Employers can still maintain a “drug free” workplace but cannot control off-duty conduct when it comes to marijuana use unless it causes job impairment.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both Federal and State law if it does not impair your job performance, safety, or the safety of others. If you take over-the-counter medication or other prescribed medication, inform your manager if you or your doctor believe the medication may impair your judgment, job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

The Company supports employees who voluntarily seek help for drug and/or alcohol addiction before it becomes subject to discipline or termination under this or other Company policies.

For additional information, refer to the *Drug and Alcohol Rehabilitation Accommodation* (page 36) section of this handbook.

### Drug-Free Workplace Act

As a federal contractor, WBE Traffic Control Inc. must comply with the requirements of the Drug-Free Workplace Act of 1988, which is a part of Public Law 100-690, Anti-Drug Abuse Act of 1988. The federal Drug-Free Workplace Act of 1988 (§ 5152) covers grants and contracts for the procurement of any service with a value of \$25,000 or more.

To comply with the act, federal agency contractors and federal grant recipients must provide a drug-free workplace. These federal contractors and grant recipients will:

- Publish a statement prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and specify the actions that will be taken against employees for violations.
- Distribute a copy of the policy statement to employees engaged in the performance of a federal grant or contract.
- Notify employees that compliance with the policy is a condition of employment on such grant or contract and that employees must abide by the terms of the policy statement. The policy statement includes the requirement that employees notify the Company of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- Notify the granting or contracting agency within 10 days after learning of a criminal drug statute conviction.
- Impose a sanction as required under this act on employees who are so convicted.
- Establish a program of drug-free awareness, informing employees about the organization's policy of maintaining a drug-free workplace, the penalties that may be imposed upon employees for drug-abuse violations, the dangers of drug abuse in the workplace, and any available drug counseling, rehabilitation, and assistance programs.
- Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

### Employer-Sponsored Events

From time to time, the Company may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

### Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

### 8.3 General Safety

The Company's slogan, *See Something-Say Something*, is fully supported by your management team and depends on you to *See Something-Say Something*. This is not only a mandatory Company policy, but also the highest industry safety standard. Your management team fully backs this principle and relies on you to be an active part of it. Not reporting something you've noticed is a serious offense that could lead to termination.

It is the responsibility of all WBE Traffic Control Inc. employees to maintain a healthy and safe work environment and follow all Company health and safety rules. Each employee's responsibility is to report any health or safety hazard or OSHA violation to their journeyman. Failure to do so may result in disciplinary action, up to and including termination of employment.

All health, safety, and OSHA reports from journeymen or employees to their Area Manager, Superintendent and Safety Manager must be sent as soon as reasonably safe to do so through email, text or handwritten notice, no later than end of shift.

The Company requires all occupational illnesses or injuries to be reported to your management as soon as reasonably possible and that the forms below must be completed on each reported incident. This should be noted on both the Injury/Illness Report (located in every Truck Book and in the Connex) and the Employee's Timecard before the end of each shift and your Area Manager must be notified.

Failure to inform the appropriate persons of illness or injury may result in disciplinary action up to and including termination.

#### Fatigue Risk Management

While working, each employee has an obligation to immediately notify their co-worker and Area Manager, and Safety Director if they feel so fatigued that their ability to perform is compromised or impaired.

All safe accommodations will be made available to our employees. If impaired, the Company will immediately replace the employee and provide all needed accommodations. Should high risk levels of fatigue occur, the Company will relieve the employee from the job and provide transportation and a hotel as soon as possible.

All employees must check in with Dispatch if they are notified that the job will be extended past a 16-hour shift. Dispatch will make every effort to relieve employees at the 16-hour mark.

Failure to inform the Dispatch of a job extension may result in disciplinary action up to and including termination.

For additional information, refer to the *Company's IIPP and Fatigue Risk Management guidelines*.

## **8.4 Workplace Violence**

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of WBE Traffic Control Inc., we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

The Company has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

### *Prohibited Conduct*

Prohibited conduct includes, but is not limited to:

1. Physically injuring another person.
2. Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
3. Taking any action of bullying or to place a person in reasonable fear of imminent harm or offensive contact.
4. Possessing, brandishing, or using a firearm on Company property or while performing Company business except as permitted by State law.
5. Violating a restraining order, order of protection, injunction against harassment, or other court order.

This list is not all-inclusive and is subject to change at any time.

Report to your management or Human Resources, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violating this policy may subject you to criminal prosecution as well as discipline up to and including immediate termination of employment.

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.



If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to Human Resources. Refer to the *Workplace Violence section of the IIPP* for additional information.

## **9.0 TRADE SECRETS AND INVENTIONS**

### **9.1 Confidentiality and Non-Disclosure of Trade Secrets**

As a condition of employment, WBE Traffic Control Inc. employees are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential commercially sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that employees are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your management or Human Resources.

Violation of this policy may result in disciplinary action up to and including termination and may subject the violator to civil liability.

### **9.2 Inventions**

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to WBE Traffic Control Inc., is a "work for hire" and is the property of the Company.

If you intend to develop and maintain property rights to any invention that relates in any way to products or services of the Company, you are required to obtain a written waiver of this policy, signed by both you and the company owner.

## **10.0 CUSTOMER RELATIONS**

### **10.1 Customer, Client, and Visitor Relations**

WBE Traffic Control Inc. strives to provide the best products and services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client, or visitor with the utmost respect and

courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, notify your management immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our products or services, inform your management or a member of management. Lastly, make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our Company as a leader in its field.

# CALIFORNIA POLICIES

## HIRING AND ORIENTATION POLICIES

### **Accommodations for Victims of Crime or Abuse**

WBE Traffic Control Inc. will provide reasonable accommodations to employees who are the victims of domestic violence, sexual assault, or stalking who request an accommodation for their safety while at work, provided the accommodation does not create an undue hardship on the Company.

Reasonable accommodations may include the implementation of safety measures such as:

- A transfer, reassignment, or modified schedule.
- A change in telephone number or workstation or installed lock.
- Assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace.
- An implemented safety procedure or other adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime.
- Referral to a victim assistance organization.

Upon receiving a request, the Company will engage in a timely, good faith, and interactive process with you to determine effective reasonable accommodations.

If you no longer need an accommodation, you must notify the Company that the accommodation is no longer needed. If circumstances change and you need new accommodation, you must request one.

### Certification

When requesting reasonable accommodation, you will be asked to submit a signed, written statement certifying that the accommodation is for an authorized purpose. You may also be asked to provide documentation that demonstrates your status as a victim of domestic violence, sexual assault, stalking, or ongoing circumstances related to the crime or abuse, such as:

- A police report showing that you were a victim.
- A court order protecting you from the perpetrator or other evidence from the court or prosecuting attorney that you appeared in court.
- Documentation from a medical professional, domestic violence counselor, sexual assault counselor, victim advocate, health care provider, or counselor showing that your absence was due to treatment for injuries from the crime or abuse.
- Any other form of documentation that reasonably verifies that the crime or abuse occurred.

### Unpaid Leave

If you are a victim, the Company will also provide you with unpaid leave to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety or welfare of you or your child.

For purposes of unpaid leave, **victim** includes:

- A victim of stalking, domestic violence, or sexual assault.
- A victim of a crime that has caused physical injury, or mental injury and a threat of physical injury.
- A person whose immediate family member is deceased as the direct result of a crime.

**Crime** means a crime or public offense anywhere that would constitute a misdemeanor or a felony if the crime had been committed in California by a competent adult, regardless of whether any person is arrested or prosecuted for, or convicted of, committing the crime.

**Immediate family member** means:

- Your spouse or domestic partner.
- Your child, which includes, regardless of age, a biological, adopted, or foster child; stepchild or legal ward; the child of your domestic partner; a child to whom you stand in loco parentis; or a person to whom you stood in loco parentis when the person was a minor.
- Your (or your spouse's or domestic partner's) biological, adoptive, or foster parent, stepparent, or legal guardian, or a person who stood in loco parentis of you or your spouse or domestic partner when you or they were a minor child.
- Your biological, foster, or adoptive sibling, stepsibling, or half-sibling.
- Any other individual whose close association with you is the equivalent of a family relationship described above.

You may use available vacation, personal leave, accrued paid sick leave, or compensatory time off for your leave unless you are covered by a collective bargaining agreement that states otherwise.

### Notice

You must provide reasonable advance notice of your intent to take leave for the above reasons unless advance notice is not feasible. If an unscheduled absence occurs, you must provide the following documentation within a reasonable amount of time after your absence:

- A police report indicating that you were a victim.
- A court order protecting or separating you from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney stating that you have appeared in court.

- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider, or counselor stating that you were undergoing treatment or receiving services for physical or mental injuries or abuse resulting from the crime or abuse.

### Confidentiality

The Company will maintain the confidentiality of anyone requesting time off or requesting accommodation under this policy, except as required by Federal or State law or as necessary to protect your safety in the workplace.

### Retaliation

The Company will not retaliate against employees for their status as a victim of crime or abuse or for requesting or taking leave or a reasonable accommodation in accordance with this policy.

## **Disability Accommodation**

WBE Traffic Control Inc. complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable State and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Company will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require accommodation because of your disability, it is your responsibility to notify your management. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Company will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will be treated as confidential.

The Company encourages you to suggest specific reasonable accommodation that you believe would allow you to perform your job. However, the Company is not required to provide the specific accommodation requested by you and may provide alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the Federal Family and Medical Leave Act and/or any other leave when permitted by State and Federal law.

The Company will not discriminate against or retaliate against employees for requesting accommodation.

## **EEO Statement and Non-Harassment Policy**

### *Equal Opportunity Statement*

WBE Traffic Control Inc. is committed to the principles of equal employment. We are committed to complying with all Federal, State, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making (a reproductive health decision includes, but isn't limited to, a decision to use or access a particular drug, device, product, or medical service for reproductive health), sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, off-duty and off-premises use of cannabis, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a confidential, prompt, and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy. The Company will take appropriate corrective and remedial action, if and where warranted. The Company prohibits retaliation against any employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunities with your management or any other designated member of management.

### *Policy Against Workplace Harassment*

WBE Traffic Control Inc. has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws.

This policy protects all applicants and employees (including managers and supervisors) from unlawful harassment and discrimination. This includes harassment by employees, managers, supervisors, contractors, interns, volunteers, vendors, suppliers, and customers. In addition, this policy extends to conduct connected with an individual's work, even when the conduct takes place away from the workplace, such as a business trip or business-related social function.

### Harassment

**Harassment** means disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws.

While it is not possible to list all the circumstances that may constitute other forms of workplace harassment, some examples of conduct that may constitute workplace harassment include:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above-protected categories.
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails, or voicemails, or otherwise circulated in the workplace.
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

## Sexual Harassment

**Sexual harassment** means harassment based on sex or conduct of a sexual nature and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into the following two types:

- Quid pro quo sexual harassment ("this for that"), which includes:
  - Submission to sexual conduct when made explicitly or implicitly a term or condition of an individual's employment.
  - Submission to or rejection of the conduct by an employee when used as the basis for employment decisions affecting the employee.
- Hostile work environment sexual harassment is conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile, or otherwise offensive working environment. Examples include:
  - Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails, or gifts.
  - Sex, gender, or sexual orientation-related comments, slurs, jokes, remarks, or epithets.
  - Leering, obscene, or vulgar gestures, or sexual gestures.
  - Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, posters or any such items.
  - Blocking or impeding movement, unwelcome touching, or assaulting others.
  - Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
  - Conduct or comments consistently targeted at one gender, even if the content is not sexual.

## Retaliation

**Retaliation** means any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

**Adverse employment action** is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of



compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include, but are not limited to:

- Demotion.
- Suspension.
- Reduction in pay.
- Denial of a merit salary increase.
- Failure to hire or consider for hire.
- Refusing to promote or consider for promotion because of reporting a violation of this policy.
- Harassing another employee for filing a complaint.
- Denying employment opportunities because of making a complaint or cooperating in an investigation.
- Changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace.
- Treating people differently such as denying accommodation.
- Not talking to an employee when otherwise required by job duties.
- Otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

#### *Reporting Discrimination, Harassment, and/or Retaliation*

If you feel that you have witnessed or have been subjected to any form of discrimination, harassment, or retaliation, immediately notify Human Resources or any member of management.

The Company prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate corrective and/or remedial action where we find a claim has merit. If the Company begins an investigation, we will endeavor to conduct the investigation in a timely manner and will keep the investigation confidential to the extent possible. In the same way, anyone involved in an investigation of harassment has an obligation to keep all information about the investigation confidential. The Company will only share information about a complaint of harassment with those who need to know about it. Failure to keep information about an investigation confidential may result in disciplinary action. Investigations will be documented and tracked for timely resolution.

When the investigation has been completed, the Company will normally communicate the results of the investigation to the complaining individual, to the alleged harasser, and, if appropriate, to others who are directly involved. If our policy against harassment is found to have been violated, appropriate corrective action, up to and including termination, will be taken

against the harasser so that further harassment will be prevented. Both the rights of the alleged harasser and the complainant will be considered in any investigation and subsequent action.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

In addition to our internal complaint procedure, employees may also contact either the Equal Employment Opportunity Commission (EEOC) or the California Civil Rights Department (CRD) to report unlawful harassment. You must file a complaint with the CRD within three years of the alleged unlawful action. The EEOC and the CRD serve as neutral factfinders and will attempt to assist the parties to voluntarily resolve their disputes. For more information, contact the Office of Human Resources or the nearest EEOC or CRD office.

#### *Filing of Complaints Outside Company*

You may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Contact these agencies directly for more information about filing processes.

#### **California Civil Rights Department**

2218 Kausen Drive, Suite 100

Elk Grove, CA 95758

Voice: 800-884-1684

TTY: 800-700-2320

California Relay Service: 711

Email: [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov)

Main website: <https://www.calcivilrights.ca.gov>

Online sexual harassment training courses: <https://www.calcivilrights.ca.gov/shpt/>

#### **U.S. Equal Employment Opportunity Commission**

450 Golden Gate Avenue 5 West

P.O. Box 36025

San Francisco, CA 94102-3661

Phone: 800-669-4000

Fax: 415-522-3415

TTY: 800-669-6820

ASL Video Phone: 844-234-5122

<https://www.eeoc.gov/field-office/sanfrancisco/location>

## **Religious Accommodation**

WBE Traffic Control Inc. is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees, unpaid interns, and volunteers may request accommodation when their religious beliefs cause a deviation from the Company dress or grooming code, or the individual's schedule, basic job duties, or other aspects of employment. The Company will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the Company will consider are cost, the effect that accommodation will have on current established policies, and the burden on operations — including other employees — when determining reasonable accommodation. At no time will the Company question the validity of a person's belief.

If you require religious accommodation, speak with your management or Human Resources.

## **WAGE AND HOUR POLICIES**

### **Accommodations for Nursing Mothers**

WBE Traffic Control Inc. is required by law to provide requesting employees who are nursing mothers with certain accommodations to express milk. Accordingly, the Company will provide nursing mothers with:

- Reasonable break time to express milk for their infant child each time the mother has the need to express milk.
- A private room or other location, other than a restroom, in close proximity to their work area that is shielded from view and free from intrusion to express breast milk.

#### Requesting Accommodation

If you have the need for accommodation, contact Human Resources. Field employees should contact Human Resources for the best possible options for a private and clean expression area.

If the Company cannot provide a break time or a location that complies with the above, the Company will provide you with a written response.

#### Break Times

Regarding break times, employees may use regular paid rest breaks or may take other reasonable break times when needed. If possible, the break time should run concurrently with scheduled meal and rest breaks already provided to you. If the break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, break times will be unpaid except where Federal or State law dictates otherwise.

#### Lactation Room or Location

The provided lactation room or location will:

- Be safe, clean, and free of hazardous materials.
- Contain a surface to place a breast pump and personal items.
- Contain a place to sit.
- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.
- Field employees should contact Human Resources for the best possible options for a private and clean expression area.

Multipurpose rooms may be used as lactation space if they satisfy the above requirements; however, use of the room for lactation purposes must take priority over other uses.

### Milk Storage

Expressed milk can be stored in company refrigerators. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. If a refrigerator cannot be provided, the Company will provide another cooling device suitable for storing milk. You may also elect to bring a personal cooler for storage.

### Retaliation

The Company will not retaliate against employees who request or obtain accommodation in accordance with this policy.

### Right to File Complaint

If you feel the Company is not providing you with adequate break time and/or a place to express milk as provided for in Labor Code § 1030, you may file a report/claim with the Labor Commissioner's Bureau of Field Enforcement (BOFE) at the BOFE office nearest your place of employment. The complaint must be filed within three years of the alleged unlawful action.

In addition, if you believe you have been a victim of retaliation for either asserting a right to lactation accommodation or for complaining to the Labor Commissioner about the failure of the Company to provide this accommodation, you may file a retaliation claim with the Labor Commissioner's Office pursuant to Labor Code § 98.7. This claim must be filed within six months of the alleged retaliation.

## **Meal and Rest Periods**

### All Employees

WBE Traffic Control Inc. strives to provide a safe and healthy work environment and comply with all Federal, State, and Union regulations regarding meal and rest periods. Check with your

management or Union representative if you have any questions regarding meals and rest periods.

The Company requests that employees observe and accurately record meal periods in time and attendance records. Notify your management as soon as possible if you were unable or were prohibited from taking an uninterrupted scheduled meal or rest period.

### Union Employee Meal Periods

The Company requires Union employees to observe and accurately record meal periods on their timecards.

Anytime an employee is aware that they will miss a meal due to standard industry reasons, they must contact their Area Manager or the Director of Operations so they can attempt to arrange relief. If relief is not possible, missed meals shall be paid in accordance with Union policy. All missed meals must be marked on timecards with a signature and date.

## **Overtime**

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance by your management.

At certain times WBE Traffic Control Inc. may require you to work overtime. We will attempt to give as much notice as possible in this instance. Advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in disciplinary action, up to and including termination.

If you are nonexempt and work more than eight hours in any workday or more than six days in any workweek, you will be paid overtime at a rate of:

- One and one-half times your regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek.
- Two times your regular rate for all hours worked in excess of 12 hours in a workday or in excess of eight hours on the seventh consecutive day of work in a workweek.

If you are nonexempt and work more than 40 hours in a workweek you may be entitled to overtime after any daily overtime hours are subtracted. The same hours are never counted against different overtime limits.

Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

## **Pay Period**

WBE Traffic Control Inc. pays all employees weekly on Friday for the pay period that ends on the previous Sunday. If a payday falls on a weekend or holiday, you normally will be paid on the last business day before the weekend or holiday.

Review your paycheck for accuracy and report any concerns to your management immediately. If you have been overpaid or underpaid, the error will be corrected as soon as possible.

## **BENEFITS**

### **Civil Air Patrol Leave**

WBE Traffic Control Inc. will provide eligible employees with at least 10 days of unpaid Civil Air Patrol leave per calendar year to respond to an emergency operational mission of the California Wing of the Civil Air Patrol.

#### Eligibility

To be eligible for Civil Air Patrol leave, you must:

- Be employed by the Company for at least 90 days before beginning leave.
- Be a volunteer member of the California Wing of the Civil Air Patrol.

#### Use of Leave

Civil Air Patrol leave for a single emergency operation may not exceed three days, unless an extension of time is granted by the governmental entity that authorized the emergency operational mission, and the extension of the leave is approved by the Company.

You will not be required to exhaust any paid leave in order to take Civil Air Patrol Leave.

#### Notice

If eligible, you must provide as much notice as possible of the intended dates leave will begin and end.

The Company is not required to grant Civil Air Patrol leave to you if you are required to respond to either the same or other simultaneous emergency operation missions as a first responder or disaster service worker of a local, State, or Federal agency.

#### Certification

The Company may require certification from the proper Civil Air Patrol authority verifying your eligibility for the leave requested or taken. The Company may deny the leave if you fail to provide the required certification.

### Restoration

Upon return from leave, you will be restored to your previous position or a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment.

### Retaliation

The Company will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

## **Bereavement Leave**

WBE Traffic Control Inc. will provide eligible employees with up to five days of unpaid bereavement leave in accordance with the California Fair Employment and Housing Act.

### Eligibility

To be eligible for bereavement leave, you must be employed by the Company for at least 30 days prior to the start of leave.

### Reasons for Leave

Eligible employees may take bereavement leave for the death of a family member.

As used in this policy:

- **Family member** means your child, parent, grandparent, grandchild, sibling, spouse, or domestic partner.
- **Child** means a biological, adopted, or foster child; a stepchild; a legal ward; a child of a domestic partner; or a person to whom you stand in loco parentis.
- **Parent** means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or another person who stood in loco parentis to you when you were a child.
- **Sibling** means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

### Use of Leave

Eligible employees will be provided up to five days of unpaid bereavement leave in the event of the death of a family member.

The five days of bereavement leave do not have to be taken consecutively. Bereavement leave must be completed within three months of the date of the family member's death.

You may elect to use any accrued vacation time or other accrued paid time off that you are eligible to take during the otherwise unpaid bereavement leave.

Bereavement leave will run concurrently with other Federal/State laws when permitted by law.

### Notice

If your need for leave is foreseeable, provide as much advance notice as possible. If unforeseeable, provide notice as soon as practical.

You may be required to provide reasonable documentation of your need for leave. This may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. This documentation must be provided within 30 days of your first day of leave.

All information received by the Company regarding your request for bereavement leave will be treated as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

### Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **California Family Rights Act (CFRA) Leave**

WBE Traffic Control Inc. provides unpaid family and medical leave to eligible employees in accordance with the California Family Rights Act (CFRA).

### Eligibility

To be eligible for CFRA leave:

- You must have been employed for at least 12 months (52 weeks) with the Company prior to beginning CFRA leave.
- You must have worked for the Company for at least 1,250 hours during the 12-month period immediately before the leave is to start (with exception).

### Reason for Leave

You may take CFRA leave for the following reasons:

- The birth, adoption, or foster care placement of a child.
- To care for your own or your family member's serious health condition (not including disability due to pregnancy, childbirth, or related medical conditions).



- A qualifying exigency related to your spouse, domestic partner, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

As used in this policy:

- You may identify your designated person at the time you request CFRA leave.
- **Family member** means your child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or designated person.
- **Child** means a biological, adopted, or foster child; a stepchild; a legal ward; a child of a domestic partner; or a person to whom you stand in loco parentis.
- **Designated person** means any person related to you by blood or by whose association to you is the equivalent of a family relationship.
- **Parent** means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or other person who stood in loco parentis to you when you were a child.
- **Sibling** means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

You may identify your designated person at the time you request CFRA leave. You will be limited to making this designation once per 12-month period for purposes of CFRA leave.

### Leave Usage

Eligible employees may take up to 12 workweeks of leave per leave year. For purposes of this policy, the leave year is the calendar year.

You may elect to use any accrued vacation time or other accrued paid time off that you are eligible to take during the otherwise unpaid portion of the CFRA leave, however, the Company also has the right to require to use any accrued vacation time or other accrued paid time off. You also may elect to use any accrued sick leave that you are eligible to take during the otherwise unpaid portion of CFRA leave if the CFRA leave is for your own serious health condition, a qualifying exigency, or any other reason mutually agreed to between you and the Company, however, the Company also has the right to require you to use that time.

CFRA leave will run concurrently with other Federal/State laws when permitted by law.

### Intermittent Leave

When medically necessary, leave may be taken on an intermittent or a reduced work schedule.

### Notice

If the need for leave is foreseeable (such as the birth of a child or planned medical treatment), you must provide reasonable advance notice and make a reasonable effort to schedule leave so

that it will not unduly disrupt Company operations. If unforeseeable, provide notice as soon as practical. Notice should include the anticipated timing and duration of the leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the request for leave until you comply with the notice requirement.

### Certification

Where leave is requested for your own or a covered family member's serious health condition, the Company may require you to provide certification from your own or the Company's health care provider.

If leave is for your own serious health condition, certification must include:

- The date when the serious health condition began.
- The probable duration of the condition.
- A statement that, due to the serious health condition, you are unable to perform the function of your position.

If leave is for a covered family member's serious health condition, certification must include:

- The date when the serious health condition began.
- The probable duration of the condition.
- An estimate of the amount of time that the health care provider believes you are needed to care for the family member.
- A statement that the family member's serious health condition requires you to provide care during the period of treatment or supervision.

The Company may require subsequent recertification of your own serious health condition if additional leave is required.

If the Company has reason to doubt the validity of the certification provided, the Company may require, at its own expense, that you obtain a second opinion from a health care provider designated or approved by the Company. If the second opinion differs from the original certification, the Company may again require, at its own expense, that you obtain a third opinion from a different health care provider designated or approved jointly by you and the Company. The third opinion will be considered final and binding.

### Return to Work

If you take leave for your own serious health condition, you must obtain certification from your health care provider that you are able to resume work.

### Reinstatement

Upon return to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave.

### Benefits

If the Company provides you with health benefits under a group health plan, the Company will maintain and pay for your health coverage **for up to 12 weeks** at the same level and under the same conditions as coverage would have been provided if you had not taken CFRA leave.

### Failure to Return to Work

If you fail to return to work or fail to request an extension of leave prior to the expiration of the leave, you will be considered to have voluntarily terminated your employment. If you fail to return from leave, the Company may require reimbursement of the health insurance premiums paid during the leave under certain circumstances.

### Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **Bone Marrow and Organ Donation Leave**

### Union Employees

WBE Traffic Control Inc. will abide by Local Union policies. Such employees may or may not be eligible for the provisions below and should contact their Union Representative.

### Non-Union Employees

WBE Traffic Control Inc. will provide employees who have been employed with the Company for at least 90 days, with a paid leave of absence for the purpose of donating organs or bone marrow.

When donating bone marrow, you may take up to five paid business days in any one-year period. The one-year period for leave is measured from the date leave begins.

The Company will provide employees with a leave of absence of up to 60 business days in a one-year period when donating an organ. The first 30 business days are paid; the remaining leave may be unpaid. The one-year period is measured from the date leave begins.

You are required to provide as much advance notice as possible if you wish to take leave to donate an organ or bone marrow. Provide Human Resources with verification from a physician that the donation will take place and that there is a medical necessity for the donation.

Before taking paid leave under this policy, you must first use two weeks of accrued sick or vacation time when donating an organ, or five days of accrued sick or vacation time when donating bone marrow.

Leave taken under this policy does not constitute a break in service for health insurance coverage, accrual of vacation or sick pay, or seniority; however, the leave may not run concurrently with the federal Family and Medical Leave Act or California Family Rights Act leave.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

### **Crime Victim Leave**

WBE Traffic Control Inc. provides employees who are the victim of a violent felony or serious felony (or the family member of a victim of a violent felony or serious felony) with unpaid leave in order to attend judicial proceedings related to the crime. A family member under this policy includes a spouse, domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

When the need for leave is foreseeable, you must provide documentation of the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office, or a victim/witness office. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after your absence.

Any absence from work to attend judicial proceedings will be unpaid, unless you choose to take paid time off, such as accrued vacation or personal holiday.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

### **Disability Insurance**

If you are unable to work for at least eight days due to a non-work-related illness or injury, or a pregnancy-related disability, you may be eligible for disability insurance benefits. Disability insurance is a component of California's State Disability Insurance (SDI) program, which is administered by the California Employment Development Department (EDD) and is funded by workers through SDI payroll deductions. Disability insurance provides eligible employees with

up to 52 weeks of partial wage replacement benefits. Benefit amounts are based on a percentage of your wages paid during a specific 12-month base period, determined by the date your claim begins.

To apply for this benefit, you must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

The SDI program does not create a right to a leave of absence, job protection, or job reinstatement.

You are responsible for filing your claim and other forms promptly and accurately with the EDD. To learn more about the SDI program, including eligibility requirements and benefits, or to make a claim for DI benefits, contact the EDD ([www.edd.ca.gov](http://www.edd.ca.gov)).

WBE Traffic Control Inc. will be notified that you have submitted a disability insurance claim.

### **Jury Duty Leave**

WBE Traffic Control Inc. encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your management as soon as possible to make scheduling arrangements.

The Company reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

### **Leave for Victims of Crime or Abuse**

WBE Traffic Control Inc. provides employees who are victims of crime or abuse with unpaid leave to:

- Seek medical attention for injuries caused by the crime or abuse.
- Obtain services from a domestic violence shelter or program, rape crisis center, or victim services organization or agency as a result of the crime or abuse.
- Obtain psychological counseling or mental health services related to the experience of crime or abuse.
- Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

**Victim** includes:

- A victim of stalking, domestic violence, or sexual assault.
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury.

- A person whose immediate family member is deceased as the direct result of a crime.

**Crime** means a crime or public offense that would constitute a misdemeanor or a felony if the crime had been committed in California by a competent adult, regardless of whether any person is arrested or prosecuted for, or convicted of, committing the crime.

**Immediate family member** means:

- Your spouse or domestic partner.
- Your child, which includes, regardless of age, a biological, adopted, or foster child; stepchild or legal ward; the child of your domestic partner; a child to whom you stand in loco parentis; or a person to whom you stood in loco parentis when the person was a minor.
- You, or your spouse's or domestic partner's, biological, adoptive, or foster parent, stepparent, or legal guardian, or a person who stood in loco parents of you or your spouse or domestic partner when you/they were a minor child. Your biological, foster, or adoptive sibling, stepsibling, or half-sibling.
- Any other individual whose close association with you is the equivalent of a family relationship described above.

You must provide reasonable advance notice of your intention to take leave for the above reasons unless advance notice is not feasible. If an unscheduled absence occurs, you must provide the following documentation within a reasonable amount of time after your absence:

- A police report indicating that you were a victim; or
- A court order protecting or separating you from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney stating that you have appeared in court; or
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, licensed health care provider, or counselor stating that you were undergoing treatment for physical or mental injuries or abuse resulting from the crime or abuse; or
- Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to a written statement signed by you, or an individual acting on your behalf, certifying that the absence is for an authorized purpose.

You may use available vacation, personal leave, accrued paid sick leave, or compensatory time off for your leave unless you are covered by a collective-bargaining agreement that states otherwise.

Leave under this policy will run concurrently with other types of leave when permitted under applicable law.

The Company will maintain the confidentiality of anyone requesting time off under this policy, except as required by Federal or State law or as necessary to protect your safety in the workplace.

The Company will not retaliate against a victim of crime or abuse for requesting or taking leave in accordance with this policy.

## **Military Spouse Leave**

WBE Traffic Control Inc. provides up to 10 days of job-protected, unpaid leave to eligible employees who are the spouse or registered domestic partner of a military member who is home on leave during a period of military deployment.

To be eligible for military spouse leave you must:

- Work an average of 20 or more hours per week.
- Be the spouse or registered domestic partner of a member of the Armed Forces, National Guard, or Reserves who is on leave from deployment during a period of military conflict.

Notify your management of your need for leave within two business days from the day you receive official notice that your spouse or registered domestic partner will be on leave from deployment. You must also provide written documentation certifying that your spouse or registered domestic partner will be on leave from deployment during the time you are requesting leave.

You may elect to use any available paid time off for which you are eligible under Company policy for the purpose of taking military spouse leave, and such paid time off will run concurrently with the leave afforded under this policy.

The Company will not discriminate or retaliate against eligible employees who request or take leave in accordance with this policy.

## **Paid Family Leave Insurance**

**WBE Traffic Control Inc. will follow by Local Union policies. Such employees may or may not be eligible for the provisions below and should contact their Union Representative for more information.**

### **Non-Union Employees**

California's Paid Family Leave (PFL) insurance program provides eligible employees with up to eight weeks of partial wage replacement in any 12-month period to take time off from work to:

- Bond with a new child (either by birth, adoption, or foster care placement).

- Care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner).
- Participate in a qualifying exigency related to the covered active duty, or call to covered active duty, of your spouse, domestic partner, child, or parent in the U.S. Armed Forces.

The 12-month period begins on the day a claim is submitted.

PFL insurance is funded entirely by workers through State Disability Insurance (SDI) payroll deductions. If you are currently receiving benefits from SDI or workers' compensation insurance, you may not be eligible to receive PFL benefits. The California PFL insurance program does not create a right to a leave of absence, job protection, or job reinstatement.

The PFL insurance program makes benefits available to eligible employees through the California Employment Development Department (EDD). Apply for PFL insurance directly with the EDD. Contact the EDD for information on eligibility or to obtain a claim form. Medical and other documentation may be required.

### **Paid Sick Leave (Frontloading Method)**

WBE Traffic Control provides paid sick leave to eligible employees in accordance with California's Healthy Workplaces, Healthy Families Act.

#### Union Employees

WBE Traffic Control Inc. will abide by Local Union policies. If you have questions, contact your manager or your Union Representative.

#### Eligibility

- All non-Union full-time and part-time employees who have worked in California for at least 30 days within a year after beginning employment are entitled to receive paid sick leave.
- Employees must complete a 90-day employment period before taking any paid sick leave.

#### Reasons for Leave

Sick leave may be taken for the following reasons:

- The diagnosis, care, or treatment of an existing health condition, or preventative care for you or your family member.
- To seek care, psychological counseling, shelter or support services, safety-related measures, or any relief, including restraining orders, to help ensure your own or your child's health, safety, or welfare if you or your child is a victim of domestic violence, sexual assault, or stalking.



***Family member*** means:

- Your children (including biological, adopted, or foster children, legal wards, children of a domestic partner, or children for whom you stand in loco parentis).
- Your spouse or registered domestic partner.
- Your parents or your spouse or registered domestic partner's parents (including biological, foster, and stepparents; adoptive parents; legal guardians; or persons who stood in loco parentis when you, or your spouse or domestic partner, was a minor child).
- Your grandparents.
- Your grandchildren.
- Your siblings.

*Amount of Leave and Usage*

Eligible employees are provided with 24 hours of paid sick leave at the beginning of each leave year. For purposes of this policy, the leave year is a calendar year. You will not be allowed to carry over any unused sick leave to the next leave year.

You must work 90 days before you can use paid sick leave. Any unused sick leave expires at the end of the leave year and does not carry over to the following leave year.

You may only use 24 hours (three days) of paid sick leave per leave year.

If your need for leave is foreseeable, you must provide as much advance notice as possible. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence and return date.

*Documentation*

The Company may request documentation verifying the appropriate use of leave.

*Payment Upon Termination*

You will not be paid for any unused sick leave when your employment ends.

*Interaction with Other Leave*

Sick leave will run concurrently with other types of leave when permitted under applicable law.

*Retaliation*

The Company will not retaliate against eligible employees who request or take leave in accordance with this policy.

## **Pregnancy Disability Leave**

If you are disabled by pregnancy, childbirth, or a related medical condition, WBE Traffic Control Inc. will provide you with up to four months of unpaid pregnancy disability leave (PDL).

### Eligibility

To be eligible for PDL, you must suffer from a pregnancy-related disability. A **pregnancy-related disability** is a physical or mental condition related to pregnancy or childbirth that prevents you from performing the essential duties of your job or would cause undue risk to you or your pregnancy's successful completion.

Conditions for which PDL is available include, but are not limited to:

- Severe morning sickness.
- Prenatal or postnatal care.
- Doctor-ordered bed rest.
- Gestational diabetes.
- Pregnancy-induced hypertension.
- Preeclampsia.
- Post-partum depression.
- Lactation conditions such as mastitis.
- Loss or end of pregnancy.
- Recovery from loss or end of pregnancy.

### Use of Leave

PDL may be taken before or after birth during any period of time (not to exceed four months) where you are physically unable to work due to your pregnancy-related disability. You may take PDL all at once or intermittently.

Where applicable under State and Federal law, employees who qualify and are entitled to take PDL may also be eligible for leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA). PDL and FMLA run concurrently. CFRA leave will be counted separately from PDL. CFRA leave will also be counted separately from FMLA leave taken for pregnancy disability, childbirth, or related medical conditions. An additional 12 weeks of bonding leave may also be available to qualified individuals. Speak with your management about your eligibility for these leaves.

### Notice and Leave Request Process

#### Foreseeable Need for Leave

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not practicable, give notice

as soon as possible. You are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.

#### Unforeseeable Need for Leave

If the need for leave is unforeseeable, provide notice as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Complete and return the necessary leave request form as soon as possible to obtain the leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.

#### Leave Request Process

To request leave under this policy, obtain a leave request form from your management and return the completed form to Human Resources. If the need for leave is unforeseeable and you will be absent more than three days, contact your management by telephone and request that a leave form be mailed to your home. If leave will be fewer than three days, complete and return the leave request form upon returning to work.

#### Call-In Procedures

In all instances of absence, follow the call-in procedures and standards established for giving notice of absence from work.

#### Certification and Fitness for Duty Requirements

When requesting PDL, you must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite your diligent efforts. Failure to provide certification may result in leave being delayed, denied, or revoked. At the discretion of the Company, you may also be required to obtain a second and third certification from another health care provider at Company expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

#### Temporary Transfer and Other Accommodations

If you are suffering from a pregnancy related disability, you are entitled to a temporary transfer to another position or other reasonable accommodation based on the pregnancy-related disability if you request the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable, and the request can be reasonably accommodated by the Company. All

employees who are transferred to accommodate a pregnancy-related disability have the same reinstatement and other rights described below with respect to pregnancy-related disability leaves.

The Company may also require you to transfer temporarily to an available alternative position with the same pay and benefits in order to accommodate your need for intermittent leave or a reduced work schedule.

### Non-Union Employees

#### Paid Leave Utilization During Pregnancy Leave

You will be required to use any available sick leave during PDL; however, you may opt to use any available PTO/vacation during your PDL in order to receive compensation.

If you are on PDL for eight or more consecutive calendar days, you may be eligible for partial wage replacement benefits under the California State Disability Insurance (SDI) program. You are responsible for applying for these benefits and can obtain forms from your health care provider.

#### Non-Union Employee Benefits

If the Company provides you with health benefits under a group health plan, the Company will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken pregnancy disability leave. If you do not return to work at the end of your pregnancy disability leave, the Company may recover the payment for your premiums under certain circumstances.

#### Return to Work

Upon returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during leave.

At the completion of PDL, you will be required to obtain a release to return to work from your health care provider stating that you are able to resume your original job or duties.

#### Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment.

### Alternative Employment

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Company. If you are on a leave of absence and are found to be working elsewhere without permission, you will be automatically terminated.

### False Reason for Leave

You will be terminated if you provide a false reason for a leave.

### Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **School and Childcare Activities Leave**

### Union Employees

WBE Traffic Control Inc. will abide by Local Union policies. Such employees may or may not be eligible for the provisions below and should contact their Union Representative.

WBE Traffic Control Inc. will provide eligible employees, who have one or more children that are of the age to attend a licensed childcare provider, kindergarten, or grades 1 through 12, with up to 40 hours of leave per year to participate in the following:

- Finding, enrolling, or re-enrolling the child in a school or with a licensed childcare provider; or
- Participating in school or childcare-related activities; or
- Addressing a childcare provider or school emergency.

Leave is limited to eight hours in any calendar month.

To be eligible for leave, you must be a parent, guardian, stepparent, foster parent, grandparent, or a person who stands in the place of a parent (in loco parentis) to a child.

If you wish to take leave to enroll a child in school or with a childcare provider or to participate in a school or childcare-related activity, you must provide reasonable advance notice to your management. If you need to take leave to address a childcare provider or school emergency, you must provide notice to your management as soon as practicable. You may be required to provide documentation from the school or childcare provider verifying that you participated in the school or childcare activity.

If both parents of a child work for the Company, only one parent — the first to provide notice — may take the time off, unless the Company approves both parents taking time off simultaneously.

Non-Union employees are required to use accrued vacation time for this leave.

The Company will not retaliate against eligible employees who request or take leave in accordance with this policy.

### **Voting Policy**

If your work schedule prevents you from voting on Election Day, WBE Traffic Control Inc. will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your management, consistent with applicable legal requirements.

### **Witness Leave**

If you are required by law to appear in court as a witness, you may take unpaid time off to do so, provided you give WBE Traffic Control Inc. reasonable advance notice.

## **SAFETY AND LOSS PREVENTION**

### **Heat Illness Prevention**

WBE Traffic Control Inc. is committed to complying with all applicable laws and ensuring that employees avoid heat illness while working outside. Heat illness may begin with mild symptoms and progress quickly to signs of serious and life-threatening illness. All employees who work outdoors and are reasonably anticipated to be exposed to the risk of heat illness will be provided detailed training before starting work involving a risk of heat illness.

This policy ensures that employees working outdoors understand they are allowed and encouraged to take preventative cool-down rest periods in provided shaded areas whenever they feel the need to protect themselves from overheating.

You may also be asked to take a cool-down rest period if you are observed to have any signs of heat illness. Access to shade is permitted at all times. Cool-down periods are not limited in frequency and are considered time worked.

When taking a preventative cool-down rest period:

- You will be monitored and asked if you are experiencing any symptoms of heat illness.
- You will be encouraged to remain in the shade.

- You will not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event sooner than five minutes after accessing shade, excluding the time needed to access the shade.

The Company provides fresh, pure, and suitably cool drinking water at no charge. When the work environment is hot, you are encouraged to frequently drink small cups of water, with up to four cups (one quart or more) per hour recommended, to stay hydrated.

The Company has in place effective emergency response procedures if you show signs or report symptoms of heat illness while taking a preventative cool-down rest period.

You must immediately report to your management if you experience any symptoms or signs of heat illness or see signs of heat illness in co-workers so that the Company can respond with medical attention, as appropriate.

The Company will not discriminate or retaliate against employees who take preventative cool-down rest periods in accordance with this policy.

## **FLORIDA POLICIES**

### **HIRING AND ORIENTATION POLICIES**

#### **EEO Statement and Non-harassment Policy**

##### *Equal Opportunity Statement*

WBE Traffic Control Inc. is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age (40 and older), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, AIDS/HIV status, sickle-cell trait, COVID-19 status (knowledge or belief of a person's vaccination or COVID-19 post-infection recovery status or failure to take a COVID-19 test), military or veteran status, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms conditions and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your management or any other designated member of management.

### Policy Against Workplace Harassment

WBE Traffic Control Inc. has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

### Sexual Harassment

**Sexual harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or another person's body;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

### Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's membership in a protected class.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above-protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above-protected categories and



- that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

### *Reporting Discrimination and Harassment*

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify **Celeste Cary, Human Resources, 925-822-6778** [celeste@wbetc.com](mailto:celeste@wbetc.com) or any member of management.

The Company prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

## **WAGE AND HOUR POLICIES**

### **Accommodations for Nursing Mothers**

WBE Traffic Control Inc. will provide nursing mothers reasonable break time to express milk for their infant child for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored in company refrigerators. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. You may also bring a personal cooler for storage.

Break time should, if possible, be taken concurrently with any other break time already provided. Break time may be unpaid where permissible by applicable law.

You must make reasonable efforts to not disrupt Company operations.

You are encouraged to discuss the length and frequency of these breaks with your management.

The Company will not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

## **Meal and Rest Periods**

WBE Traffic Control Inc. strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your management regarding procedures and schedules for rest and meal breaks. The Company requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your management know; in addition, notify your management as soon as possible if you were unable to or prohibited from taking a meal or rest period.

## **Overtime**

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your management.

At certain times WBE Traffic Control Inc. may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

## **Pay Period**

At WBE Traffic Control Inc., the standard pay period is weekly for all employees. Pay dates are Thursdays. If a pay date falls on a holiday, you will be paid on the preceding workday. Special provisions may be required from time to time if holidays fall on pay dates. Check with your management if this type of date arises.

Review your paycheck for accuracy. If you find an issue, report it to your management immediately.

## **Travel Time Pay**

Some nonexempt positions within WBE Traffic Control Inc. require travel. The Company pays nonexempt employees for travel time in accordance with federal and state law. For purposes of this policy, the regular workday is 8:30 – 5:30 (Monday – Friday), etc..

### *Home to Work Travel*

If you travel from home before the regular workday and return to your home at the end of the workday, you are engaged in ordinary home to work travel, which is not work time.

### *Home to Work on a Special One Day Assignment in Another City*

If you regularly work at a fixed location in one city and you are given a special one day assignment in another city, but return home the same day, the time spent in traveling to and returning from the other city is work time, except that the Company may deduct/not count that time you would normally spend commuting to the regular work site.

### Travel That Is All in a Day's Work

Your time spent in travel as part of your principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

### Travel Away from Home Community

Travel that keeps you away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across your workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. The Company will not consider as work time that time spent in travel away from home outside of your regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

### Work Performed While Traveling

Any work you perform while traveling must be counted as hours worked.

### Calculating and Reporting Travel Time

You are responsible for accurately tracking, calculating, and reporting your travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

## **GENERAL POLICIES**

### **Access to Personnel and Medical Records Files**

WBE Traffic Control Inc. maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review and/or copy your personnel or medical records file, you must give the Company reasonable notice. Inspection must occur in the presence of a Company representative.

All requests by an outside party for information contained in your personnel file will be directed to the appropriate department, which is the only department authorized to provide such information.

# BENEFITS

## Civil Air Patrol Leave

WBE Traffic Control Inc. will provide eligible employees with at least 15 days of unpaid Civil Air Patrol leave per year to participate in a Civil Air Patrol training or mission.

### Eligibility

To be eligible for Civil Air Patrol leave, you must:

- Be employed by the Company for at least 90 days before beginning leave; and
- Be a senior member of the Florida Wing of the Civil Air Patrol with at least an emergency services qualification.

### Use of Leave

You will not be required to use paid leave while on Civil Air Patrol leave. However, you may elect to substitute any paid leave for the work time missed on Civil Air Patrol leave.

### Notice

Provide as much notice as possible of your intent to take Civil Air Patrol leave.

### Certification

The Company may ask you to provide documentation supporting your need for leave.

### Restoration

Upon completion of leave, you must promptly notify the Company of your intent to return to work. The Company is not required to permit you to return to work if:

- The Company's circumstances have so changed as to make employment impossible or unreasonable;
- It would impose an undue hardship on the Company;
- Your employment prior to taking leave was for a brief, nonrecurring period, and there was no reasonable expectation that your employment would continue indefinitely or for a significant period; or
- The Company had legally sufficient cause to terminate you at the time you commenced leave.

If you are permitted to return to work, you are entitled to:

- The seniority that you had on the date leave began and any other rights and benefits that are bestowed upon you as a result of such seniority; and
- Any additional seniority that you would have attained if you had remained continuously employed and any other rights and benefits that would have been bestowed upon you as a result of such seniority.

After you have returned to work, you may not be terminated for a period of one year after the date you returned, except for cause.

### Retaliation

The Company will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

## **Domestic/Sexual Violence Leave**

WBE Traffic Control Inc. will provide employees who are victims of domestic or sexual violence, or whose family or household member is a victim of domestic violence, with up to three days of unpaid leave in any 12-month period for certain qualifying reasons.

### Eligibility

To be eligible for domestic/sexual violence leave you must have worked for the Company for at least three months.

### Leave Usage

You may take domestic/sexual violence leave to:

- Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating, or sexual violence.
- Obtain medical care or mental health counseling for yourself or your family or household member to address physical or psychological injuries resulting from domestic violence.
- Obtain services from a victim services organization for yourself or your family or household member.
- Make your home secure from the perpetrator of domestic violence or seek new housing to escape the perpetrator.
- Seek legal assistance in addressing issues arising from domestic violence or prepare for and attend court-related proceedings arising from domestic violence.

**Family or household member** means your spouse, former spouse, persons related to you by blood or marriage, persons who are presently residing with you as if they are family or who have resided with you in the past as if they are family, and persons who have a child in common with you regardless of whether you have been married to them. With the exception of persons who have a child in common with you, the family or household members must be currently residing with you or have in the past resided with you in the same single dwelling unit.

### Notice

Except in the case of imminent danger to your health and safety or that of your family or household member, you must provide reasonable advance notice of your need for leave. You may be required to provide documentation showing evidence of your need for leave.

You must exhaust all PTO/vacation before requesting leave under this policy.

### Compensation

Leave under this policy is unpaid; however, you may substitute any applicable paid leave for all or a portion of your unpaid leave.

### Confidentiality

Information about your request for leave will be kept confidential, except as required by federal or state law or as necessary to protect your safety in the workplace.

### Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **Jury Duty Leave**

WBE Traffic Control Inc. encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your management as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty. You may opt to use PTO/vacation in place of unpaid leave.

The Company reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

# **ILLINOIS POLICIES**

## **HIRING AND ORIENTATION POLICIES**

### **Disability Accommodation**

WBE Traffic Control Inc. complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Company will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require accommodation because of your disability, it is your responsibility to notify your management. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Company will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will be treated as confidential.

The Company encourages you to suggest specific reasonable accommodation that you believe would allow you to perform your job. However, the Company is not required to provide the specific accommodation requested by you and may provide alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the Federal Family and Medical Leave Act and/or any other leave when permitted by State and Federal law.

The Company will not discriminate or retaliate against employees for requesting accommodation.

## **EEO Statement and Non-Harassment Policy**

### *Equal Opportunity Statement*

WBE Traffic Control Inc. is committed to the principles of equal employment. We are committed to complying with all Federal, State, and local laws providing equal employment opportunities, and all other employment laws and regulations. The Illinois Human Rights Act states that employees have the right to be free from unlawful discrimination and sexual harassment. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of an individual's actual or perceived age (40 and older), race (including traits associated with race, which include, but are not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, order of protection status, citizenship status, employment status, arrest or conviction record (unless otherwise authorized by law), credit history, crime victim status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status,

unfavorable discharge from military service, work authorization status, or any other status protected by Federal, State, or local laws.

In addition, if you have a disability or are pregnant, recovering from childbirth, or have a medical or common condition related to pregnancy that affects your ability to perform your job, you have the right to request one or more reasonable accommodations. A **reasonable accommodation** means a modification to access to the work site or an adjustment to the work process or work schedule that would enable you to perform your job despite your disability or condition.

The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your management or any other designated member of management.

#### *Policy Against Workplace Harassment*

WBE Traffic Control Inc. has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's actual or perceived age (40 and older), race (including traits associated with race, which include, but are not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, order of protection status, citizenship status, employment status, arrest or conviction record (unless otherwise authorized by law), credit history, crime victim status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, unfavorable discharge from military service, work authorization status, or any other status protected by Federal, State, or local laws. All forms of harassment of, or by, employees, non-employees including contractors and consultants, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.



### Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. An individual's work environment is not limited to the physical location where an individual is assigned to perform work duties.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors.
- Lewd or derogatory comments or jokes.
- Comments regarding sexual behavior or the body of another.
- Sexual innuendo and other vocal activity such as catcalls or whistles.
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature.
- Repeated requests for dates after being informed that interest is unwelcome.
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency.
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties, or shifts, etc., in exchange for sexual favors.
- Any unwanted physical touching or assaults or blocking or impeding movements.

### Other Harassment

Harassment is any unwelcome conduct on the basis of an individual's actual or perceived age (40 and older), race (including traits associated with race, which include, but are not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, order of protection status, citizenship status, employment status, arrest or conviction record (unless otherwise authorized by law), credit history, crime victim status, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, unfavorable discharge from military service, work authorization status, or any other status protected by Federal, State, or local laws that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. An individual's work environment is not limited to the physical location where an individual is assigned to perform work duties.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above-protected categories.
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace.
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

### Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify **Celeste Cary, Human Resources, 925-822-6778** **celeste@wbetc.com** or any member of management.

The Company prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

### Resolution Outside Company

The purpose of this policy is to establish prompt, thorough, and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, you have the right to file a complaint with the Illinois Department of Human Rights (IDHR) or the federal Equal Employment Opportunity Commission (EEOC). If you choose to file a complaint with one of these agencies, you must file it within 300 calendar days of the alleged discriminatory act.

Administrative Contacts for Complaints

Illinois Department of Human Rights (IDHR)

**Chicago Office:**

555 West Monroe Street, Suite 700  
Chicago, IL 60661  
312-814-6200  
TTY: 866-740-3953  
Fax (Administration): 312-814-1436  
Fax (Charge Processing): 312-814-6251

**Springfield Office:**

524 South 2nd Street, Suite 300  
Springfield, IL 62702 62701  
217-785-5100  
TTY: 866-740-3953  
Fax: 217-785-5106

Illinois Human Rights Commission (IHRC)

**Chicago Office:**

Michael A. Bilandic Building  
160 North LaSalle Street, Suite N-1000  
Chicago, IL 60601  
312-814-6269  
TDD: 866-832-2298  
Fax: 312-814-6517

**Springfield Office:**

1000 East Converse, Suite 1232N  
Springfield, IL 62702  
217-785-4350  
TDD: 866-832-2298  
Fax: 217-524-4877

United States Equal Employment Opportunity Commission (EEOC)

**Chicago District Office:**

John C. Kluczynski Federal Building  
230 South Dearborn Street, Suite 1866  
Chicago, IL 60604  
Filing of Private Sector Charges: Suite 1866  
312-872-9744

TTY: 866-740-3953  
ASL Video Phone: 844-234-5122  
Fax: 312-588-1260

## **Religious Accommodation**

WBE Traffic Control Inc. is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request accommodation when their religious beliefs cause a deviation from the Company dress code or the individual's schedule, basic job duties, or other aspects of employment. The Company will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that accommodation will have on current established policies, and the burden on operations — including other employees — when determining reasonable accommodation. At no time will the Company question the validity of a person's belief.

If you require religious accommodation, speak with your management or appropriate department.

## **WAGE AND HOUR POLICIES**

### **One Day Rest in Seven**

In accordance with Illinois law, nonexempt employees are entitled to 24 consecutive hours of rest in every consecutive seven-day period, in addition to the regular period of rest allowed at the close of each working day. This does not apply to part-time employees whose total work hours do not exceed 20 hours during a calendar week.

### **Accommodations for Nursing Mothers**

#### *Accommodations for Nursing Mothers*

WBE Traffic Control Inc. is required by law to provide requesting employees who are nursing mothers with certain accommodations to express milk. Accordingly, the Company will provide nursing mothers with:

- Reasonable break time to express milk for their infant child each time the mother has the need to express milk.
- A private room or other location, other than a restroom, in close proximity to their work area that is shielded from view and free from intrusion to express breast milk.

### Requesting Accommodation

- If you have the need for accommodation, contact Human Resources. Field employees should contact Human Resources for the best possible options for a private and clean expression area.
- If the Company cannot provide a break time or a location that complies with the above, the Company will provide you with a written response.

### Break Times

Regarding break times, employees may use regular paid rest breaks or may take other reasonable break time when needed. If possible, the break time should run concurrently with scheduled meal and rest breaks already provided to you. If the break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, break times will be unpaid except where Federal or State law dictates otherwise.

### Lactation Room or Location

The provided lactation room or location will:

- Be safe, clean, and free of hazardous materials.
- Contain a surface to place a breast pump and personal items.
- Contain a place to sit.
- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

Multipurpose rooms may be used as lactation space if they satisfy the above requirements; however, use of the room for lactation purposes must take priority over other uses.

### Milk Storage

Expressed milk can be stored in company refrigerators. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. If a refrigerator cannot be provided, the Company will provide another cooling device suitable for storing milk. You may also elect to bring a personal cooler for storage.

### Retaliation

The Company will not retaliate against employees who request or obtain accommodation in accordance with this policy.

## Meal and Rest Periods

WBE Traffic Control Inc. strives to provide a safe and healthy work environment and complies with all Federal and State regulations regarding meal and rest periods. Check with your management regarding procedures and schedules for rest and meal breaks. The Company requests that employees accurately observe and record meals and rest periods.

Meal breaks of at least 20 minutes are mandatory for all employees who are scheduled or required to work a shift of at least 7.5 hours. Typically, your break will be scheduled to start after you have completed four hours of work, but in no event will it be scheduled more than five hours after your shift starts. If you are scheduled to or anticipate working at least 7.5 continuous hours, you must ensure you take a break. If you work more than 7.5 hours, you are also entitled to an additional 20-minute meal period for every additional 4.5 hours worked. For purposes of this policy, a meal period does not include reasonable time spent using the restroom.

## Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your management.

At certain times WBE Traffic Control Inc. may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including termination of employment.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

## Pay Period

At WBE Traffic Control Inc., the standard pay period is **weekly** for all employees. Pay dates are **Thursday**. If a pay date falls on a holiday, you will be paid on the **preceding workday**. Special provisions may be required from time to time if holidays fall on pay dates. Check with your management if this type of date arises.

Review your paycheck for accuracy. If you find an issue, report it to your management immediately.

# **PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION**

## **Disciplinary Process**

Violation of WBE Traffic Control Inc. policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The Company encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Company is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your management will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Company is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

## **BENEFITS**

### **Election Judge Leave**

WBE Traffic Control Inc. will provide eligible employees with unpaid leave to serve as an election judge.

To be eligible for leave, you must:

- Be appointed as an election judge.
- Provide at least 20 days' written notice of your intent to take leave.

You will not be required to use any paid leave to serve as an election judge.

The Company will not retaliate or discriminate against employees who request leave or take leave in accordance with this policy.

### **Civil Air Patrol Leave**

WBE Traffic Control Inc. will provide eligible employees with at least 30 days of unpaid Civil Air Patrol leave per year to perform a Civil Air Patrol mission.

### Eligibility

To be eligible for Civil Air Patrol Leave, you must:

- Have been employed for at least 12 months and worked for at least 1,250 hours during the 12-month period immediately preceding the commencement of leave.
- Be a volunteer member of the Illinois Wing of the Civil Air Patrol.

### Notice

If leave will be for five or more consecutive days, you must provide the Company with at least 14 days' notice of your intent to take leave. When able, you must consult with the Company to schedule the leave so as not to unduly disrupt the Company's operations.

If leave is for less than five consecutive days, you must provide the Company with notice as soon as practical.

You will not be required to exhaust any paid leave to take Civil Air Patrol leave.

### Certification

The Company may require certification from the proper Civil Air Patrol authority to verify your eligibility for the requested leave.

### Restoration

Upon returning from Civil Air Patrol leave, you will be restored to the position you held when the leave began or to a position with equivalent seniority status, benefits, pay, and other terms and conditions of employment.

### Benefits

Taking Civil Air Patrol leave under this policy will not result in the loss of any benefits accrued before the date on which leave began.

### Retaliation

The Company will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

## **Bereavement Leave**

WBE Traffic Control Inc. will provide eligible employees with unpaid bereavement leave in accordance with the Illinois Family Bereavement Leave Act.



### Eligibility

To be eligible for bereavement leave, you must:

- Have been employed with the Company for at least 12 months.
- Have worked for the Company for at least 1,250 hours (including paid time off) during the 12-month period immediately preceding the leave.
- Be employed at a worksite that has at least 50 employees within 75 miles.

### Reasons for Leave

You may use bereavement leave for the following reasons:

- To attend the funeral (or alternative service) of a family member.
- To make arrangements due to the death of a family member.
- To grieve the death of a family member.
- For absences from work due to a miscarriage, an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or an adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth.

For the purposes of this policy:

- **Family member** means your child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.
- **Child** means your son or daughter who is a biological, adopted, or foster child; a stepchild; a legal ward; or a child to whom you are standing in loco parentis.
- **Domestic partner** means: (1) a person recognized as your domestic partner under any domestic partnership or civil union law of a State or political subdivision of a State; or (2) an unmarried adult person with whom you are in a committed, personal relationship, who is not a domestic partner as described in sentence (1) or in such a relationship with any other person, and who you have designated as your domestic partner to the Company.

### Amount and Use of Leave

Eligible employees will be provided up to two weeks (10 working days) of unpaid bereavement leave in a 12-month period for the death of a family member. In the event of the death of more than one family member, this will increase to a total of six weeks of unpaid leave during the 12-month period.

Bereavement leave must be completed within 60 days after the date on which you receive notice of your family member's death.

Where applicable, you may substitute any available paid leave for leave taken under this policy. This policy does not create any right to take more unpaid leave than is allowed under, or in addition to, the unpaid leave permitted by the Federal Family and Medical Leave Act.

This leave may run concurrently with leave under the Federal Family and Medical Leave Act and/or any other leave, including paid leave, as permitted by State and Federal law.

### Notice

You must provide the Company with at least 48 hours advance notice of your intent to take bereavement leave, unless such notice is not reasonable or practical.

You may be required to provide reasonable documentation supporting your need for leave.

Reasonable documentation may include:

- A death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.
- A form filled out by the health care practitioner who treated you, your family member, or surrogate.
- Documentation from the adoption agency showing a failed match or contested adoption.
- Documentation from the surrogacy agency showing a failed surrogacy agreement.

You will not be required to identify which category of event the leave pertains to as a condition of taking bereavement leave.

### Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **Blood Donation Leave**

Upon request, WBE Traffic Control Inc. will provide eligible employees with up to one hour of paid leave to donate, or attempt to donate, blood every 56 days in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards.

Full-time employees who have been employed by the Company for six months or longer and have obtained Company approval for the time off are eligible for blood donation leave.

You will not be required to use accrued or future vacation or sick leave while taking time off to donate blood.

When requesting time off for this purpose, submit medical documentation of the appointment to donate blood to your management prior to the appointment. This documentation may consist of a written statement from the blood bank indicating that you have an appointment. The Company

may request that you provide a written statement from the blood bank confirming that you kept the appointment.

You will retain the one hour of paid leave if the attempt to donate blood is unsuccessful.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **Domestic/Sexual Violence Leave**

In accordance with the Illinois Victims' Economic Security and Safety Act (VESSA), WBE Traffic Control Inc. offers eligible employees unpaid domestic or sexual violence leave (domestic violence leave) for a qualifying reason, with a guarantee of restoration to the same or an equivalent position on return from leave.

### Eligibility

You are eligible for leave if you are the victim of domestic or sexual violence or have a family or household member who is the victim of domestic or sexual violence.

### Qualifying Reasons for Leave

Domestic violence leave is available to:

- Seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence against you or your family or household member.
- Obtain victim services for you or your family or household member.
- Obtain psychological or other counseling for you or your family or household member.
- Participate in safety planning, including temporary or permanent relocation or other actions to increase your or your household or family member's safety from future domestic or sexual violence.
- Seek legal assistance to ensure the health and safety of you or your household or family member, including participating in court proceedings related to the violence.

### Duration of Leave

If eligible, you may take up to 12 weeks of unpaid domestic violence leave within any 12-month period. Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave under this policy may be taken intermittently or on a reduced schedule basis.

### Notice and Certification

To obtain leave under this policy, you must provide the Company with at least 48 hours' notice, except in emergency situations or where such notice is not otherwise practical. In all cases, either before or after you take leave under this policy, the Company will require you to submit a

sworn certification that your absence is for one of the qualifying reasons listed above and that you or a family or household member is a victim of domestic or sexual violence. The Company may also require you to submit the following supplemental information:

- Documents from a victim's services organization, member of the clergy, or medical professional from whom you or your family or household member sought assistance.
- A police report or court record.
- Other corroborating evidence.

All information and documentation you provide in connection with your request for leave under this policy, including the fact that you requested and/or obtained leave, will be held in the strictest confidence — except to the extent you request or consent to any disclosure in writing, or as otherwise required by law. Further, the Company specifically prohibits any discrimination, harassment, or retaliation against employees who request or take leave under this policy in good faith.

### Terms of Leave

Domestic violence leave is unpaid leave. However, you may substitute accrued and unused PTO/vacation time for the unpaid leave. The substitution of paid vacation does not extend the leave period but runs concurrently with it. Likewise, domestic violence leave runs concurrently with any leave available under the Federal Family and Medical Leave Act (FMLA).

During leave, you must provide periodic reports (at least every 30 days) about your status and any change in your plans to return to work.

### Maintenance of Benefits

During an approved domestic violence leave, the Company will maintain your health benefits as if you continue to be actively employed. If you choose not to return to work at the end of the leave period, you must reimburse the Company for the cost of any health benefit premiums paid to maintain your coverage during the leave, unless you cannot return to work because of continuation, re-occurrence, or onset of domestic or sexual violence or other circumstances beyond your control.

## **Family Military Leave**

WBE Traffic Control Inc. will provide eligible employees who are the spouse, parent, child, or grandparent of a person called to military service with up to 30 days of unpaid military family leave during the time Federal or State deployment orders are in effect.

### Eligibility

To be eligible for leave, you must:

- Have been employed by the Company for at least 12 months.

- Have worked for the Company for at least 1250 hours during the 12-month period immediately preceding the leave.
- Be the spouse, parent, child, or grandparent of a person called to military service lasting longer than 30 days with the state or the United States pursuant to orders of the Governor or the President.

### Notice and Certification

If you are taking family military leave for five or more consecutive workdays, you must provide at least 14 days' advance notice of the intended date to take leave. If possible, consult with your management to schedule leave so as not to unduly disrupt Company operations.

When taking family military leave for less than five consecutive days, provide advance notice as is practicable.

The Company may require verification of your eligibility for leave from the proper military authority.

### Continuation of Benefits

During family military leave, you may continue any benefits, if applicable, at your own expense. No loss of seniority status will occur as a result of leave taken under this policy, nor will leave result in the loss of any benefits accrued prior to the leave.

### Conditions of Leave

You may not take family military leave until you have exhausted all accrued vacation, personal, compensatory, or any other leave granted to you, with the exception of sick and disability leave. Where applicable, time off under this policy will run concurrently with time off under the Federal Family and Medical Leave Act.

### Reinstatement

Upon return from leave, you will be restored to your prior position or to a position with equivalent seniority status, benefits, pay, and other terms and conditions of employment.

### Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **Jury Duty Leave**

WBE Traffic Control Inc. encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty you must notify the Company by providing a copy of the summons to your management within 10 days of the summons being issued.

You will be granted an unpaid leave of absence to attend jury duty. Make scheduling arrangements with your management. If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty. You may opt to use PTO/vacation in place of unpaid leave.

The Company reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## **Voting Leave**

If you request leave prior to the day of any election and your working hours begin less than two hours after the opening of the polls and end less than two hours before the polls close, you may take two hours of leave during the polling period for the purpose of voting. The time when you can go to vote will be at the discretion of your management, consistent with applicable legal requirements.

## **Witness Leave**

WBE Traffic Control Inc. realizes that, on occasion, employees may be subpoenaed to serve as witnesses in a criminal proceeding. In such cases, you will be provided unpaid leave to attend. Upon receiving a subpoena, notify your management as soon as possible to make scheduling arrangements. You may opt to use PTO/vacation in place of unpaid leave.

The Company reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

# NEVADA POLICIES

## HIRING AND ORIENTATION POLICIES

### Disability Accommodation

WBE Traffic Control Inc. complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable State and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Company will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your management. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Company will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodation that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will be treated as confidential.

The Company encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the Federal Family and Medical Leave Act and/or any other leave where permitted by State and Federal law.

The Company will not discriminate or retaliate against employees for requesting an accommodation.

## **EEO Statement and Non-Harassment Policy**

### *Equal Opportunity Statement*

WBE Traffic Control Inc. is committed to the principles of equal employment. We are committed to complying with all Federal, State, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race (including traits associated with race, which include, but are not limited to, hair texture and protective hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by Federal, State, or local laws. The Company is dedicated to the fulfillment of this policy regarding all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your management or any other designated member of management.

### *Policy Against Workplace Harassment*

WBE Traffic Control Inc. has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and older), race (including traits associated with race, which include, but are not limited to, hair texture and protective hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by Federal, State, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.



### Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors.
- Lewd or derogatory comments or jokes.
- Comments regarding sexual behavior or the body of another.
- Sexual innuendo and other vocal activity such as catcalls or whistles.
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature.
- Repeated requests for dates after being informed that interest is unwelcome.
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency.
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors.
- Any unwanted physical touching or assaults or blocking or impeding movements.

### Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and older), race (including traits associated with race, which include, but are not limited to, hair texture and protective hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks, and twists), color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by Federal, State, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories.

- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace.
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

### Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify **Celeste Cary, Human Resources, 925-822-6778, celeste@wbetc.com** or any member of management.

The Company prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

### **Religious Accommodation**

WBE Traffic Control Inc. is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request accommodation when their religious beliefs cause a deviation from the Company dress code or the individual's schedule, basic job duties, or other aspects of employment. The Company will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will the Company question the validity of a person's belief.

If you require a religious accommodation, speak with your management.

# **WAGE AND HOUR POLICIES**

## **Accommodations for Nursing Mothers**

WBE Traffic Control Inc. will provide nursing mothers reasonable break time to express milk for their infant child for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored in company refrigerators. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. You may also bring a personal cooler for storage.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock in and out/record the start and end time for any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid where permissible by applicable law.

You must make reasonable efforts to not disrupt Company operations.

You are encouraged to discuss the length and frequency of these breaks with your management.

The Company will not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

## **Meal and Rest Periods**

WBE Traffic Control Inc. strives to provide a safe and healthy work environment and complies with all Federal and State regulations regarding meal and rest periods. Check with your management regarding procedures and schedules for rest and meal breaks. The Company requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your management know; in addition, notify your management as soon as possible if you were unable to or prohibited from taking a meal or rest period.

## **Overtime**

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your management.

At certain times WBE Traffic Control Inc. may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be

possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

**WBE Traffic Control Inc. will abide by Local Union policies. Such employees may or may not be eligible for the provisions above and should contact their Union Representative.**

## **Pay Period**

At WBE Traffic Control Inc., the standard pay period is weekly on Friday for all employees. If a pay date falls on a holiday, you will be paid on the preceding workday. Special provisions may be required from time to time if holidays fall on pay dates. Check with your management if this type of date arises.

Review your paycheck for accuracy. If you find an issue, report it to your management immediately.

## **Benefits**

### **Leave to Attend Juvenile Court**

WBE Traffic Control Inc. will provide unpaid leave to employees who need to attend court with or on behalf of a child. To be eligible for this leave, you must be the parent or guardian of the child.

You must provide advance verbal notice of your need for leave as soon as practical. In the case of a detention hearing, you must provide the Company with a certificate of attendance immediately upon your return to work. For any hearing after the initial detention hearing, you must provide a copy of the written notice of hearing prior to attending the hearing.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

### **Emergency Services Leave**

WBE Traffic Control Inc. will provide employees who perform duties as volunteer emergency services workers with unpaid time off to perform these services. Covered emergency services workers include:

- Volunteer ambulance drivers and attendance.
- Volunteer firefighters.
- Members of a volunteer search and rescue or reserve unit of a sheriff's department.
- Members of the Civil Air Patrol.

If you are a voluntary emergency services worker, you must disclose your potential obligations to your management.

You must provide notice of your need for leave as soon as possible.

The Company will not discriminate or retaliate against employees who serve as volunteer emergency services workers or who take leave in accordance with this policy.

### **School Conference and Emergency Leave**

WBE Traffic Control Inc. will provide unpaid leave to employees who are the parent, guardian, or custodian of a child who is enrolled in a public or private school to:

- Attend a conference requested by an administrator at the child's school.
- Respond to an emergency regarding their child that occurs during the workday.

You must provide notice of your need for leave as soon as practical.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

### **Court Attendance and Witness Leave**

WBE Traffic Control Inc. realizes that, on occasion, employees may be subpoenaed to appear as a witness in a judicial or administrative proceeding. In such cases, you will be provided unpaid leave to attend. Notify your management as soon as possible to make scheduling arrangements.

The Company reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

### **Domestic Violence Leave**

If you have worked for WBE Traffic Control Inc. for 90 days or longer, you may be eligible for up to 160 hours of unpaid leave in a 12-month period under Nevada's domestic violence leave law. Leave may be taken for one or more of the following reasons or activities:

- The diagnosis, care, or treatment of a health condition related to domestic violence committed against you or a member of your family or household.
- To obtain counseling or assistance related to domestic violence committed against you or a member of your family or household.
- To participate in any court proceedings related to an act of domestic violence committed against you or a member of your family or household.

- To establish a safety plan, including any action to increase your safety or the safety of a member of your family or household from a future act of domestic violence.

You must provide appropriate advance notice of the need for leave unless you are prevented from doing so because of imminent danger to your health or safety or danger to the health or safety of a family or household member. After taking leave because of domestic violence, provide at least 48 hours' advance notice to Human Resources of the need to use additional hours of leave. Domestic violence leave is unpaid; however, you may elect to use any available paid leave time.

You may be required to provide documentation that confirms or supports the reason provided for requesting leave. The Company will take all reasonable steps to keep confidential all information relating to leaves for domestic violence. You will not be penalized, or discriminated or retaliated against, for requesting or taking leave in accordance with this policy.

### **Jury Duty Leave**

WBE Traffic Control Inc. encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your management as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty. You may opt to use PTO/vacation in place of unpaid leave.

The Company reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

### **School Visitation Leave**

WBE Traffic Control Inc. will provide up to four hours of leave during any school year to employees who are the parent, guardian, or custodian of a child who is enrolled in a public or private school to:

- Attend parent-teacher conferences.
- Attend school-related activities during regular school hours.
- Volunteer or otherwise be involved at the school in which your child is enrolled during regular school hours.
- Attend school-sponsored events.

Leave will be granted for each child who is enrolled in public or private school. The smallest increment of leave you may take is one hour.

You must provide a written request for leave at least five school days before leave is to be taken.

You may be required to provide documentation verifying that during the time of leave, you did attend or were otherwise involved in an eligible school-related activity.

Time off under this policy will be without pay; however, exempt employees may receive pay for partial day absences, as required by applicable law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

### **Voting Leave**

WBE Traffic Control Inc. encourages all employees to exercise their right to vote. If your work schedule prevents you from voting on Election Day, the Company will allow you sufficient time off to vote in accordance with the following conditions:

- One hour if your polling place is two miles or less from the workplace.
- Two hours if your polling place is more than two, but not more than 10 miles from the workplace.
- Three hours if your polling place is more than 10 miles from the workplace.

You must provide notice of the need for time off to vote prior to Election Day. The time when you can go to vote will be at the discretion of your management, consistent with applicable legal requirements. No deduction will be made from your usual salary or wages because of the leave.

## **CLOSING STATEMENT**

We hope the information provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Company and a safe, productive, and pleasant workplace.

Charity Cornet-Barnhart, Owner

WBE Traffic Control Inc.

# ACKNOWLEDGMENT OF RECEIPT AND REVIEW

By signing below, I acknowledge that I have received a copy of the WBE Traffic Control Inc. Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the CEO of the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Company or affect the right of the Company to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Company representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Company representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, State, or Federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in Federal, State, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other Federal, State, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by WBE Traffic Control Inc.

If I have any questions about the content or interpretation of this handbook, I will contact Human Resources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name