



- Fire Sprinkler
- Fire Alarm
- Special Hazards Suppression
- Extinguishers
- Kitchen Suppression
- Mission Critical
- Design Build

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Date: 01.01.2025

WELCOME TO THE TEAM!

Welcome to FireX Protection Systems! We're thrilled to have you as part of our team.

At FireX, we are committed to fostering a culture of innovation, collaboration, and excellence. This handbook is designed to provide you with essential information, guidelines, and resources to help you succeed in your role and thrive within our community. It also includes what you can expect from the company and obligations you assume as an employee of FireX.

Together, we'll work to achieve great things!

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EMPLOYMENT

FireX Protection Systems LLC is an Equal Opportunity Employer. The Company will grant equal opportunity to all qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, age, disability, veteran status, genetic information or any other characteristic protected by law. This policy relates to all Company employment practices, including hiring, placement, promotions, transfers, layoffs, recalls, terminations, pay rates, selection for training and participation in company sponsored employee activities.

Prior to employment, each applicant will be required to complete an application for employment and/or resume detailing their work experience and background. The application and/or resume must include references.

A Full-time employee is an employee who is:

- Hired to work 40 hours or more per week at a FireX office
- Hired as a Superintendent, Foreman or Safety
- Hired for an office-based position, such as Project Manager, Engineer, Estimator, Administrative Assistant, etc.
- Hired as an onsite technician, fitter, helper, etc. working 40 hours or more per week.

A "Part-Time" employee is an employee who is:

- Hired to work less than 35 hours per week for a continuous and indefinite period of time at a jobsite or office.
- Positions that are considered "temporary" in nature (i.e., Interns)

A "Probationary" employee is an employee who is:

- A full-time employee who is in his/her first 90 days of employment with FireX

Full-time employees are eligible to receive full Company benefits as described in this handbook.

When Probationary employees complete 90 days of continuous service, and upon successful evaluation and approval by their supervisor(s), they will be converted to Full-time employees and will become eligible for the full benefits package. When Probationary or Part-time employees are converted to Full-time employees, the date of conversion shall be used to establish benefit eligibility (i.e., the employee will become eligible for benefits effective the first of the month following their conversion date, not ON the conversion date).

FireX recognizes that the states in which we work are "at-will" employment states and that the employee as well as FireX reserves the right to terminate employment at any time.

Length of service is the length of your continuous, full-time employment with FireX as of your most recent date of hire. Length of service establishes eligibility for certain company benefits, some bonuses and awards. It is only one of many factors used when determining an employee's promotion, transfer, demotion, wage adjustment, lay-off, or other employment decision.

Regardless of where an employee is initially hired, all field-based employees are subject to reassignment to various projects as business needs warrant.

Benefits and policies may be amended as needed for employees assigned to projects located in other states in order to comply with state-specific employment laws and regulations.

This manual does not in any manner constitute a contract of employment.

EMPLOYEE CHAIN OF COMMAND

FireX believes in open communication. If you have a suggestion or concern, we want to know about it. In most cases, you will receive support by talking with your direct Supervisor or Manager; however, the company recognizes that not all concerns will be satisfactorily settled between an employee and his/her manager. In such a case, the following procedure is established to ensure fair and impartial review. All concerns will be given prompt and objective consideration in an atmosphere of mutual assistance and appropriate discretion.

The following procedures are to be used to bring problems, questions and suggestions to the attention of FireX's management. In all reasonable instances, this chain of command should be adhered to.

- 1) Discuss the situation with your immediate supervisor. A discussion between you and your supervisor can resolve most problems or questions.
- 2) If you are not satisfied with your immediate supervisor's response, or if the complaint is about your immediate supervisor, you may request a meeting with your supervisor's immediate manager.
- 3) If you are not satisfied with the results of the meeting with your supervisor's immediate manager, or your complaint involves your supervisor's immediate manager, you may request to discuss the matter with a higher-level manager and/or Human Resources.
- 4) They will attempt to resolve your problem, complaint or question within the framework of FireX's policies.
- 5) If satisfaction is still not achieved, you may request to discuss the matter with a member(s) of the Executive Team.

EMPLOYEE RECORDS

In order to ensure compliance with various state and federal regulations, **all** employee records **must** be maintained in the Human Resources department in the main office. Desk files and/or employee records *should not be maintained in other office locations or job sites*. To ensure that records are complete and accurate, all changes in status should be reported to the Human Resource Department immediately or through the "Work Force App". These items include the following:

- Name
- Address
- Home telephone number
- Marital status for tax purposes
- Names and number of dependents
- Current Federal and State tax forms, updated each year if necessary
- Any important health information (i.e., allergies to any medications)
- Emergency telephone numbers and who to notify in case of an emergency
- Change in beneficiary
- Additional Education and Special Training Courses
- Any disciplinary actions
- All performance evaluations
- Drug testing and/or medical information pertinent to work related injuries
- Other miscellaneous information related to an employee's employment history

The Company considers employee information, such as the information contained in employee files, personal information and compensation, to be confidential. With the exception of disclosures required by law and/or information your manager may require in order to conduct business, Human Resources will not release any of your personal information to another individual without your express permission. You are urged to exercise discretion in disclosing information about yourself.

COMPANY BUSINESS INFORMATION AND CONFIDENTIALITY

Company business, including but not limited to such things as figures on sales, costs, profits, jobs, bids, prices, customers, processes, know-how, production, blueprints, take offs, bills of material, estimating techniques, financial information, technology, etc. are strictly confidential. These items are not to be discussed with competitors of the company, any other employers upon leaving employment with FireX, or with anyone who is not authorized by the Company to receive such information. If you are unsure of what constitutes company business or confidential information, please contact your supervisor, manager or Human Resources. Employees who are found to be in violation will be subject to disciplinary action, up to and including termination of employment. This policy is not intended, and should not be construed, to limit or prevent an employee from exercising their rights under the National Labor Relations Act.

PAYROLL

PAY CLASSIFICATIONS

Exempt Employee - an employee whose job duties are exempt from overtime provisions of the Federal Wage and Hour Law. No additional pay is involved for working more than forty hours per week. Exempt employees are expected to submit any time off (vacation, sick, etc.) to the Payroll department appropriately; however, they will receive their full pay each week even if missed time is not coded to paid time off. Managers will be made aware of all full day absences that are not coded as paid time off. Chronic absenteeism will be handled as a disciplinary matter.

Non-exempt Employee - an employee whose job duties are not exempt from the overtime provisions of the Federal Wage and Hour Law. Non-exempt employees receive overtime pay, in accordance with those laws, at a rate of 1.5 times the employee's regular hourly rate of pay for all hours actually worked over 40 in a work week. Non-exempt employees are expected to adhere to a standard forty-hour workweek, unless your supervisor authorizes overtime in advance.

HOURS AND TIMECARDS

Hours worked at the job sites may vary according to the time schedule for that particular job. Generally, job site hours are from 7:00 a.m. to 3:30 pm; however, Superintendents on each job are responsible for designating hours to be worked on that job. Check with your Superintendent regarding hours to be worked at your job site.

Company Management reserves the right to change work schedules, require work on normal days off and holidays, and assign employees to special schedules and/or overtime hours as it deems necessary for effective operations.

Hours of work include all of the time you are required to be at work either on the Company's premises or while conducting the Company's business elsewhere. These hours include rest periods, but do not include lunch breaks.

One half (1/2) hour is allocated for lunch for field personnel. A ten (10) minute rest period is allowed for every four (4) consecutive hours worked.

For pay purposes, the Company workweek begins at 12:01 a.m. each Monday and ends the following Sunday at midnight.

All personnel are paid on a weekly basis.

Each employee's payroll will be direct deposited into their designated account and will be made available through their banking institution no later than Friday.

State laws require the Company to honor garnishments of employee wages as a court or other legal judgment may instruct, including child support.

OVERTIME PAY

Overtime pay is based on actual hours worked. A premium hourly rate of one and one-half (1.5) times the employee's basic hourly rate will be paid to non-exempt employees who work over forty hours per week, or as per state specific wage and hour regulations.

Vacations, holidays, sick time and unapproved travel time do not count as hours worked for determining overtime pay.

TIME RECORDS – FIELD EMPLOYEES

The daily clock-in via the workforce app is a regular record of employment which all staff or his/her designee must complete daily.

Employees maintain their time as their own responsibility. It is their duty to ensure each timesheet is up to date and completed accurately and thoroughly. Superintendents are responsible for ensuring that each employee on site checks in upon arrival and checks out upon leaving – this must be done daily.

Each employee must resolve any questions or discrepancies with their supervisor and/or the Payroll department. Any discrepancy will be corrected.

It is the responsibility of the Project Superintendent to verify time via the company's established computerized timekeeping system to the Payroll Department for processing no later than 10:00 am each Monday for hours worked the previous week, or as directed by the Payroll Department.

Management takes every precaution to ensure you are paid correctly; however, if you feel an error has been made, you must first notify your supervisor. It then becomes his or her responsibility to correct the problem with the Payroll Department.

Management will adjust the error no later than the next pay period, or as state law permits.

TIME RECORDS – OFFICE EMPLOYEES

Office employees must submit their hours worked via the established computerized timekeeping system. Time must be submitted in a timely manner, prior to the established deadlines, in order to guarantee prompt payment of wages. If time worked is not submitted in a timely manner, the Company reserves the right to delay payment to the next payroll cycle.

WAGE ADJUSTMENTS

FireX recognizes the importance of rewarding employees for excellent performance. There are no automatic wage increases within the Company based on time of service, but wage increases based on completion of assigned advancement tasks will be automatic. Employees will be offered an evaluation annually on or near the anniversary of their hire date. During this evaluation, additional advancement opportunities will be discussed and documented for the employees' annual goals. These goals may include in-house, virtual, or onsite learning and/or certifications that will be assigned a monetary value for each successfully completed task.

Wage increases are based on company profitability, team and individual performance and are generally provided annually. Wage adjustments will become effective on the beginning day of the next pay period.

FireX reserves the right to decrease an employee's wages when the employee's performance warrants such an action, at the time of their initial classification evaluation (for field positions) and/or as business needs warrant (for example, when assigned to a project with a higher/lower wage rate due to geography, the nature of the project, etc.).

If you have been previously promoted to a position and for any reason are returned to a position requiring lesser skills, and/or if (after a reasonable evaluation period) your demonstrated capabilities do not support the wage you were offered upon hire, FireX reserves the right to adjust your compensation accordingly.

PAYROLL DEDUCTIONS

The Company withholds appropriate federal, state, and local income tax each pay period.

If you have signed up for any insurance or benefit programs, the employee's share of the cost is deducted from your paycheck, as well as any retroactive insurance payments as appropriate.

Other items may be deducted per arrangements made with employees (i.e., fees, damages to company property or hotel rooms/apartments provided by the company, contributions to uniforms or apparel, personal mail/UPS charges, etc.).

In the event that an employee still owes any money to FireX upon termination of employment, those monies may be withheld from final pay; if final pay is insufficient to cover the amount of the outstanding debt, the employee must make arrangements with Human Resources to pay any remaining balance within thirty (30) days of their last day worked. If an employee has an outstanding debt and returns to work at a later time, FireX will make arrangements to have the balance repaid and/or withhold the remaining balance from initial pay.

ATTENDANCE, ABSENCE AND LEAVES

All FireX employees are expected to be at work during scheduled working hours.

Absenteeism and tardiness reduce efficiency and cause delays that may impede construction, reduce service levels and harm customer relations. It could also result in a loss of earnings to you and to the Company. You must be at your assigned place of work, ready to begin work at your scheduled starting time.

Repeated tardiness and/or absenteeism may result in disciplinary action up to and including termination of employment.

If you must leave work early, begin work late or take an extended lunch, you are required to make advance arrangements with your Superintendent or Manager. Leaving work without approval is considered the same as absence and tardiness. Prearranged appointments (doctor, dentist, etc.) must be arranged with your Superintendent or Manager as much in advance as possible (preferably at least one (1) week prior to the appointment time) and should be scheduled to reduce the amount of time missed as much as possible. A Request for Time Off should be submitted via email. Your request will be approved or denied by your manager. It is your responsibility to confirm if your request was approved or denied prior to taking the time off.

ABSENCES / TARDINESS

In the event of illness or other circumstances preventing you from reporting for work on time or at all, you must give as much advance notice as possible, by contacting your immediate supervisor **prior to the start** of your shift. The employee must call unless absolutely unable to do so. If you are unable to call and someone calls on your behalf, the same policy applies - they must call prior to the start of your shift and be able to provide necessary information concerning your absence. When calling in, please give your name, job location, the reason for absence and a telephone number where you can be reached.

If your reason for absence extends beyond one day, you must call in each day of your absence. If your absence is due to illness or injury and extends to three days or more, you must provide a doctor's release in order to return to work, certifying the following:

- That you were required to be off work for that period of time due to a medical condition and;
- That you are able to return to your regular work duties with no restrictions.

If you remain absent for a period of three (3) working days or more without notifying your supervisor and obtaining his/her approval, it will be considered a "no call - no show" and your employment may be terminated due to voluntary resignation.

LEAVES OF ABSENCE

Full-time employees are eligible for an unpaid personal leave of absence due to urgent personal situations beyond your control.

Probationary and part-time employees are ineligible for any leave of absence except those leaves of absence required by law (i.e., Family and Medical Leave Act, USERRA, etc.).

The decision to grant or deny a request for a leave of absence is based upon such factors as the employee's eligibility as noted above, the workload at your job site or department, the length of the leave of absence desired, and the availability of relief personnel. This time is generally limited to one week and must be approved by your immediate supervisor. Any additional time must be approved by a member of the senior management team and Human Resources. Personal leaves of absence are granted only under extreme conditions. In all cases, the decision to grant or reject a personal leave of absence request is at the sole discretion of Company management.

FAMILY AND MEDICAL LEAVE

Eligible employees are entitled under the Family and Medical Leave Act (FMLA) to take up to 12 weeks of leave for certain qualifying conditions during each rolling 12-month period, calculated backward from the commencement of the leave. To be an eligible employee, he/she must (1) have been employed for at least 12 months (which need not be consecutive), (2) have worked at least 1250 hours during the 12-month period immediately preceding the commencement of the leave, and (3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Leave may be taken for the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care. Leave taken for this reason must be completed within the 12-month period following the date of the birth or placement.
- To care for the employee's spouse, child or parent who has a serious health condition.
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job.
- Because of any qualifying exigency arising out of the fact that an employee's spouse, child or parent is a covered military member who is serving in any branch of the military (including the National Guard or Reserves), has been deployed or called to active duty in a foreign country ("Active-Duty Leave").

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending arranging for short-notice deployment, certain military events, arranging for alternative childcare, caring for the covered servicemember's parent if the parent is incapable of self-care, addressing certain financial and legal arrangements, attending certain counseling sessions, short periods for rest and recuperation during deployment, and attending post-deployment reintegration briefings.

Military Caregiver Leave

An employee may also be eligible for Military Caregiver Leave to care for a spouse, child (of any age) parent or next of kin who is: (1) a current member of the Armed Forces, including the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, that is incurred in the line of duty (or for a pre-existing injury or illness which is aggravated in the line of duty) and that renders the service member medically unfit to perform the duties of his or her office, grade, rank or rating, or (2) a veteran who was a member of any branch of the Armed Forces, including the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness that occurred in the line of duty (or for a pre-existing injury or illness that was aggravated in the line of duty) at any time within five years preceding the treatment, recuperation or therapy. A covered service member incurs a serious illness or injury for purposes of this paragraph when one of the following occurs:

- a. The injury or illness makes him or medically unfit to perform the duties of his or her office, grade, rank or rating.
- b. It causes the service member to have a VA Service Disability rating that is at 50% or greater.
- c. It is a mental or physical condition that substantially impairs their ability to obtain gainful employment
- d. The VA enrolls the employee in the Department of Veteran Affairs Program of Comprehensive Assistance for Family Caregivers.

Eligible employees are entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Military Caregiver Leave is only available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember. Military Caregiver Leave applies on a per-covered service member, per-injury basis, so that an employee may be eligible to take more than one 26-period of leave, but no more than 26 weeks of leave may be taken during any one 12-month period.

When Spouses Work Together

Spouses are limited to a combined total of 26 workweeks in a single 12-month period if the leave is to care for a covered servicemember with a serious injury or illness, and to a combined total of 12 workweeks in a 12-month period if the leave is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees also are entitled to take FMLA leave intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours the employee works each workday) when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember and when the need for intermittent or reduced schedule leave is certified by a health care provider.

Employees will receive their current rate of pay for hours worked and time spent working will not count against their available FMLA leave.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Company may temporarily transfer employees during the period that the intermittent or reduced leave schedules are required to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave. Employees taking unforeseeable intermittent leaves must follow the Company's standard call-in procedures absent unusual circumstances.

Protection of Group Health Insurance and Other Benefits

During an approved FMLA leave, the employee's group health benefits will be maintained as if the employee continued to be actively employed. However, the employee must continue to pay the employee's portion, if any, of the group health plan premiums or the employee's benefits may be canceled.

Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent position with equivalent pay, benefits, and other employment terms. Employees will be notified if they qualify as "key employee," if there is an intention to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

Employee FMLA Leave Obligations

Notice: Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, employees must provide notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations may have FMLA leave delayed or denied. Employees must also follow the Company's usual and customary notice and procedural requirements for requesting time off or reporting absences when requesting FMLA leave, absent unusual circumstances.

When planning medical treatment, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations, subject to the approval of an employee's health care provider.

Medical Certifications

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification and a return to work/fitness for duty certification.

It is the employee's responsibility to provide timely, complete, and sufficient medical certifications. Whenever employees are requested to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. Employees shall be informed if submitted medical certifications are incomplete or insufficient and employees will be provided at least seven calendar days to cure deficiencies.

Failure to provide requested certification within 15 days, or to timely cure deficiencies, may result in delay of further leave until it is provided, or may subject the employee to discipline up to and including termination for taking unauthorized leave or for excessive absenteeism.

With the employee's permission, the employee's health care provider may be contacted (through individuals other than an employee's direct supervisor) to authenticate or clarify medical certifications. If employees choose not to provide authorization allowing clarification or authentication with health care providers, the FMLA leave may be denied if certifications are unclear or cannot be authenticated.

Initial Medical Certification: Employees requesting leave because of their own or a covered relation's serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or servicemember. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year. If there is reason to doubt initial medical certifications, employees may be required to obtain a second opinion at the company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee.

Medical Recertification: Depending on the circumstances and duration of FMLA leave, employees may be required to provide recertification of medical conditions giving rise to the need for leave. Employees will be notified if recertification is required, and employees will be given at least 15 calendar days to provide medical recertification. ***Return to Work / Fitness for Duty Medical Certifications:*** Unless employees are notified that providing such certification is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions must provide a Return-to-Work Medical Certification form. The form must confirm that the employee is able to return to work and perform the essential functions of the employee's position, with or without reasonable accommodation. Employees should attempt to give at least one week's notice by mailing or faxing to his or her supervisor the Return-to-Work Medical Certification form stating that the employee is able to resume work. However, employees must make sure that this notice is received no later than two business days before the employee's return to work at the conclusion of the leave. This is important so that the employee's return to work is properly scheduled.

Substitute Paid Time Off for Unpaid Leave

Employees must use any available paid time off while taking any FMLA leave. The use of paid time off during an unpaid FMLA leave does not extend

the length of FMLA leave. Instead, the paid time runs at the same time as the employee's FMLA entitlement to the maximum extent permitted by law. Leaves of absence taken in connection with a disability leave plan or workers compensation injury/illness shall also run concurrently with any FMLA leave entitlement.

Pay Employee's Share of Health Insurance Premiums

As noted above, during FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the employee is notified of other arrangements, whenever an employee is receiving pay during FMLA leave, the employee's portion of the group health plan premium will be deducted from the employee's paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium. Employees should contact Human Resources to make these arrangements.

If employees elect not to return to work at the end of the leave period or elects to return to work for a period of less than 30 days, reimbursement will be required for contributions to the health insurance premiums made to maintain coverage during the employee's leave, unless the employee cannot return to work because of a serious health condition or because of other circumstances beyond the employee's control.

Failure to Return from Leave

If an employee fails to return to work upon the expiration of FMLA leave, then the employee will be considered to have voluntarily resigned his or her employment, unless otherwise required by law. Notwithstanding the foregoing, leave taken because of the employee's own serious health condition may be extended under certain circumstances. Employees with a serious health condition who believe they may need additional leave beyond their allotted FMLA leave are responsible for contacting the Company prior to the expiration of their FMLA time in order to request additional leave.

Questions or Complaints about FMLA Leave

If employees have questions regarding this FMLA leave policy, they should contact Human Resources. The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

MATERNITY LEAVE

Full-time female employees who are birthing parents, and who have been employed by FireX for a minimum of one year, are eligible for six (6) weeks of paid leave for vaginal childbirth and/or eight (8) weeks of paid leave for delivery by Caesarean-Section and subsequent childcare ("Maternity Leave"). Approximate dates for the Maternity Leave are to be coordinated with your manager and Human Resources at least thirty (30) days before expected delivery date.

If the employee has paid time off available, it must be used concurrently at the outset of the maternity leave, with the exception of up to 40 hours of vacation, which may be reserved to be used at another time in the same calendar year.

The Maternity Leave benefit is contingent upon the employee returning to work at the conclusion of the Maternity Leave, which is defined as returning to work on the Monday of the (7th) week (or 9th week for C-Section deliveries) following delivery (or another date pre-approved by management) and maintaining full time employment status for a period of no less than six (6) months upon return to work after Maternity Leave. Should the employee leave FireX's employment prior to six months following her return to work, the entire amount of maternity leave pay must be repaid to the company.

MILITARY LEAVE

FireX will cooperate with all applicable laws when granting military leave. Requests for military leave should be submitted in writing to the Human Resources Department with as much advance notice as practicable. Military leave will be without pay and will be considered personal time off. After an employee's service obligations are fulfilled, when possible, that employee will be reinstated in the same or comparable position to the one previously held. Employees returning from military leave will be treated as though they were continuously employed for the purposes of determining benefits based on length of service.

WORKER'S COMP / EMPLOYMENT MEDICAL LEAVE

An employee who is disabled from work due to an injury or illness verified to have been incurred in the course and scope of employment will be placed on an employment medical leave of absence and may receive worker's compensation benefits until he/she is able to return to work and the company receives a medical release from a physician.

Any employee injured on the job must report the injury to the site Superintendent, Manager and Safety Director immediately and complete the proper claim forms. Claims may not be paid if this procedure is not followed.

JURY DUTY

The Company does not pay employees for jury duty or for any other required court appearance. This time off is considered unpaid time off unless the employee chooses to use vacation time. When summoned for jury duty, you must immediately provide your jury summons notice to your supervisor, and you must consult with him/her concerning time off for jury duty. Proper verification of time served must be provided for all hours missed (this documentation can be obtained from the court clerk).

OFFICE CLOSURES OR DELAYED STARTS

In the event of inclement weather, acts of nature, or any other external force that causes the office to be closed during the work week, staff will be dismissed and paid for all time worked up to the time of the closure. In the event of a delayed start with staff on stand-by, staff will be paid while remaining home up to the predetermined stand-by end time. If after that time passes it is determined work cannot commence, employees shall clock out for the remainder of that workday. If it is determined safe to return to work, employees will then clock-in to their respective job as usual.

Acts of nature or other events that do not effect the entire staff will be handled on a case by case basis, but employees are always encouraged to keep themselves out of harm's way. If you decide it is safer to stay home during a weather event it will be counted as an excusable absence without pay.

MEDICAL EXAMINATION

Although FireX does not require a pre-employment medical examination, it does reserve the right to require a medical examination after an offer of employment has been made. In accordance with the Americans with Disabilities Act (ADA), an applicant or employee will not be excluded from employment unless they have medical conditions that prohibit their ability to perform the essential functions of the job they are applying for and reasonable accommodations cannot be made.

SUBSTANCE ABUSE POLICY

The Company recognizes that its long-term viability is dependent upon the physical and psychological health of its employees. Accordingly, it is the right, obligation, and intent of the Company to maintain a safe, healthful, and efficient workplace for all its employees, and to protect the Company's property, equipment, and operations.

Being under the influence of drugs or alcohol on the job has been proven to pose serious safety and health risks to the user and to all those who work with the user. The use, sale, manufacture, purchase, transfer, possession or being under the influence of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthful, and efficient operations. Use and/or possession of the above referenced materials on a Company job may result in automatic termination without written notice.

The Company recognizes contractual obligations to its clients requiring the Company to provide services that are free of the influence of illegal drugs and alcohol. Therefore, the Company is obligated to abide by all General Contractors or any other customer's drug policy(ies). This may include, but is not limited to, individual random testing as well as random testing of job sites as a whole.

The Company further expresses its intent to comply with federal and state rules, regulations, or laws that relate to the maintenance of a workplace free from illegal drugs and misuse of alcohol.

This policy applies to all Company employees, including Full-time, Probationary, part time workers, and contract workers. Company employees in safety sensitive positions as regulated by the Department of Transportation will be required to submit to biological drug and alcohol testing as required by those regulations. Employees who are required to be tested to meet DOT regulations will be explicitly notified when testing is being performed to meet regulatory requirements.

The Company may modify, rescind or replace this policy at any time without notice. If any part of this policy is determined to be invalid by a competent authority, or by changes in local, state, or federal legislation or DOT regulations or rules, such part shall be deemed invalid, and the remainder of the policy shall continue in full force and effect.

Definitions

For the purpose of this policy the term:

- **"Under the Influence"** means a condition in which a person is affected by any drug or alcohol in any detectable manner. The symptoms of being under the influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such-as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test such as urinalysis or blood analysis, and in some cases by the opinion of a layperson.
- **"Legal Drug"** means any prescribed drug or over-the-counter drug, which has been legally obtained and is being used for the

purpose for which prescribed or manufactured.

- **“Illegal Drug”** means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy.
- **“Alcohol”** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl alcohol and isopropyl alcohol.
- **“Possession”** is meant to also include the presence in the body system of any detectable amount of an illegal drug.
- **“Biological testing”** means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting an illegal drug or alcohol.
- **“For cause situation”** is any situation in which an employee's job performance is in conflict with established job standards relating to safety and efficiency. The term includes accidents, near accidents, erratic conduct suggestive of illegal drug or alcohol use, any unsafe performance behaviors, and unexplained deviations from productivity.
- **“Company premises or Company facilities”** means all property of the Company, including but not limited to the facility and surrounding areas on Company-owned or leased property, parking lots, and storage areas. The term also includes Company-owned, leased or used vehicles and equipment wherever located. It also includes the premises where the Company performs contract services.
- **“Reasonable Suspicion”** means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular person performed a particular act.
- **“Contraband”** means any article, the possession of which, on Company premises or while on Company business, causes an employee to be in violation of a Company work rule or policy. Contraband includes illegal drugs and alcoholic beverages, drug paraphernalia, lethal weapons, firearms, explosives, incendiaries, stolen property, counterfeit money and pornographic materials.
- **“Random Testing”** means a testing process in which selection for testing is made by a method employing objective, neutral criteria, which ensures that every person subject to testing has a substantially equal statistical chance of being selected. The method does not permit subjective factors to play a role in the selection.
- **“Medical Review Office (MRO)”** is a licensed physician responsible for receiving laboratory results generated by an employer's drug-testing program. DOT regulations require an MRO to review all laboratory results and search for any possible medical explanations for positive test results. Based on such inquiry, the MRO will determine/verify the results either positive or negative.
- **“DOT Regulations”** - The Department of Transportation publishes regulations in the Federal Register. Regulations covering drug and alcohol testing are codified in CFR 49 Part 40, Part 382, and Part 391 Subpart H.
- **“Certified Laboratory”** is a forensic laboratory that has been found to meet standards for quality as set by Substance Abuse and Mental Health Services Administration (SAMHSA), formerly NIDA, which is part of the U.S. Department of Health and Human Services.
- **“Qualified Breath Alcohol Technician (BAT)”** is an individual that operates an evidential breath alcohol-testing device and demonstrates proficiency demonstrated by completion of a course of instruction concerning EBT methodology, operation, calibration, and alcohol testing regulations.

Prohibited Activities

Legal Drugs

- It is the responsibility of every employee at work to be free of the influence of impairing substances, including legal drugs. The purpose of this provision is not to prohibit the proper use of a legal drug by an employee at work, but to require the employee to notify his supervisor of such use, and to determine the potential impairing effects such legal drug in question may have upon the employee's safe and productive performance at the workplace.
- The Company at all times reserves the right to judge the effect that a legal drug may have upon work performance and to restrict the employee's work activity or presence at the workplace as appropriate.

Illegal Drugs and Drug Paraphernalia

- The use, sale, purchase, transfer, manufacture or possession in any detectable manner of an illegal drug by any employee, including those on a contract basis, while on Company premises or while performing Company business is strictly prohibited.
- The sale, purchase, transfer or possession of drug paraphernalia by an employee, including contract labor personnel, on Company premises or while performing Company business is prohibited.

Alcohol

- Employees are prohibited from reporting to duty with an alcohol concentration of 0.04 or greater. Drivers of company vehicles and/or any on-site motorized or mechanical equipment are prohibited from using alcohol while on duty and within four hours prior to reporting to work.

Biological Testing

To maintain a fair, objective, and effective program, the standard Company policy will be to contract with an independent laboratory(ies) to administer the biological testing component of the program, in compliance with federal rules and regulations. In locations and/or circumstances where an independent laboratory is not readily available, "instant" drug tests may be used with the express approval in advance from Human Resources and the Safety Director. If an instant test yields a positive result, the employee will be sent to an outside authorized laboratory as soon as practicable for a second test and a Medical Review Officer will review each test performed. The MRO's ruling will serve as the final determination.

For CDL drivers, testing procedures will be in full compliance with 49 CFR Part 40 guidelines, and a Medical Review Officer will review each test performed. The MRO's ruling will serve as the final determination.

CDL driver biological testing will be performed for a minimum of five illegal drugs: marijuana, cocaine, opiates, amphetamines, and phencyclidine. Biological testing for all other employees will include a standard 10-panel test including amphetamines, cannabinoids (marijuana), cocaine, phencyclidine (PCP), opiates, methaqualone, barbiturates, benzodiazepines, methadone, propoxyphene.

Job Applicants

All applicants for employment will be subject to biological testing after an employment offer has been extended. If evidence of the presence of illegal drugs or alcohol is discovered, either through biological testing or other means, the employment process will be suspended and the candidate may not reapply for a minimum of 90 days. If a job applicant does not appear for their scheduled drug test, refuses to consent to testing, attempts to adulterate a test specimen, or otherwise tampers with the testing process, the employment process will be terminated and the candidate may not reapply for a minimum of 90 days. An employee may not start work until they have successfully completed the pre-employment drug screen and have been cleared by Human Resources.

Applicants must report for their pre-employment drug screen no later than the date specified on their drug screen authorization paperwork issued by Human Resources.

As a condition for consideration of employment, each CDL driver job applicant must provide the Company with written consent to release the applicant's past two years drug and alcohol testing results from each previous employer.

Current Employees

The Company may perform biological testing on current employees in the following situations:

- In for cause situations;
- Reasonable suspicion;
- Following an accident or near accident when it is deemed reasonable that drugs or alcohol may have played a role in causing the incident/injury. In cases where it is deemed that the employee was injured by no fault of their own, or where it appears unlikely that drugs or alcohol played a role in the incident/injury, testing may be waived at the sole discretion of the Safety Director;
- At the request of / per the policy of the General Contractor or Customer on a particular project;
- During and following rehabilitation;
- On a periodic basis as determined appropriate to ensure safe operations;
- On a random basis as appropriate to ensure safe Company operations and full compliance with DOT rules, and this policy.
- Upon returning to work following an absence of 60 days or more due to prior termination of employment, suspension or layoff.

An employee's consent to submit to biological testing is required as a condition of employment and any employee's refusal to consent may result in disciplinary action up to and including discharge. This applies for a first refusal or any subsequent refusal.

An employee who is sent for a drug test will not be permitted to work until a negative drug test result is received. If the drug test result is negative, the employee will be paid for any regularly scheduled time that was missed awaiting results; if the drug test result is positive, the employee will only be paid for time worked up to the time he/she was sent for the drug test.

Random Testing

All employees may be selected for random testing at the Company's discretion. Selection for testing will be made through an objective selection process by the Human Resources Department and/or by a third party administrator, where each individual in that pool of employees has an equal chance of being selected.

Inspections and Searches

The Company may conduct unannounced general inspections and searches for illegal drugs or alcohol on Company premises or in Company vehicles or equipment wherever located. All employees and contract labor personnel are required to cooperate. The company and its employees will also comply with all drug testing requirements of our general contractors and/or customers.

- Search of an employee or their personal property may be made when there is reasonable belief to conclude that the employee is in violation of this policy.
- An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including discharge, even for a first refusal. Contract labor personnel who fail to consent may be banned from the job site.
- Illegal drugs, drugs believed to be illegal, and drug paraphernalia found on Company property may be turned over to the appropriate law enforcement agency and full cooperation given to any subsequent investigation. Substances which cannot be identified as an illegal drug by a layman's examination, may be turned over to a biological testing vendor for specific analysis.
- Other forms of contraband, such as firearms, explosives, and lethal weapons, will be subject to seizure during an inspection or search. An employee who is found to possess contraband on Company property or while on Company business will be subject to discipline up to and including immediate removal from the job site and discharge.
- If an employee is the subject of a drug-related investigation by the Company or by a law enforcement agency, the employee may be suspended, without pay, pending completion of the investigation. If the investigation turns up no evidence of wrong doing the employee may request to be reinstated, but may not be paid for the time they were unable to work due to the investigation. Contract labor personnel who are the subject of a drug-related investigation by the Company or by a law enforcement agency may be banned from the job site.

Discipline

Illegal Drugs

Any employee with a positive test result in a biological test conducted under the provisions of this policy will face disciplinary action as outlined below:

- a. First positive test will result in a fourteen-day (14) suspension without pay;
- b. Second positive test will result in a thirty-day (30) suspension without pay;
- c. Third positive test will result in immediate termination without notice. Employees terminated as a result of a positive drug screen may not reapply for a period of 90 days, and must submit to and successfully complete a drug screen with a negative result at their own expense before their request to be rehired will be considered. The company provides no guarantee of re-employment.

No employee with a positive test result will be allowed to return to work until they have obtained a negative drug test result conducted according to the procedures outlined in this policy. The cost of the "return to work" drug screen is the responsibility of the employee.

Employees who, following a positive drug screen, subsequently return to work may be required to report for subsequent drug testing with or without notice at the Company's discretion.

Any employee who refuses to undergo biological testing will be subject to disciplinary action up to and including discharge. Any contract labor personnel who refuses to undergo biological testing will be banned from the job site. Evidence of tampering or adulterating biological test(s) will subject the employee and/or contract labor personnel to disciplinary action up to and including discharge.

Drivers of company vehicles who test positive as confirmed by an MRO will have their driving privileges immediately revoked.

Alcohol

Any employee found to violate this policy due to the misuse of alcohol will face disciplinary action up to and including termination of employment.

For CDL drivers, DOT regulations require that a driver testing between 0.02 and 0.039-alcohol concentration be prohibited from performing a safety sensitive job for 24 hours. For all other employees, a blood alcohol level of .04 or higher will result in immediate removal from the job site/office, revocation of driving privileges and disciplinary action, up to and including termination of employment.

Rehabilitation

The Company considers illegal drug or alcohol abuse a self-induced illness and will not provide financial assistance to treat it, except that an employee who obtains rehabilitative treatment may apply for reimbursement of medical expenses to the extent that such benefits may be available in the Company's medical benefits plan.

The Company recognizes the benefits of medical rehabilitation, and encourages employees whose illegal drug or alcohol use requires medical assistance to begin receiving such assistance as soon as possible.

An employee who is in rehabilitative treatment or who has completed rehabilitative treatment will be subject to unannounced biological testing at the

Company's discretion.

Appeals

An employee whose biological test is reported positive will be permitted to offer an explanation. The purpose of the explanation will be to determine if there is any reason that a positive test could have resulted from some cause other than illegal drug or alcohol use that it is in violation of this policy. A qualified Medical Review Officer under contract to the Company will judge whether an offered explanation merits further inquiry and/or may change the outcome of the initial result.

An appeal that merits further inquiry may require that the employee be suspended without pay until the inquiry and the appeals process are completed. If the conclusion of the appeal is in the employee's favor, the employee may be reinstated and retroactively paid for any regularly scheduled time missed awaiting receipt of a negative test result.

Confidentiality

All information relating to biological testing or the identification of persons as users of illegal drugs and alcohol will be protected by the Company as confidential, unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the person in question.

PERSONAL CONDUCT

The company expects all of its employees to conduct themselves with the pride and respect associated with their positions, their fellow employees, our clients and the Company. Care should always be taken to use good judgment and discretion in carrying out the company's business. The highest standards of ethical conduct should always be used.

Abusive or disrespectful attitude to others, the use of profanity and/or horseplay, fighting or disorderly conduct in public will be grounds for disciplinary action, up to and including termination of employment. Employees must refrain from these behaviors at all times on any Company premises, customer or client properties or any Company facilities, Company sponsored events and/or hotels/apartments furnished by the Company.

Company issued shirts are required on most job sites; for those job sites or locations where company issued shirts are not required, no hats, shirts or other garments bearing offensive words, symbols, or remarks of any kind are to be worn on any Company premises, customer or client properties or any Company facilities, Company sponsored events and/or hotels/apartments furnished by the Company.

No offensive music is to be played on Company premises, customer or client properties or any Company facilities, Company sponsored events and/or hotels/apartments furnished by the Company or in a company vehicle.

DISCIPLINARY ACTION

Disciplinary action can be taken when an employee has committed an offense or violated a company policy. This may result in utilization of a progressive discipline process or termination on the first offense or second offense, depending upon the circumstances. The disciplinary process, unless immediate action is warranted, will generally follow a progressive basis as follows:

- Verbal Warning
- Written Warning
- Discharge

These steps are usually taken in sequence; however, depending on the situation at hand, any step may be repeated, omitted or taken out of sequence. Each case is considered on an individual basis. FireX reserves the right to terminate an employee's employment without moving through each step of the process when circumstances warrant.

It may be necessary for Management and/or Human Resources to have a second representative from FireX present to witness disciplinary proceedings.

The following behaviors may result in verbal and/or written warning, and/or possible discharge. These are only examples of unacceptable behaviors, and are not an all-inclusive list:

- Excessive tardiness or absenteeism
- Failure to properly notify the company of absence or tardiness
- Failure to observe working schedules, such as starting time, ending time, rest, and meal breaks
- Unauthorized solicitation of employees or customers for any cause, or the distribution of literature of any kind in any work area of

the company

- Performing unauthorized work on company time
- Unsatisfactory work performance, loafing or other abuse of time during working hours
- Coercion, harassment, or intimidation of any employee, customer or supplier of the Company
- Failure to adhere to any of the rules and policies outlined in this handbook
- Failure to follow safety rules outlined by FireX may result in either immediate termination or a warning depending upon the degree of severity. Any violation that puts the life of the individual or their fellow employees' lives at risk will result in automatic termination without written notice.
- Smoking on FireX property other than in designated areas, or smoking on any FireX jobsite
- Unauthorized use of a cell phone, tablet or other device during working hours.

The following behaviors may be grounds for immediate discharge without written notice. These are only examples of unacceptable behaviors and are not an all-inclusive list.

- Insubordination
- Dishonesty or falsification of any company record, to include personal time record for yourself or that of another employee
- Failure to report to work on the expiration of vacations or leaves of absence, or when called back after a layoff
- Theft, or possession without authority, of company, customer, or fellow employee's property or funds
- Use, possession, purchase, sale or being under the influence of alcohol, drugs or intoxicants of any type while at work
- Possession of any firearm, weapon or other dangerous device of any kind while working on FireX property, while working on the property of an FireX customer.
- Conviction of or pleading guilty to a felony which adversely affects the employee's ability to perform his/her job and/or could be damaging to the Company's reputation in the community.
- Willful destruction of Company and/or customers' property
- Any deliberate abuse or careless use of company owned tools/equipment and/or vehicles
- Horseplay, fighting or disorderly conduct
- Knowingly violating Company safety rules
- Engaging in conduct harmful to the company's image or damaging to its reputation
- Disclosure of confidential company information to unauthorized persons
- Disregard of the rules and policies of the company as set forth in this employee handbook
- Failure to pass a drug or alcohol screen
- Discarding cigarette butts, spitting/chewing tobacco or tobacco juice on another person or while indoors, on the floor, or other property including sidewalks and parking lots.

SOCIAL MEDIA

Any conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects the company, customers, suppliers, people who work for or on behalf of FireX or FireX's legitimate business interests may result in disciplinary action up to and including termination of employment.

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination of employment. Use of any photos which include FireX property including but not limited to vehicles, offices, tools, trailers, uniforms, etc., or any active project and/or client site are strictly prohibited from being part of a Social Media post without express written consent of FireX senior management or marketing teams.

Always be fair and courteous to fellow employees, customers, suppliers or people who work for or on behalf of FireX. Also keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-worker or utilizing our open door policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages customers, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or company policy.

Never post any information or rumors that you know to be false about FireX, fellow employees, customers, suppliers, and people working on behalf of FireX or FireX's competitors.

Do not create a link from your blog, website or other social networking site to FireX's website without express approval by the Marketing Manager and/or Human Resources.

Express only your personal opinions. Never represent yourself as a spokesperson for FireX. If FireX is a subject of the content you are creating, be clear

and open about the fact that you are an employee and make it clear that your views do not represent those of FireX, fellow employees, customers, suppliers or people working on behalf of FireX. If you do publish a blog or post online related to the work you do or subjects associated with FireX, make it clear that you are not speaking on behalf of FireX. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of FireX."

Refrain from using social media while on work time or on equipment FireX provides, unless it is work related and authorized by your manager.

FireX maintains a presence on various social media platforms as well as a company website. We may, from time to time, post pictures and/or stories that include our employees. By signing this handbook, you give your permission for your likeness to be used on these various platforms, unless you notify FireX in writing to the contrary.

BENEFITS

Full-time employees are eligible for benefits if they meet specific requirements. Full-time employees become eligible for benefits on the first day of the month following their 90 day anniversary of their date of hire. During the onboarding process, you will be provided with insurance information with enrollment instructions. Eligible employees must complete enrollment within 30 days of their eligibility date, or their eligibility expires. FireX reserves the right to adjust/change/modify its benefits at any time.

Probationary employees will be converted to a Full-time employee and will be offered the full Full-time benefit package on the first day of the month following their 90 day anniversary of their date of hire. Provided they enroll in a Full-time benefit plan(s) within their eligibility period, the benefits will become effective on the first day of the month following their one-year anniversary. Should they not enroll prior to their enrollment deadline, they must wait until the next available Open Enrollment and/or qualifying event.

Part-time employees are not eligible for company benefits

Eligible employees may enroll in benefits as follows:

- New Hire (within 30 days of eligibility)
- Open Enrollment (held annually)
- Qualifying Event (including, but not limited to: birth/adoption of a child, loss of spouse's coverage, change in legal marital status, entitlement to Medicare or Medicaid, changes in address that may affect coverage, etc.)

Changes to elections and/or termination of benefits are only permitted during Open Enrollment or as a result of a Qualifying Event.

All questions and concerns relating to FireX benefits should be directed to the Human Resource Department.

HEALTH INSURANCE

Group Health insurance is available to all eligible Full-time employees and their families on the first day of the month following their date of eligibility.

OTHER INSURANCE PLANS

Other group and voluntary insurance plans may be selected and offered by the Company on an annual basis. Details on each plan are available from the Human Resources department annually and upon request.

SIMPLE IRA RETIREMENT PLAN

On the first of the month following eligibility, employees are eligible to participate in the Company's Simple IRA retirement plan. All employees who meet the following requirements may participate:

- Full time employee

On the first of the month following date of eligibility, employees may enroll in the Simple IRA plan.

There is no mandatory minimum deferral for participation; however, the IRS determines the maximum amount that may be deferred each year. Contact Human Resources for information on the maximum deferral.

FireX will match 100% of the employee's first 3% deferred, for a maximum company match of 3%. The matching deferrals will be made on a per pay period basis. The company match may be discontinued at any time at the Company's sole discretion.

Employee contributions are always 100% vested. If your hire date is 1/1/25 or later, the employer contributions will vest at the following rate: 20% after one year of service, 40% after two years of service, 60% after three years of service, 80% after four years of service, and 100% after completion of five years of service. If your hire date is 12/31/24 or earlier, the employer contributions are 100% vested.

All deferrals are withheld on a pre-tax basis.

TERMINATION OF GROUP AND VOLUNTARY BENEFITS

If an employee's status is determined to be "inactive" for any reason (termination, permanent layoff, leave, etc.) insurance will be terminated as follows:

Medical/Dental/Vision: Benefits:	Terminates at the end of the month in which employment ends Terminates on the last day worked	All Other
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In cases of temporary layoff, benefits terminate on the 31st day if employee has not returned to work.

If employment is terminated but the employee is rehired within 90 days, benefits will be automatically reinstated unless the employee specifically waives benefits at that time. The employee is responsible for retroactive payments for benefits.

PAID TIME OFF

HOLIDAYS

FireX generally recognizes the following paid holidays:

- New Year's Day
- Martin Luther King Jr Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day (for any employee with General or Honorable Discharge Veteran Status)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

The paid holiday schedule may be amended at any time at the Company's sole discretion.

Project schedules dictate whether or not the above holidays are observed by the field. All such work schedule changes will be issued by the site superintendent and project management team with as much advance notice as possible.

Full-time employees are eligible for holiday pay immediately upon completion of their probationary period. Full-time employees may schedule vacation time in conjunction with the holiday with prior management approval, otherwise the employee must work the scheduled workday before and the scheduled workday after the holiday in order to receive holiday pay.

FireX will pay a non-exempt employee 1.5 times their regular hourly rate in addition to the normal 8 hours of regular holiday pay for all hours actually worked when **required** to work on a scheduled company holiday.

For employees not required to work on a paid holiday, no more than 8 hours per day will be paid for holidays (for example, even if an employee has been working a 10-hr per day schedule, they will only be paid 8 hours for a holiday).

FireX will not include holiday pay in total hours worked when computing overtime for non-exempt employees.

If a holiday falls on a Saturday, it will generally be observed on the Friday prior; if it falls on a Sunday, it will generally be observed on the Monday after unless indicated otherwise by the Company.

VACATION TIME

Full-time employees are eligible for paid vacation time. Paid vacation time will be granted upon hire and on the first day of each calendar year. Vacation time is not earned or accrued. Vacation time will be granted to regular Full-time employees per the following schedule:

After 6 consecutive months of employment: 5 days / 40 hours per year (1 week)
After 36 consecutive months of employment: 10 days / 80 hours per year (2 weeks)
After 60 consecutive months of employment: 13 days / 104 hours per year (2.5 weeks)
After 84 consecutive months of employment: 15 days / 120 hours per year (3 weeks)

Increases in vacation banks will be granted on January 1st of the calendar year following completion of service.

Probationary and part time employees are not eligible for paid vacation time. Note once a Probationary employee reaches 90 days of employment and/or a part time employee is converted to full time, they will be eligible for vacation time as outlined above for Full-time new hires. The 90 day probationary period will be included as part of the 6 consecutive months of employment.

Vacation time may not be taken during the first 90 days of employment.

Up to forty (40) hours of unused vacation time will be carried over automatically into the next calendar year without additional approval.

Employees may not "borrow" from the next year's vacation time allotment. If you use more vacation time than you have available, any overage may be withheld from the following year's vacation allotment. If your employment is terminated for any reason and you have used more vacation time than you had available, any overage may be withheld from your final pay at the company's discretion.

Vacation time is not paid out upon termination of employment regardless of the reason for termination, unless otherwise required by specific state law.

Employees working in certain locations may be subject to a state- or location-specific vacation time policy that differs from and replaces the Vacation Time policy in this handbook. For example, if you work in Colorado, Arizona or California, the laws for that state will control. All vacation time is administered in accordance with applicable law.

Vacations are scheduled with approval from management. Superintendents must obtain written approval from their Project Manager **and** the Division Manager.

Office employees must schedule and obtain approval from their department manager or their manager's designee.

Vacation requests should be made at least 1 (one) month prior to the time you wish to be off; otherwise, it may not be approved.

Vacation time may not be used in a work week where an employee has already worked 40 or more regular hours. Even if previously approved, vacation time may not be taken after notice of termination of employment is given.

Due to potential impacts to your team/project, vacation requests should generally be for no more than 80 hours at one time; however, additional consecutive vacation time may be used if available and with your manager's approval.

Vacation time may be taken at any time during the year but is contingent upon management's approval. Job requirements will always have priority over vacation schedules.

Pay for vacation time will be at one's regular rate of pay. Paid vacation time will not be considered as time worked for overtime purposes.

All vacation time must be used prior to scheduling any unpaid time off unless approved by your supervisor and Human Resources.

SICK TIME

All office employees are eligible for 24 hours of sick pay at the beginning of each year. If an employee is hired after July 1st, they will receive 12 hours of sick time for the remainder of that year, then they will be eligible for the full 24 hours effective each January 1st thereafter. Sick time may only be used for doctor visits or injury/illness for you or your immediate family member(s). Time must be submitted through the Company's timekeeping system in order for it to be paid. If you use more sick time than you have available, any overage may be withheld from available vacation time and/or the following year's sick time allotment.

Pay for sick time will be at your regular rate of pay and is not considered actual hours worked for overtime purposes. If you are out sick for 3 or more consecutive days, a doctor's note may be required in order for you to return to work.

Field employees are not eligible for paid sick time.

Sick time must be used in the year in which it is granted; unused sick time does not carry over and will be forfeited at the end of each calendar year.

BEREAVEMENT TIME

Full-time full-time employees are eligible for 3 days off with pay in the event of the death of any of the following immediate family members (including "steps"):

- Spouse Sibling
- Child Parent

- Father-in-Law
- ☒ Mother-in-Law

Full-time employees are eligible for 3 days off without pay in the event of the death of the following family members:

- Brother-in-Law
- Sister-in-Law
- Grandparent

Probationary employees are not eligible for bereavement time.

PERFORMANCE EVALUATIONS

Performance feedback is provided informally and formally on a regular basis. Performance evaluations play an important role in an employee's career development, and will include discussion of work habits, skills, abilities, attendance, attitude, commitment to the team and areas for improvement. Performance evaluations are generally conducted at regular intervals, including upon completion of 60-90 days of service, after one year and annually thereafter. For field employees, a transfer evaluation will be completed upon transfer to another project.

ELECTRONIC DEVICE

In order to reduce the hazards associated with the loss of attention to the tasks at hand created by non-essential electronic devices, employees must refrain from the usage of such personal devices while working. These devices include, but are not limited to, cell phones, blue-tooth phone earpieces that are used for communications and/or media listening, any other electronic device. Many of our customers and General Contractors have established "Zero Tolerance" policies concerning these devices; FireX supports and will administer this policy on ALL of our job sites.

EAR PIECES

The use of blue-tooth wireless or corded earpieces in the actual construction area of our job sites is not allowed. If any type of earpiece is visible, either inserted into the ears, covering the ears **or around the neck**, the employee is in violation of this policy. This includes field workers, supervision and management.

CELL PHONE USAGE

While cell phone are invaluable communication devices, they also become workplace hazards when used improperly. At no time is an FireX employee allowed to use a phone while walking, working and/or performing any task that requires attention to their task at hand and their surroundings.

If it does become necessary for an employee to use their phone for company business purposes while in the field, the employee must stop what they are doing before doing so. This includes walking to a safe position to use their phone. Should the need of cell phone usage for business purposes become excessive, site management should investigate the need of Two-way radios. The personal use of cell phones is not allowed in the field during work.

No equipment operator can use a phone while operating their equipment. This includes scissor lifts, aerial lifts, lulls, forklifts, UTV's and all heavy equipment.

Cell phone use in company vehicles is permitted only with use of the hands-free devices provided in each vehicle. The vehicle cannot be in motion while reading emails and other text messages. Pull safely to the side to do so.

If an employee uses their personal vehicle in lieu of a company provided vehicle, it is expected they have a properly functioning hands-free system in their vehicle. If the vehicle is not equipped with hands free, the vehicle cannot be in motion while making or receiving calls, reading emails and other text messages. The operator must pull safely to the side to do so.

Although administrative offices and break areas (that are not in the active construction area) are exempt from this policy, the employee is responsible to remove these devices before entering the construction area of the job site.

The use of personal radios and/or speakers will not be allowed in the construction area. This includes music being played from any device including your cell phone.

PERSONAL APPEARANCE – DRESS CODE (OFFICE EMPLOYEES)

FireX prides itself on the professional atmosphere it maintains and the positive image that employees present as representatives of the company. This image is affected by the manner of dress we use within our offices, in the offices of our clients and customers, and in the public when we are representing the company. The office dress code is "business casual" which is defined below. Employees may wear jeans throughout the week, however, they must be clean, neat and presentable, not excessively faded and without tears, rips or holes.

It is important that employees use their best judgment in dressing appropriately. "Business casual" wear encompasses many looks, but it really

means casual clothing that is appropriate for a professional office environment. It is clothing that allows you to be comfortable at work yet always look neat and professional. We ask that you consider each day's activities when determining what to wear (i.e., will you be meeting with a customer in our office or at their office; will you be attending a business luncheon, etc.).

Personal appearance, hygiene and clothing are important to our work practices. Our customers gauge the quality of our company by the care we show in our personal attire and appearance. A neat, well-groomed appearance is important to yourself, your fellow workers, and to our customers.

Listed below is an overview of acceptable business casual wear, as well as a list of some of the more common items that are not appropriate for our office environment. This list is not intended to be all-inclusive. Rather, these items should help set general parameters for proper business casual wear and allow you to make informed decisions about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first. It is generally better to be overdressed than underdressed.

- **Slacks/pants** – Wool pants, cotton pants and jeans are acceptable, provided they are clean and wrinkle free. Inappropriate items include sweat/yoga pants, shorts, bib overalls, spandex, and pants/jeans that are excessively worn, faded or have rips, tears or holes in them.
- **Shirts** – Casual shirts with collars (for men), polo shirts, sweaters, and turtlenecks are acceptable. Avoid very casual t-shirts, tank tops, athletic wear, halter tops, tops that show the midriff, tops made of sheer material, tops with plunging necklines, tops with spaghetti straps, very tight-fitting tops and very casual/lounge type shirts.
- **Dresses/skirts** – Casual dresses and skirts with modest hemlines are acceptable. Avoid very short skirts/dresses and dresses with halter-style necklines, plunging necklines or spaghetti straps.
- **Footwear** – Items such as loafers, boots, flats, heels, sandals, and leather shoes are acceptable. Athletic shoes, sneakers, casual flip-flops, and slippers may be acceptable on dedicated casual days. Footwear must be worn at all times in the office.
- **Tattoos** – tattoos are generally permissible; however, visible tattoos on the face/neck/throat are not acceptable for those in positions that interact with others (including co-workers, customers or suppliers). Visible tattoos on the arms, hands, legs and feet are acceptable; however they may not include profanity or be offensive in nature. Employees seeking an exception to this policy due to a sincerely held religious belief should contact Human Resources.

PERSONAL APPEARANCE / DRESS CODE (FIELD EMPLOYEES)

Personal appearance, hygiene and clothing are important to our work practices. Our customers gauge the quality of our company by the care we show in our personal attire and appearance. A neat, well-groomed appearance is important to yourself, your fellow workers, and to our customers.

All full-time field personnel will be issued five (5) FireX t-shirts upon employment with FireX. If you would like to order additional shirts beyond the first five, you will be responsible for the cost (cost varies depending on sleeve length and size). Your portion of the cost can be payroll deducted from your paycheck.

Wearing Company provided shirts is mandatory during work hours for those employees who have been provided with Company shirts. No other t-shirts or tank tops are allowed. When wearing outer garments such as sweatshirts, jackets, or coats, a FireX safety vest must be worn over the outerwear.

Tattoos are generally permissible; however, visible tattoos on the face/neck/throat are not acceptable for those in positions that interact with others (including co-workers, customers or suppliers). Visible tattoos on the arms, hands, legs and feet are acceptable; however they may not include profanity or be offensive in nature. Tattoos of this nature should be covered at all times while working. Employees seeking an exception to this policy due to a sincerely held religious belief should contact Human Resources.

For safety reasons, field employees are expected to keep their hair cut above their shoulders, or tucked in their hardhat, and to not wear jewelry of any kind (particularly earrings, necklaces or bracelets that could get caught in any type of equipment) while working in the field or in a customer's facility.

Field employees must wear work boots at all times. No tennis shoes or any other type of casual shoes are to be worn at any time. It is the responsibility of the employee to have the necessary work boots and/or safety-toed work boots when required on a project site.

Field employees will be issued company safety equipment including a hardhat, safety glasses, and hearing protection to wear on the job. There are to be absolutely no unauthorized stickers on any hardhat at any time. These items are the employee's responsibility and if they are lost or damaged beyond normal wear and tear, the employee will be responsible to pay to replace them.

Any questions or concerns relating to Company required safety equipment shall be directed to the Safety department.

ANTI-HARASSMENT

FireX strictly prohibits and does not tolerate harassment of any kind on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, age, disability, veteran status, genetic information or any other characteristic protected by law. All employees have the unconditional right to work in an environment free from harassment. Whether verbal or physical, or whether arising in the work environment or during work assignments outside of the Company (i.e., on a business trip, or at Company-sponsored social functions) harassment is

illegal, has no legitimate business purpose and is prohibited under this policy.

Any violation of this policy will result in discipline and many result in termination of employment. In addition, this policy prohibits any retaliation against any employee who makes a harassment complaint in good faith, who opposes harassment or who participates in the complaint or investigation process. FireX is committed to the prompt, confidential investigation to the extent possible of any harassment complaint, no matter who the offender might be. This policy expressly prohibits harassment by other Company employees, managers, visitors, vendors, or any other third party. All employees of the Company should feel comfortable in reporting any violation of this policy to any of the individuals identified below.

For the purposes of this policy, harassment includes any type of misconduct based on race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, age, disability, veteran status, genetic information or any other characteristic protected by law that is unwelcome to any employee or applicant for employment. No policy can identify the full range of behaviors that are unacceptable in the workplace or that constitute "harassment." Prohibited acts of harassment can take a variety of forms, including but not limited to, subtle or overt pressure for sexual activity or favors, physical contact, offensive language or explicitly visual displays. One legal definition of sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or behavior of a sexual or gender-based nature, when (1) submission to such conduct either explicitly or implicitly is made a condition of employment or is used as a basis for employment decisions, or (2) such conduct has the purpose or effect of unreasonably interfering with work performance. FireX's policy, however, does not simply prohibit behavior that is a violation of state or federal law, which may require – among other elements – severe, extreme or pervasive conduct; rather, ANY unwelcome conduct based on the above factors is prohibited by this policy. All employees need to recognize that some behavior that is acceptable in social settings may not be appropriate in the workplace.

The following is a partial list of unwelcome behaviors, which could be considered harassment, if based on an individual's race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, age, disability, veteran status, genetic information or any other characteristic protected by law:

- Repeated verbal or written abuse, including derogatory remarks, insults, stereotyping, offensive nicknames and epithets
- Verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature
- Using obscene or intimidating gestures
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

The following is a partial list of unwelcome behaviors which could be considered sexual harassment:

- Repeated sexual innuendos
- Repeated sexual proposals, even if made jokingly
- Posting nude or suggestive photographs, even in one's own office or workspace
- Offensive touching
- Indecent exposure
- Gender-based remarks, nicknames, or stereotyping
- Differential treatment because of gender

COMPLAINT PROCESS

Any individual who is subject to or becomes aware of harassment or any other conduct or actions that potentially violate this policy must immediately report the harassment or conduct as directed by this policy. As noted below, an employee must report a violation – whether or not it involves that employee personally – directly to their manager, Human Resources or any member of the Executive Team. No one working for FireX is authorized to tell or even suggest to you not to report a violation of this policy, and any attempt to discourage an employee from reporting a violation will subject the offender to discipline, up to and including termination of employment.

The Company commits to promptly and thoroughly investigate all complaints of harassment and to take appropriate corrective or disciplinary action in response to any violations of this policy. If, at any time, an employee who has reported a violation of this policy is dissatisfied with the promptness or handling of any complaint, he or she may report the concern to any of the individuals identified above for further action. Every reasonable effort shall be made to keep all matters related to the investigation confidential the extent possible. All employees who are involved in an investigation, including the complaining party, the alleged offender, and any witnesses identified, have an obligation to cooperate fully in the investigation.

RETALIATION

The Company will not in any way retaliate against an individual who reports in good faith a violation of this policy, who opposes harassment, or who participates in the complaint or investigation process; nor will the Company permit any of its employees to retaliate against an individual who makes such a report. Retaliation is a serious violation of this harassment policy and must be reported immediately to any of the individuals identified in this policy. Any person found to have retaliated against another individual for reporting harassment will be subject to the same disciplinary action provided for harassment offenders.

DISCIPLINE

Appropriate disciplinary action, up to and including immediate termination of employment, will be taken against any employee who has violated this policy. These sanctions and corrective action will reflect the severity of the employee's conduct. In each case the Company will consider all available information, the circumstances, the interests of the Company and the employees concerned, and other relevant factors in determining how to respond to the situation.

CONFLICT OF INTEREST

FireX does not impose restrictions upon personal time, activities, or business affairs outside of working hours, except in those cases which conflict with the business interest of the Company, its customers or suppliers, or reflects adversely on the image of the Company.

TOBACCO USE

Smoking is prohibited on all FireX jobsite locations, unless explicitly approved by the customer and job site supervisor. Smoking is permitted on the FireX office properties, but only in designated outside smoking areas. Employees may only smoke or use smokeless tobacco products during breaks and lunch periods, and only in designated smoking areas or off jobsite properties.

TECHNOLOGY POLICY

COMPUTER USE

Any device or computer including, but not limited to, desk phones, smartphones, tablets, laptops, desktop computers, and iPads that FireX provides for your use, should only be used for Company business. FireX owns the devices and the information on these devices. If you leave the company for any reason, FireX will require that you return the equipment in good working order on or before your last day of work.

Software needed must be authorized by the IT department and your manager. If assistance with installation is needed, contact the IT help desk. Any unauthorized software that is installed will not be supported and may be removed from equipment by the IT department without notification or consent.

INTERNET USE

Internet use on company-owned devices that are connected to the Company network, is authorized for Company business only. Internet use brings the possibility of breaches of the security of confidential Company information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside of our Company, potential access to Company passwords and other confidential information. For this reason, and to assure the use of work time appropriately for work, we ask that you limit internet use while at work.

Additionally, under no circumstances may Company owned computers or other electronic equipment be used on Company time at work to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non- business-related sites. Doing so may lead to disciplinary action up to and including termination of employment. Internet use may be reviewed for compliance with the above policies.

EMAIL USE

FireX email accounts are provided to office employees and field supervisors. FireX email accounts are strictly for use by FireX personnel and for business purposes only, and with the exception of privacy protected by law, there should be no expectation of privacy when using an FireX email account.

- No outside email, such as Yahoo, Hotmail, or Gmail, shall be forwarded to given FireX email addresses nor should FireX Internet use may be reviewed for compliance with the above policies. Email be forwarded to an outside email, such as those previously mentioned.
- Email is considered FireX property and can be monitored at FireX's sole discretion.

ELECTRONIC DATA

All FireX data produced manually or by computer is the property of FireX and shall only be distributed outside of FireX in an authorized manner and only to authorized recipients.

It is FireX's policy that ALL FireX data/work product be stored on the network where it is secure and backed up.

If a situation arises wherein, you have any FireX work product that cannot be stored on the network, you are to immediately contact the IT department (this includes Field Superintendents) for an approved procedure for handling this data. Failure to comply with this policy could result in disciplinary action up to and including termination.

SECURITY

In the interest of safety and security, visitors and other persons are not permitted into the Company offices, warehouses, or jobsites without appropriate management approval. All visitors to Company property must be always accompanied by an FireX employee. Building and project entrances are to be used by authorized personnel only. All employees must be aware of building security and cooperate to ensure that entrances are always secure.

SOLICITATION / DISTRIBUTION POLICY

Solicitation of employees or distribution of materials during working times is not permitted. Employees may engage in solicitation of employees or distribution of materials during non-working times in non-working areas (e.g., parking lots, locker room, cafeteria, employee break rooms). No literature, notices, or other material may be distributed or posted in working areas at any time without Human Resources approval. Company bulletin boards are to provide information of interest and importance to employees. The bulletin board is primarily to facilitate communication on workplace activities, employee resources, federal, state and local guidance, law and policies, reminders and additional information relevant to the employee's job. Items that will not be allowed to be posted include but are not limited to the following: material that is otherwise in violation of company policy, such as obscene, sexually harassing or libelous material (explicit jokes, comments and/or images, pornographic images, discriminatory images/comments) and/or sports pools. No employee may solicit any customer or any employee of any customer for any purposes not related to the business of the company during working time. No employee may distribute or post any literature, notices, or other material on the premises of any customer without the customer's approval and consent during work time. Persons who are not authorized by the company will not be permitted to come on or remain on company premises at any time for the purpose of making solicitations of any kind or posting or distributing literature or materials of any kind during work time.

GENERAL SAFETY

The presence of handguns or other deadly weapons on any Company or Client premises, including company- owned vehicles, is strictly prohibited.

The personal safety and health of each employee of this company is of primary importance. The prevention of occupational injuries and illnesses is of such importance that it will be given precedence over operating productivity whenever necessary.

FireX has developed and will maintain a safety and health program conforming to the best practices in our industry. To be successful, such a program must embody the proper attitude toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisors and employees, but also between each employee and their co-workers. Only through a cooperative effort can a solid record of safety be established and maintained.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to a minimum.

OUR GOAL IS ZERO ACCIDENTS AND INJURIES!

SAFETY TRAINING

REQUIRED PRE-EMPLOYMENT TRAINING - FIELD EMPLOYEES

To ensure all employees are aware of FireX's safety goals, each newly hired field employee will attend safety training and must pass a test over the information before that employee can start work. In addition, each field employee will receive training on an Aerial Work Platform before starting work.

FireX Safety Orientation will include but is not limited to the following topics:

- General Safety Rules
- Personal Protective Equipment
- Fall Protection
- Hazard Communications
- Electrical Safety and Lockout Tagout
- Tool Safety
- Ladder Safety

Employees may also be required to participate in a Site-Specific Safety Orientation as well, depending on their assigned work location.

REQUIRED INITIAL TRAINING – FIELD EMPLOYEES

Within 365 days of employment, all field employees should have started to receive the following:

- 10 Hour OSHA certification
- 30 Hour OSHA certification – Superintendent and Foreman only
- Lift Training – all employees will be lift trained at the time of hire, and no employee will be allowed to use a lift until this training has occurred.
- Equipment Training – if job duties require this

Safety training will be coordinated by the supervisor and the Safety department.

REQUIRED ANNUAL TRAINING – FIELD EMPLOYEES

FireX requires field employees to complete eight (8) hours of Safety and eight (8) hours of Fire Protection continued education per year. Any salary increases may be contingent upon receiving the full sixteen (16) hours. FireX will supply the instructor and facility for this training, and a class calendar will be available to all employees.

OPTIONAL ADVANCEMENT TRAINING – ALL EMPLOYEES

FireX offers promotional opportunities through training. FireX will cover all training costs and pay during training, for one advancement opportunity annually, for the first round of training. Any failures will be repeated at the employee's discretion and expense. Nicet tests will be preceded with Firetech training, which, if completed in full prior to taking the test, will guarantee passing by covering any additional class and test costs if you do fail. All training opportunities are subject to the financial health of the company as well as relevant need. (For example - FireX will not support training in a chemical agent for which FireX has not historically and does not anticipate installing/servicing in the future). The Company is expecting you to assist in the expansion and growth of revenue which will be necessary to offset any of the above-mentioned costs by the company to you.

EMPLOYEE SAFETY RESPONSIBILITIES

Employees share the responsibility for safety along with the company. Each employee is responsible for his/her own safety, the safety of his/her fellow workers and the general public. Employees must become familiar with and use all the personal protective equipment and devices provided for their protection.

Employees must immediately report to their supervisor all unsafe equipment, tools, and hazardous conditions that come to their attention.

Every employee must become thoroughly familiar with FireX's safety policies as they apply to their work activities.

Injuries, no matter how slight, must be reported to the site Superintendent and/or your direct supervisor immediately. It is then the Superintendent's/Supervisor's duty to contact the Safety Director immediately with the details.

An accident report must be completed by the Superintendent and forwarded to the Safety Director with each and every work-related injury, no matter how slight.

Equipment and tools must never be operated without using all safety devices provided, and never without proper training.

Pranks, practical jokes and "horseplay" are forbidden.

HOUSEKEEPING

The Company strives to make working conditions the best that they can be. Good housekeeping results in fewer accidents, eliminates fire hazards, improves health conditions, and adds to the ease and efficiency of operations. All tools and equipment must be kept in their proper place when not in use. Every employee should cooperate to keep the Company facility and job sites clean at all times.

Job site cleanliness is imperative for customer relations; therefore, employees should never place dirty hands or handprints on a customer's property, track in mud or dirt, or scratch up a customer's walls or other property.

All employees must clean up immediately after the job is completed and dispose of all waste in a waste container, which is to be emptied at the end

of the day. Employees must dispose of all waste (cups, paper wrappings, etc.) in a proper container immediately following lunch and breaks.

Upon their hire date, all employees shall receive an FireX Safety Manual to read thoroughly. Having read the Safety Manual, each employee must sign the attached Acknowledgment Forms and return them to Human Resources to be placed in their employee file.

EQUIPMENT AND TOOLS

All FireX employees will be provided with basic safe and effective tools to perform and complete their assigned task or job. Defective, obsolete or unsafe company owned tools should not be used while performing job tasks. These tools should be identified and given to your supervisor or the warehouse manager for repair or replacement.

Any tools issued to employees must be returned in good working condition upon termination of employment. If tools are lost, damaged or not returned, the replacement value of the tools may be withheld from the employee's pay.

The following personal tools are to be furnished by each **apprentice/helper** in order to perform their duties in the most efficient manner. These tools need to be with the employee each day. Tools are to be any sufficient brand and shall be as follows:

- Channel Lock or similar pliers (Sprinkler/Special Hazards)
- Strippers, Lineman Pliers, Multitip Screwdriver (Fire Alarm/Special Hazards)
- Measuring tape (All)
- Writing tool (All)

The above are basic lists. Note other specific tools may be required for specific projects.

The above-mentioned tools are the minimum that each trade classification should have in their personal tool inventory.

Employees' personal tools are their responsibility and at no time does the Company's insurance cover personal belongings of the employees.

Under no circumstance should an employee take any material belonging to the Company off the Company's premises without written permission of their supervisor and approval by the Project Manager.

VEHICLE POLICY

SCOPE

Operating a Company vehicle for FireX is both a privilege and a responsibility.

If you have the privilege of being supplied a Company vehicle to drive on behalf of the Company, including to and from work, and you abuse the privilege by using the vehicle for other uses, your driving privileges and your vehicle may be taken away and you will be subject to disciplinary action up to and including termination. Irresponsible misuse or abuse of a Company vehicle may result in automatic termination without written notice.

All Vehicle Safety Policies apply to FireX owned/leased, rental vehicles, and personal vehicles when being used for company business.

It is not the intention of FireX to provide insurance coverage for personal use of Company Vehicles.

Employees using personal vehicles for FireX Company business must submit annual proof of insurance showing a minimum of the following:

- \$100,000 Bodily Injury/Property Damage per person
- \$300,000 Bodily Injury/Property Damage per accident

PURPOSE

Vehicle incidents must be avoided, so personal injuries and material losses are minimized. To that extent, FireX vehicles must be operated in a safe manner and regularly maintained to prevent mechanical failures.

Vehicle Operation Criteria

All operators of FireX company owned or leased vehicles or those receiving a vehicle allowance must satisfy the following criteria:

- Must be at least 18 years of age.
- Must possess a valid driver's license and must always carry it with them.
- Must meet the FireX Motor Vehicle Record (MVR) requirements.
- Must agree to obey all FireX's Vehicle Safety Policies.

USE OF COMPANY VEHICLES

Qualified employees may use company assigned vehicles for FireX business purposes only, or reasonable personal use with specific authorization from FireX management.

FireX may revoke this privilege at any time. Misuse or abuse of a Company vehicle will result in the loss of driving privileges and disciplinary action up to and including termination of employment.

Only those employees approved by HR are allowed to operate an FireX vehicle and/or drive on company business.

Company vehicles may be equipped with a “telematics” device. This device will monitor, record and transmit data showing the activity of the vehicle, which includes but is not limited to, the vehicle’s location, speed, direction, mileage, operation or condition, as well as other information related to the use of the vehicle. This information may be monitored and/or recorded by the company and can be used as a basis to evaluate your use of the vehicle. Misuse of the vehicle will result in revocation of your driving privileges, removal of your vehicle and disciplinary action up to and including termination.

MOTOR VEHICLE RECORDS (MVR)

Motor Vehicle Reports are a historical driving record that provides information about an individual’s driving history, including information about traffic violations, arrests and convictions for driving-related incidents.

MVR’s will be reviewed to identify applicants and current employees who may present a high risk of future loss. All MVR’s require prior authorization in writing by the potential driver. The authorization form must be completed, signed and returned to HR before the MVR will be requested.

MVR’s will be reviewed as follows:

- Upon hire and/or before being assigned a company vehicle or vehicle allowance.
- Annually
- Quarterly for employees who hold a Commercial Driver’s License (CDL)
- Quarterly and/or as appropriate for drivers who have been placed on “probation” due to minor driving infractions.

Applicants / New Hires

- Prospective employee’s driving records will be obtained before hire (or before driving is allowed) if the applicant might be expected to drive Company vehicles (owned or non-owned).
- No person will be permitted to drive Company vehicles (owned or non-owned) if they have a DWI or DUI conviction within the previous thirty-six (36) months, or more than one (1) DWI or DUI conviction ever.
- No person will be permitted to drive Company vehicles (owned or non-owned) if they have more than three (3) moving violation convictions and/or accidents (with no more than one being an accident) within the previous thirty-six (36) months.

Employees Transferred into Positions Where Driving is Required

- An employee who is being considered for transfer or promotion into a position where they will drive a Company vehicle (owned or non-owned) must have their driving record checked prior to being transferred.
- The employee must meet the requirements for Applicants/New Hires in order to drive a company vehicle (owned or non-owned).

DWI/DUI Infractions

- Employees who are charged with DWI or DUI, whether such an incident occurs on or off the job, will, at a minimum, be totally restricted from operating Company vehicles (owned or non-owned).
- Employees who are convicted of DWI or DUI, whether such incident occurs on or off the job, shall be restricted from operating company vehicles (owned or non-owned) for a period of thirty-six (36) months minimum, and may be subject to disciplinary action up to and including termination of employment.
- The employee must then be re-evaluated prior to having driving privileges reinstated.
- Employees in driving positions who are charged with DWI or DUI must notify their manager and the VP of Safety of the charge immediately. Failure to do so may result in disciplinary action, up to and including termination of employment.

Moving Violations/Accident History

- Drivers covered by DOT regulations are required (at least annually) to furnish the Company with a list of all violations of traffic laws for which the driver has been convicted or forfeited bond during the previous twelve (12) months.
- Employees who are discovered to have three (3) or more moving violations and/or accidents (with no more than one of these being accidents) within the past thirty-six (36) months shall be subject to disciplinary and potentially have their driving privileges revoked or at a minimum suspended for a period of time. Such disciplinary action may include (but is not limited to) mandatory referral to a National Safety Council (NSC) sanctioned defensive driving Full-time and a written letter of probation and warning from his/her manager. The employee must attend and complete the mandatory defensive driving Full-time their own expense within 30 days of written notification by the Company. Failure to attend will result in driving privileges being revoked.

DRUG/ALCOHOL TESTING

Initial, periodic, and post-accident drug and alcohol testing will be performed as appropriate. Testing will be conducted by a licensed medical facility designated by FireX. Any positive results will result in immediate revocation of driving privileges. Driving under the influence of alcohol or any other illegal substances will be grounds for disciplinary action, up to and including termination.

OPERATING AND SAFETY RULES

All operators of FireX owned, leased or rented vehicles must comply with the following:

- Obey posted speed limits and traffic control signals and signs.
- During long trips, take breaks every 4 hours and never drive more than 10 hours in a 24-hour period.
- Avoid excessive idle time, as this consumes fuel unnecessarily. Idle time should not exceed 10 minutes at a time.
- Cell phone use is limited to hands-free only and limited in duration. If you must place or receive a critical phone call that is lengthy, complicated in nature or emotionally charged, or if traffic is heavy or there are poor road or weather conditions, pull into a safe parking space for the duration of the call. Be aware of local laws regarding cell phone use, as some states prohibit cell phone use at all, even hands-free.
- Drivers may not send or read text messages while driving.
- Avoid distracting behaviors including, but not limited to, eating, adjusting knobs, using any electronic devices, camera use, or engaging in "road rage" behavior. Negligent drivers will be held accountable when distracted driving results in injury or death to the driver, passengers or others, or results in property damage to the vehicle, or other vehicles or otherwise.
- All accidents must be reported as prescribed in this policy.
- Seat belts must be worn by all occupants of company vehicles any time the vehicle is in motion.
- Any driver who has their driver's license revoked or suspended must notify John Combs and HR immediately of such.
- Vehicles must be locked, and keys removed when unattended.
- Smoking or use of any tobacco products is never allowed in FireX vehicles.
- Vehicles should be parked in secure, well-lit areas.
- Vehicles may not be modified without permission.
- Valuables should be stored out of view when the vehicle is left unattended.
- FireX vehicles may not be used for outside business pursuits in volunteer and social organizations.
- FireX employees who are working out of town and their only transportation to and from restaurants for meals and to laundry facilities is a company vehicle are permitted to drive the Company vehicle to and from the restaurant and/or laundry facility. However, when a Company vehicle is providing this transportation, employees are not permitted to drive or be a passenger in the company vehicle if they have partaken of alcoholic beverages or other substances that may result in impairment (i.e., prescription medications).
- No personal items, including but not limited to trailers and boats, are to be attached, pulled or otherwise transported by an FireX vehicle.

REFUELING GUIDELINES

Company vehicles should be refueled when the meter reads ¼ full. For your safety when operating a vehicle, follow these guidelines:

- Turn off the vehicle's engine while refueling.
- Never smoke, light matches or use lighters while refueling.
- Do not get into the vehicle during refueling, as this presents a flash fire hazard.
- Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.

VEHICLE MAINTENANCE

It is the responsibility of the individual assigned a company vehicle to keep the vehicle properly maintained.

- Personnel assigned Company vehicles are expected to keep vehicles washed and cleaned (at your own expense).
- Expenses relating to minor repairs, oil changes, grease, and anti-freeze shall be charged on the WEX Card. Service is recommended every 5000 miles or per manufacturers specifications. If you fail to maintain the vehicle and the vehicle is damaged due to your negligence, you will lose your driving privileges and you may be required to reimburse the Company for any damages incurred.
- If a Company vehicle breaks down, **do not abandon it**. It is the employee's responsibility to have the vehicle towed to a safe place. FireX will be responsible for paying the tow charges in the event of a Company vehicle breakdown.

LOSS REPORTING

Accidents or other losses in a company vehicle should be reported as follows:

- Thefts, accidents or vandalism must be reported to the police immediately.
- Thefts, accidents or vandalism must be reported to your direct supervisor as soon as possible.
- Personal belongings stored in a company vehicle are not covered by FireX's insurance policy.

VEHICLE ACCIDENT PROCEDURES

In the event an accident occurs in a vehicle used for FireX business, the first concern should be the health and well-being of the vehicle occupants and pedestrians.

The following measures must be taken when an accident occurs:

- Stop immediately; as soon as safely possible, pull off the traveled portion of the roadway.

- Check for injuries: provide basic first aid if you are trained to do so; do not move the injured; summon emergency medical assistance if required.
- Warn other motorists if safely able to do so.
- Call the police.
- Write down as much information as possible:
 - Get the names and addresses of witnesses and obtain written statements from them.
 - Obtain names and addresses of the other drivers and vehicle occupants.
 - Include the year, make, model, and tag numbers of any involved vehicle(s), as well as the license number and insurance company of the other driver(s).
- Take pictures if possible, including license plates, damage, insurance cards, and licenses.
- Note any pertinent details regarding the accident, including names of streets, lighting, weather/road conditions and the time of the accident.
- Do not make any statement, volunteer information, discuss who was at fault, argue over the cause of the accident or discuss limits of insurance coverage except to the police, your supervisor, John Combs, Safety or HR.
- Contact John Combs, Safety or HR as soon as possible and within 24 hours.

DISCIPLINARY POLICY / VIOLATIONS

All FireX drivers are subject to suspension of driving privileges for conviction of any moving violation while driving any vehicle on company business - not just those owned by FireX. At a minimum, the individual will be counseled by their supervisor regarding their responsibility to operate motor vehicles in a safe, mature, defensive manner as soon as possible after the manager knows the information regarding the citation. Drivers are required to notify John Combs and HR of any moving violations from the lists below.

Conviction of, or a plea to, any one of the following charges will result in immediate suspension of driving privileges of a company vehicle, as well as disciplinary action up to and including termination:

- Reckless or negligent driving.
- Driving while impaired or under the influence of alcohol or drugs.
- Homicide by vehicle, negligent homicide, or involuntary manslaughter.
- Fleeing or attempting to elude police officers.
- Driving without a license or while license is suspended or revoked.
- Hit and Run or failure to stop after an accident.
- Evading responsibility after an accident.

In addition to what has been outlined with regard to DWI/DUI/moving violations and accidents, conviction of, or a guilty plea to, any two (2) of the following charges within a two (2) year period will result in immediate suspension of driving privileges of a company vehicle:

- Speeding (depending upon the speed, over 16 miles per hour will result in suspension of driving privileges).
- Speed greater than reasonable or prudent, or too fast for road conditions.
- Failure to yield.
- Failure to obey traffic sign or signal.
- Improper backing, turning or signal.
- Following too closely.
- Careless operation of vehicle.
- Complaints from other drivers concerning reckless or unsafe driving, if confirmed to be accurate.

Drivers who do not maintain a valid driver's license, fail to report an accident or who accumulate violations as listed above are subject to counseling, removal of driving privileges and disciplinary action up to and including termination of employment.

DRIVING CONDUCT

From time to time, we receive complaints from the general public about the driving habits of our employees while driving company vehicles. FireX employees are expected to drive safely, courteously and professionally when on company business. Complaints will be investigated, and appropriate action will be taken. Verified complaints of unsafe driving in a manner that reflects poorly on FireX, in a company vehicle or while on company business, will result in disciplinary action including counseling, written warning, remedial training and/or immediate suspension of driving privileges of company vehicles.

COMMERCIAL DRIVER'S LICENSE (CDL)

FireX operates some vehicles that will fall under CDL requirements. These drivers will be required to have a commercial driver's license (CDL) in order to drive these vehicles. The types of vehicles and operations requiring a CDL are outlined below. The Federal Motor Carrier Safety Administration (FMCSA) has developed and issued standards for State testing and licensing of CDL holders. These standards require States to issue CDLs to certain CMV drivers only after the driver passes knowledge and skills tests administered by the State and related to the type of vehicle the driver expects to operate. Drivers are required to obtain and hold a CDL if they operate in interstate, intrastate, or foreign commerce and drive a vehicle that meets

one or more of the classifications of a CMV described below. Restrictions are placed on a CDL when a driver takes the Skills Test in a vehicle which lacks critical equipment present in particular types of CMVs. Examples of these restrictions are listed below. Therefore, to avoid restrictions, drivers should take the Skills Test in the same type of vehicle for which they are seeking a CDL to operate.

CLASSES OF LICENSE AND COMMERCIAL LEARNER'S PERMITS (CLP)

Pursuant to Federal standards, states issue CDLs and CLPs to drivers according to the following license classifications:

- Full-time: Any combination of vehicles which has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more) whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds) whichever is greater.
- Probationary: Any single vehicle which has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 pounds or more), or any such vehicle towing a vehicle with a gross vehicle weight rating or gross vehicle weight that does not exceed 4,536 kilograms (10,000 pounds).
- Class C: Any single vehicle, or combination of vehicles, that does not meet the definition of Full-time or Probationary, but is either designed to transport 16 or more passengers, including the driver, or is transporting material that has been designated as hazardous under 49 U.S.C. 5103 and is required to be placarded under subpart F of 49 CFR Part 172 or is transporting any quantity of a material listed as a select agent or toxin in 42 CFR Part 73.

CDL MEDICAL CARD

All commercial drivers of vehicles in interstate commerce with a maximum gross vehicle weight rating of over 10,000 pounds (4,536 kilograms) are required to obtain and maintain a valid Medical Examiner's Certificate (ME Certificate) Commercial drivers who drive vehicles requiring a CDL have two additional requirements. On or before January 30, 2014, all CDL holders must declare to their State Driver Licensing Agency (SDLA) that they only operate or expect to operate commercially in 1 of 4 possible categories with their CDL. This process is called self-certification. For more information on the self-certification categories see the Self-Certification FAQ's.

CDL holders must provide their SDLA with a copy of their ME Certificate. This information is only being added to the State driving records of CDL holders. Non-CDL holders are not required to self-certify or submit a copy of their ME Certificate to their SDLA. CDL holders, who are found driving in a category other than one to which they self-certified, are subject to suspension or revocation of their commercial driving privileges. CDL drivers, who do not update the expiration date of their ME Certificate with their State, will have their commercial driving privileges downgraded, and will not be eligible to drive a commercial motor vehicle that requires a CDL.

Instructions on how your State is collecting your ME Certificate information:

State-by-State Instructions for Submitting Medical Certificates to the State Driver Licensing Agencies

The Federal Motor Carrier Safety Administration (FMCSA) has reviewed each State's commercial driver's license motor vehicle record (CDLIS MVR) for compliance with the Medical Certification (Med Cert) requirements. Effective January 30, 2015 FMCSA has verified that every State is posting the basic, minimal medical certification information which allows a motor carrier to validate if a driver is medically qualified. The basic information consists of the driver's medical status and the expiration date of the medical examiner's certificate. In addition, most States are posting the complete medical certification information. All States are working to produce the complete CDLIS MVR with all the required MedCert information. In the interim, FMCSA has advised both its staff and roadside enforcement personnel to accept proof of a driver's medical certification status and expiration date on a CDLIS MVR, as the basic information required to substantiate that a driver is medically qualified.

TRAVEL POLICY

FireX has some traveling projects, meaning field and field supervision employees may be expected to travel for short and/or long-term assignments. Being hired for a specific project does not guarantee that an employee will remain on that project for the duration of the project or their employment. All field and field supervision employees are subject to reassignment to a different project(s) as business needs require.

The payment of field travel expenses will be reviewed on a job-to-job basis and is subject to change based on the budget/scope of a specific job/project.

Employees traveling to a project more than 150 miles from the main office address are considered "Per Diem Eligible" (hereinafter referred to as PDE) and are generally offered per diem as outlined below:

PER DIEM:

- Per diem may be paid on projects that require overnight stays out of town. **The provision for per diem is determined on a project specific basis and may vary depending on different regions and/or project scope.**
- Per diem is intended to cover food and incidental expenses. The Company will provide lodging. Lodging will consist of one (1) hotel room with two (2) beds per two (2) employees. FireX is not responsible for additional costs related to lodging such as utilities, cable, restaurant/bar tabs, room service, or other services.
- The following standard minimum per diem amounts will apply, unless a specific project requires a different amount:
 - PDE (as defined above): \$50/day
 - Superintendent: \$75/day
- If per diem is budgeted and included with the project scope, the amounts (if different from the standard amounts above) will be set at the beginning of the project.

- Per diem will be paid for each night of stay, provided the employee reports to work as scheduled, works their entire shift each workday and has no unexcused absences. If an employee has an unexcused absence during the work week, per diem will only be paid for actual days worked that week, not the entire week.
- Per diem will be paid for partial days worked only for excused absences, and only when the employee works at least 50% of that scheduled workday.
- In instances where the employee is unable to work or sent home for business reasons (weather, project shut down, etc.), per diem will be paid provided the employee reported to work on time and was later sent home.
- Per diem will be paid for days an active employee is unable to work due to awaiting a drug test result, provided the drug test result is negative. Per diem will not be paid for days missed awaiting a drug test result if the result is ruled positive. This does not apply to those awaiting results for pre-employment drug screens or employees sent home to await results.
- Per diem will not be paid for vacation days.
- The above per diem policies may not apply to prevailing wage jobsites. Per diem decisions for prevailing wage projects will be made on a project-specific basis.

LODGING:

- Lodging will be provided and coordinated by FireX for all travelling personnel. Per diem amounts can be adjusted for personnel who choose to make their own lodging arrangements.
- There are to be no overnight or non-employee guests without prior management approval. Violation of this policy may result in immediate termination without written notice.
- Conduct while staying in FireX provided lodging is to follow all house rules as well as all FireX conduct policies. Failure to conduct yourself in a professional manner will be grounds for losing your lodging benefit, as well as disciplinary action up to and including termination of employment.
- Charges for room service, telephone, damages, late check out or arrangements not approved in advance are the responsibility of the employee and may not be billed to FireX. Doing so may result in the charges being withheld from the employees' pay and/or disciplinary action.
- Any furniture/non-disposable supplies provided by FireX are the property of FireX and employees may not remove these items when they vacate the property.

TRAVEL TIME & MILEAGE

- Initial travel time and mileage is not paid for new hires reporting to their first project.
- Employees who are transferring from one project direct to their next assignment will be paid travel time and mileage from the project they are leaving to their next assignment. The "incoming" project (i.e., the project they are going to) will pay the cost of travel time and mileage.
- Travel time and mileage from the current project to home will not be paid for employees who are laid off and/or their employment is terminated for any reason.
- Google Maps will generally be used to determine mileage calculations. Mileage is computed based on the zip codes of the project sites the employee is leaving/going to.
- FireX does not want employees to drive more than 700 miles (approximately 10 hours) in one work day for safety reasons; therefore employees who are required to travel more than 700 miles from an FireX office or their current project to their destination will be paid one night's per diem/lodging in order to obtain lodging for the night.
- This will also apply for the trip home if the employee is not going direct from one project to the next and their home is more than 700 miles from the project they are leaving.

PERSONAL VEHICLES AND MILEAGE

- Mileage will be reimbursed at the rate equivalent to the annual permitted rate as described by the Internal Revenue Service, to any employee driving their personal vehicle from the main office to a jobsite more than forty-five (45) miles from the office. All employees should always ride to a project site with another employee who is assigned a company vehicle whenever possible. Note a different rate made be paid on a project-specific basis.
- Any employee riding in the vehicle with a driver will not be paid mileage.
- Mileage will not be paid if an employee has an opportunity to ride in an FireX vehicle, but chooses to take their personal vehicle instead.

TRAVEL FOR REQUIRED TRAINING

FireX often provides training for employees. Some training is provided virtually/online, and other training is provided in person. When an employee is required to attend in-person training involving travel, the following will apply:

Employees located four (4) hours or less from a training event are required to drive to the event and will be compensated for their travel time and mileage. Google Maps will generally be used to determine travel time and mileage calculations and will be based on the zip code of the employee's current project/office location and the zip code of the training event.

Employees who are assigned a company fuel card should use that card for travel related to required training. They should not also submit a request for mileage reimbursement. When employees ride together to the training, mileage will only be paid to the employee driving their personal vehicle; it will not be paid to passengers.

Employees located more than four (4) hours from a training event may have the option to fly but may choose to drive. If an employee chooses to drive, they will be compensated in the most cost-effective manner. For example, if round trip airfare is less costly than mileage, they will be paid mileage at the current rate per mile or the cost of airfare, whichever is less.

Non-exempt employees who fly will be compensated for the duration of their flight plus one hour. Time spent traveling to an airport terminal is considered commute time and is not paid time. Direct flights should be booked whenever possible and when the most cost effective. In the event a direct flight is not available, the employee will be paid for any layover time. Travel time is counted as hours worked and will be included in overtime calculations as appropriate.

Employees must submit a Travel Reimbursement Form in order to be compensated for travel. The form will be provided to employees when they are enrolled in training. It can also be obtained by contacting HR and/or the Workforce Development team.

TERMINATION OF EMPLOYMENT

FireX requests that any employee who intends to resign submit a notice in writing to their supervisor at least two weeks prior to the effective date of the resignation; however, neither the employee nor FireX is under any obligation to provide any advance notice of termination.

Upon termination, you are required to turn in any property of FireX that may have been issued to you. This should be done as soon as practicable, but no later than your last day of employment. Should all property/equipment not be turned in by your last day of employment, the value of said property may be withheld from your final paycheck as permitted by law.

Any available vacation and/or sick time will be forfeited upon termination of employment, regardless of the reason for termination. FireX does not pay out remaining vacation or sick time under any circumstances, unless state or local law requires otherwise. Once an employee gives notice of their intention to resign, vacation time may not be used during the notice period.

EXIT INTERVIEW

When possible, FireX will request that terminated employees contact the Human Resources department in order to discuss any questions or concerns regarding their employment and/or termination. Any company equipment should be turned in to your supervisor.

FINAL PAYCHECK

Upon termination of employment, all equipment, tools, keys/key fobs, uniforms, credit cards, phones, computers, vehicles, etc. are to be turned in to your Supervisor or to Human Resources on or before the last day of work.

If there are any outstanding charges or balances, they may be withheld from your final paycheck. If there are insufficient funds to recover any outstanding charges, you are expected to repay the Company within 30 days of your last day worked. In the event you are later rehired and there are any remaining outstanding balances, arrangements will be made to withhold the remaining monies from your first paycheck.

Final paychecks will be paid on the next regularly scheduled payroll run, unless state or federal law requires otherwise.

FireX does not pay out remaining vacation or sick time, regardless of the reason for termination, unless required by applicable state employment laws.

REFERENCE CHECKS / EMPLOYMENT VERIFICATION

FireX has a "neutral reference" policy. This means that should another employer contact us for a reference, we will not disclose anything other than prior position(s), dates of employment and eligibility for rehire.