

ALLSTAR LIGHTING
&
ELECTRICAL SERVICES, INC

REVISED: 2/22/2022

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Hiram, GA 30141
770-439-0844

Welcome Aboard

Our Owners:

Seth Hollis
Jared Longman
Jonathan Owens

Office Administration

Sherry Knight
Tori Carter

Allstar Lighting and Electrical Services

Employee Handbook

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INTRODUCTORY STATEMENT

This employee handbook will give you important information about working at Allstar Lighting and Electrical Services. The policies in the handbook explain many of the benefits of working here. The handbook also explains what we expect of you and tells about many of our rules.

However, this employee handbook cannot cover every situation or answer every question about policies and benefits at Allstar Lighting and Electrical Services. Also, sometimes we may need to change the handbook. Allstar Lighting and Electrical Services has the right to add new policies, change policies, or cancel policies at any time. The only policy we will never change or cancel is our employment-at-will policy. The employment-at-will policy allows you or Allstar Lighting and Electrical Services to terminate your employment at any time for any reason. The employment-at-will policy is further described in the policy titled Nature of Employment. If we make changes to the handbook, we will tell you about the changes.

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EMPLOYEE ACKNOWLEDGEMENT FORM: (See Addendum A)

The employee handbook describes important information about Allstar Lighting and Electrical Services. I understand that I should consult the Office Administration if I have any questions that are not answered in the handbook.

I became an employee at Allstar Lighting and Electrical Services voluntarily. I understand and acknowledge that there is no specified length to my employment at Allstar Lighting and Electrical Services and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that Allstar Lighting and Electrical Services may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. The only exception is that Allstar Lighting and Electrical Services will not change or cancel its employment-at-will policy. I understand that Allstar Lighting and Electrical Services may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that handbook changes can only be authorized by the Chief Executive Officer of Allstar Lighting and Electrical Services.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

*NOTE: Original signature page will be kept in the employee file from the Quick Review titled Addendum A

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CUSTOMER RELATIONS

Effective Date: 6/1/2007

Revision Date: 2/22/2022

Our customers are very important to us. Every employee represents Allstar Lighting and Electrical Services to customers and the public. Our customers judge all of us by how we treat them. One of the highest priorities at Allstar Lighting and Electrical Services is to help any customer or potential customer. Nothing is more important than being courteous, friendly, prompt, and helpful to customers.

Your contacts with the public, your telephone manners, and any communications you have with customers reflect not just on you but also on the professionalism of Allstar Lighting and Electrical Services. Good customer relations can build greater customer loyalty and increased profits.

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NATURE OF EMPLOYMENT

Effective Date: 6/1/2007

Revision Date: 2/22/2022

You became an employee at Allstar Lighting and Electrical Services voluntarily and your employment is at will. "At will" means that you are free to resign at any time, with or without cause. Likewise, "at will" means that Allstar Lighting and Electrical Services may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal or state law.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between Allstar Lighting and Electrical Services and any employee. The provisions in the handbook have been developed at the discretion of management and, except for the policy of employment-at-will, may be amended or canceled at any time, at the sole discretion of Allstar Lighting and Electrical Services.

These provisions replace all other existing policies and practices and may not be changed or added to without the express written approval of the CEO of Allstar Lighting and Electrical Services.

Since your employment with Allstar Lighting and Electrical Services is voluntary and at will, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, Allstar Lighting and Electrical Services may terminate your employment at any time, with or without cause or advance notice.

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EQUAL EMPLOYMENT OPPORTUNITY

Effective Date: 6/1/2007

Revision Date: 2/22/2022

To give equal employment and advancement opportunities to all people, we make employment decisions at Allstar Lighting and Electrical Services based on each person's performance, qualifications, and abilities. Allstar Lighting and Electrical Services does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to Allstar Lighting and Electrical Services.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the office staff. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

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IMMIGRATION LAW COMPLIANCE

Effective Date: 6/1/2007

Revision Date: 7/1/2021

Allstar Lighting and Electrical Services is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at Allstar Lighting and Electrical Services is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave Allstar Lighting and Electrical Services and are rehired, you must complete another Form I-9 if the previous I-9 with Allstar Lighting and Electrical Services is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact the office. If you ask questions or want to complain about the immigration law, you will not be punished in any way.

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NON-DISCLOSURE

Effective Date: 6/1/2007

Revision Date: 2/22/2022

It is very important to Allstar Lighting and Electrical Services that we protect our confidential business information and trade secrets. Confidential information includes, but is not limited to, the following examples:

- compensation data
- customer lists
- customer preferences
- financial information
- marketing strategies
- new materials research
- pending projects and proposals
- proprietary production processes
- research and development strategies
- rate of pay
- vendor information

If you have access to confidential information, we may ask that you sign a non-disclosure agreement as a condition of your employment.

If you improperly use or disclose a trade secret or confidential business information, you will be subject to disciplinary action, up to and including termination of employment and legal action. This applies even if you do not get any benefit from releasing the information.

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DISABILITY ACCOMMODATION

Effective Date: 6/1/2007

Revision Date:

Allstar Lighting and Electrical Services is committed to complying fully with the Americans with Disabilities Act (ADA). We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures have been reviewed and they provide meaningful employment opportunities for persons with disabilities. When asked, we will make job applications available in alternative, accessible formats. We will also give assistance in completing the application. We only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job.

We require post-offer medical examinations only for jobs that have bonafide job-related physical requirements. An examination will be given to any person who enters the job but only after that person has been given a conditional job offer.

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make all types of leaves of absence available to all employees on an equal basis.

Allstar Lighting and Electrical Services is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. Allstar Lighting and Electrical Services will follow any state or local law that gives more protection to a person with a disability than the ADA gives.

Allstar Lighting and Electrical Services is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

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PERSONAL DATA CHANGES

Effective Date: 6/1/2007

Revision Date:

It is important that Allstar Lighting and Electrical Services have certain personal information about you in our records. You need to tell us as soon as there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency. Please contact the Office Manager to change your personal information, or if you have questions about what information is required.

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90 DAY INTRODUCTORY PERIOD

Effective Date: 6/1/2007

Revision Date: 2/22/2022

Allstar Lighting and Electrical Services has an introductory period for new employees. During the introductory period, we will evaluate your work habits and abilities to make sure that you can perform your job satisfactorily. The introductory period also gives you time to decide if the new job meets your expectations.

Since your employment with Allstar Lighting and Electrical Services is voluntary and at will, you may terminate your employment at any time during or after the introductory period, with or without cause or advance notice. Likewise, Allstar Lighting and Electrical Services also may terminate your employment at any time during or after the introductory period, with or without cause or advance notice.

If you are absent for a significant amount of time during your introductory period, the length of the absence will automatically extend the introductory period. We may also extend the introductory period if we decide it was not long enough to evaluate your performance. This could happen either during or at the end of the introductory period.

When employees satisfactorily complete the introductory period, they are assigned to the "regular" employment classification.

Termination

You will be required to return all company vehicles, tools, materials, and keys in order to receive your last check. Verification that all company owned items are required to release your final check. Your last check will be a paper check which will include vacation time that has accrued as of the termination date.

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JOB MATERIALS

Effective Date: 6/1/2007

Revision Date: 2/22/2022

Job Materials

All leftover job materials are to be brought back to the shop or returned to the vendor for a refund. Any material that can be returned to stock should be put into the proper space.

Use and Care of Company Property

Unauthorized removal of Company property will be considered cause for immediate dismissal.

An employee is responsible for all personal property left in a company vehicle.

Avoid reckless operation of vehicles and equipment.

Exercise due care in the use of company vehicles and equipment. Negligence in the use and care of company property may be considered cause for termination.

Examples of carelessness in the use of Company equipment may include, but not limited to

- unnecessary “racing” of vehicle engines
- speeding
- failure to observe highway rules
- speeding over rough terrain causing damage to vehicles or supplies contained within
- unauthorized use of vehicle.
- poor driving habits not being corrected. GPS on vehicles tracks these habits.

Employees that fail to comply with these guidelines may be subject to charges of the resulting losses from damages and/or days off without pay and/or termination.

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VACATION

Effective Date: 6/1/2007

Revision Date: 2/22/2022

After 1 year of full-time employment, employees will be given 5 days (40 hours) vacation time. After 3 years of continuous full-time employment, an additional week is added (80 hours). After 5 years of continuous full time employment, an additional week is added (120 hours). You are capped at 3 weeks of vacation time.

The employee must complete the “Time Off Request Form” (located in the office where the work orders are kept) at least two weeks prior to the requested time off. The form must then be given to one of the managers who will either approve or deny the time off. Vacation can only be taken after it has been earned. Vacation time can not be accrued from year to year.

Vacation Time and Termination

NOTE: Vacation days are granted as 3.33 hours per month for 1 week eligible employees, 6.67 per month for 2 week eligible employees, and 10 hours per month for 3 week eligible employees. If your employment is terminated for any reason, all vacation time will be prorated. All untaken vacation time will be prorated, depending on the time of year, and those hours will be taken out of the last paycheck.

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HOLIDAY TIME

Effective Date: 6/1/2007

Revision Date: 2/22/2022

Allstar Lighting and Electrical Services gives time off to all employees on the following holidays:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25)

Eligible employees will be paid for holiday time off. Holiday pay is counted as eight (8) hours, and will not be counted toward overtime pay for the week.

If you are eligible for paid holidays, you must also work both the last scheduled work day immediately before the holiday and the first scheduled day immediately after the holiday.

Anyone wishing to take off days adjacent to holidays will be required to follow regular vacation procedures. At times, the workload may allow the company to offer *unpaid* holiday the day before or after a paid holiday. An example would be the day after Thanksgiving or Christmas Eve. If offered, any employees who have available vacation time may use this for an extra holiday if desired or could take the time off without pay.

Special arrangements must be made at least one (1) week in advance.

New Employees

Employees are eligible for holiday time off, with pay, once they have completed the 90 day introductory period.

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SICK LEAVE AND ATTENDANCE POLICY

Effective Date: 6/1/2007

Revision Date: 2/22/2022

Allstar Lighting and Electrical Services company policy on sick leave is as follows:

After 1 year of employment, all full-time employees are eligible for sick leave. Sick leave is 40 hours per year.

In the event of sickness, the employee is asked to notify the person(s) they are scheduled to work with and their supervisor as soon as possible.

At the discretion of the company, a doctor's statement to the effect that you are unable to work may be required. Otherwise, excessive time off could be counted towards your vacation or a loss of pay.

Sick days are granted at 3.33 hours per month for those who receive a total of 40 hours of sick time per year. It is granted 6.70 hours per month for those receiving 80 hours and 10 hours per month for those receiving 120 hours. If your employment is terminated for any reason available sick leave will be lost and taken sick leave will be prorated depending on the time of year. If sick leave has been taken in advance, those hours will be prorated and taken out of the last paycheck.

Employees should check with management prior to scheduling elective surgery. Of course, any medical emergency requiring missed time will be eligible for any earned sick leave pay that has accrued. However, Management needs to be notified as soon as possible.

Unexcused Absence & Tardiness:

We expect Allstar Lighting and Electrical Services employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your supervisor as soon as possible.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

Frequent or unexplained tardiness or absence, unless this is a reasonable accommodation through the Americans with Disabilities Act, will seriously impair the value of an employee and will be considered sufficient cause for disciplinary action.

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WORKERS COMPENSATION INSURANCE

Effective Date: 6/1/2007

Revision Date: 2/22/2022

Allstar Lighting and Electrical Services provides a comprehensive workers' compensation insurance program to our employees. This program does not cost you anything.

The workers' compensation program covers injuries or illnesses that might happen during the course of your employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or if you are hospitalized, the benefits begin immediately.

It is very important that you tell your supervisor immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and lets us investigate the matter promptly.

Workers' compensation covers only work-related injuries and illnesses. Neither Allstar Lighting and Electrical Services nor its insurance carrier will pay workers' compensation benefits for injuries that might happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we might sponsor

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INCLEMENT WEATHER

Effective Date: 6/1/2007

Revision Date: 2/22/2022

Due to the nature of the work that this Company performs, employees are asked to call in before reporting to work in inclement weather, including rain. This is necessary in order to plan the work schedule in the best possible manner.

An employee who disregards this rule may be sent home if no suitable work is available.

*NOTE: If schools are out in the county you reside, please notify your direct supervisor and manager as soon as possible.

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JURY DUTY

Effective Date: 6/1/2007

Revision Date:

Allstar Lighting and Electrical Services encourage you to fulfill your civic responsibilities by serving jury duty if you get a summons. You may request unpaid jury duty leave for the absence. You may also use any available paid time off benefits you have, such as vacation, to be paid for an unpaid jury duty leave.

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or Allstar Lighting and Electrical Services may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for Allstar Lighting and Electrical Services.

Subject to the terms, conditions, and limitations of the applicable plans, Allstar Lighting and Electrical Services will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

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SAFETY

Effective Date: 6/1/2007

Revision Date:

Our workplace safety program is a top priority at Allstar Lighting and Electrical Services. We want Allstar Lighting and Electrical Services to be a safe and healthy place for employees, customers, and visitors. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate Allstar Lighting and Electrical Services safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly, follow the laws, and start insurance and worker's compensation processing.

Safety Gear

Allstar Lighting and Electrical Services has a Safety manual outlining the safety systems that we require our employees to adhere to when operating various equipment. These standards are established by OSHA.

Employee Disciplinary Process

Each employee needs to comply with the safety and health rules pertaining to their specific job and to the general safety rules of the company. Any employee who fails to follow the training and rules for safety and health will be disciplined:

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UNSAFE CONDUCT

Effective Date: 6/1/2007

Revision Date: 2/22/2022

To the extent possible or practicable under given circumstances, Allstar Lighting and Electrical Services will follow a policy of progressive discipline for unsafe conduct and related matters. Thus, Allstar Lighting and Electrical Services will attempt to resolve such problems first by oral or written warnings, followed progressively by suspension, discharge or other appropriate remedies as needed. Nevertheless, at any time and according to its sole discretion, Allstar Lighting and Electrical Services reserves the right to not follow any progressive discipline whatsoever and to utilize any form of discipline it deems appropriate, including immediate discharge.

Examples of Unsafe Conduct:

1. Performing any unsafe act while on company premises (including parking lots) or while engaged in Company-sponsored activities.
2. Failing to use the provided safety devices or failing to follow safety regulations includes:
 - a. Unauthorized use of equipment, vehicles, machines, or materials.
 - b. Failure to wear protective eyewear, safety lifting belts, or other safety equipment provided by the Company as a shield against recognized hazards.
 - c. Committing safety violations that endanger other employees.
 - d. Smoking outside of smoking areas designated by the company.
 - e. Using motor vehicles unsafely

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USE OF CELL PHONES

Effective Date: 6/1/2007
Revision Date: 2/22/2022

If you have been provided with a company owned cell phone you will be responsible for any unauthorized charges.

If your company issued phone is lost or damaged due to neglect, the employee will be responsible for replacement or repairs.

Currently Allstar Lighting and Electrical Services has contracted with Verizon to provide our cellular services.

If you are issued a company cell phone you will be required to answer, even if it is after hours and you are not on call. If you are going to be unavailable for more than 2 hours, you must notify your direct supervisor, giving 24 hours notice and the reason you will be unavailable. This must be approved by the office staff or your supervisor.

Cell Phone Stipend

If you receive a stipend for your personal cell phone the same policy applies. You will be required to answer, even if it is after hours and you are not on call. If you are going to be unavailable for more than 2 hours, you must notify your direct supervisor, giving 24 hours notice and the reason you will be unavailable. This must be approved by the office staff or your supervisor.

If you are offered a stipend and choose to opt out of the cell phone stipend, you will not be required to answer after hours (unless it is your on-call shift(s)), but solely when you are on the clock for Allstar Lighting and Electrical Services, Inc..

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OVERTIME and POLE CLIMBING

Effective Date: 6/1/2007

Revision Date: 2/22/2022

There may be times when Allstar Lighting and Electrical Services cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to give you advance warning of a mandatory overtime assignment.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Overtime pay is based on the actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay.

For non-exempt employees, forty hours is the typical work week. Time over forty hours will be paid at one and one-half times the standard hourly rate. If an employee must work on a Sunday or a paid Company holiday due to an emergency or other circumstances that are beyond the Company's control, the employee will be paid at twice his standard hourly rate, regardless of the number of hours worked at the standard rate (even if the employee has worked less than forty hours during the standard work week).

Pole Climbing

If you are asked to climb poles for any repairs or to relamp you will be paid an additional \$5.00 per hour for that time on the job. It is your responsibility to ensure that you note your pole time in T-Sheets in order to be paid accurately.

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COMPUTER AND EMAIL USAGE

Effective Date: 6/1/2007

Revision Date: 2/22/2022

To help you do your job, Allstar Lighting and Electrical Services may give you access to computers, computer files, the email system, and software. You should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that all employees follow this policy, we may monitor computer and email usage.

We try hard to have a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we do not allow employees to use computers and email in ways that are disruptive, offensive to others, or harmful to morale.

At Allstar Lighting and Electrical Services you may not display, download, or email sexually explicit images, messages, and cartoons. You also may not use computers and email for ethnic slurs, racial comments, off-color jokes, or anything that another person might take as harassment or disrespect.

You may not use email to ask other people to contribute to or tell them about businesses outside of Allstar Lighting and Electrical Services, religious or political causes, outside organizations, or any other nonbusiness matters.

Allstar Lighting and Electrical Services buys and licenses computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. Allstar Lighting and Electrical Services prohibits the illegal duplication of software and its documentation.

If you know about any violations to this policy, notify your supervisor, the office staff or any member of management. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

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INTERNET USAGE

Effective Date: 6/1/2007

Revision Date:

Allstar Lighting and Electrical Services may provide you with Internet access to help you do your job. This policy explains our guidelines for using the Internet.

All Internet data that is written, sent, or received through our computer systems is part of official Allstar Lighting and Electrical Services records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services, and technology that you use to access the Internet are the property of Allstar Lighting and Electrical Services. Therefore, we reserve the right to monitor how you use the Internet. We also reserve the right to find and read any data that you write, send, or receive through our online connections or is stored in our computer systems.

You may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Allstar Lighting and Electrical Services does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for making sure that anyone who sends you material over the Internet has the appropriate distribution rights.

If you use the Internet in a way that violates the law or Allstar Lighting and Electrical Services policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy.

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COMPANY VEHICLES

Effective Date: 6/1/2007

Revision Date: 2/22/2022

Company owned vehicles are issued to lead technicians and are kept at the shop unless you are considered an On Call Technician (see On Call Policy).

The primary driver is responsible for the following items:

- Checking fluids, tire pressure, tread depth, oil, other fluids.
- Reporting repair needs to the Supervisor/Owner immediately for repairs.
- Cleanliness of the vehicle - deep clean inside and out monthly, clean out trash, unused materials, etc. weekly.
- Verifying that the vehicle is properly locked at all times and all material is locked and secured.
- Reporting accidents, theft, and vandalism to the proper supervisor immediately.

Company vehicles are for business use only. No one should be driving these vehicles for personal reasons. Our insurance will not cover this type of driving habits.

All company vehicles are equipped with a GPS system to ensure safe driving habits and to help monitor time. The GPS system gives a report card based on driving habits. Unsafe driving will be addressed on a case by case basis and as according to the report received by the GPS.

No company vehicles are to be driven home by employees unless they are given permission by an owner. On the occasion that an employee is allowed to drive a company truck home, under no circumstances are you to have anyone other than a company employee in the vehicle.

Fuel Purchases for Company Vehicles

Each company owned truck is assigned a fuel card. Each driver is issued a personal PIN number that you will use when you use any of the cards. The fuel cards are kept in the vehicle they are assigned to. **DO NOT REMOVE THE CARD** - for any reason. Do not use the card for any vehicle other than the one it is assigned to. Please verify that the fuel card is in the truck before leaving the shop. All receipts must be kept and submitted to the office.

NOTE: If for some reason you have to use your own means to purchase fuel in a company vehicle, please notify the office and your supervisor prior to the purchase. Once the purchase is approved make sure that you submit your receipt immediately for reimbursement.

Personal Automobile Use

Allstar Lighting and Electrical Services is not responsible for damage to your personal automobile when you are using it for company business.

If you use your personal vehicle for company use, you will be compensated if the vehicle is used to travel outside Allstar Lighting and Electrical Services regular, daily, customary locations.

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FIRST AID

Effective Date: 6/1/2007

Revision Date:

In the event of a life threatening emergency, call 911. If an accident or illness should occur, no matter how slight, notify your manager or supervisor immediately so that appropriate medical treatment can be administered. With the number of reported cases of AIDS and other blood borne pathogens continuing to rise, it is imperative that employees take extreme care in case of an accident, both on and off the job. The transfer of any body fluid (blood, saliva, urine, etc.) may pass on a blood borne pathogen. Use caution to avoid contact with these body fluids. Please use plastic gloves when necessary. If this is not possible, use a strong disinfectant, to clean up afterwards. On the job injuries will be handled in accordance with Workers' Compensation laws. Any employee who is injured while on the job must notify the personnel department immediately to be eligible for coverage provided under our Workers' Compensation policy. As part of our Drug Free Workplace program, you may also be required to submit to drug testing if you are injured on the job.

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MILITARY LEAVE

Effective Date: 6/1/2007

Revision Date:

Allstar Lighting and Electrical Services will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will not be paid for military leave. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave (depending on the length of your military service in accordance with USERRA), you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

If you have questions about military leave, contact the office for more information.

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EMPLOYEE CONDUCT AND WORK RULES

Effective Date: 6/1/2007

Revision Date: 2/22/2022

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and Allstar Lighting and Electrical Services.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

We ask that no employee carry firearms on company premises or on any job site unless you have a current conceal carry permit. We work inside government buildings as well as jails, where carrying may be prohibited. For your safety and the safety of others, please be sure you are aware of each facility's policy on carrying on premises. Allstar is not responsible for any repercussions if you violate a firearm's policy.

Please note: some customers require background checks to work inside their facilities. If you are assigned to one of those locations you must comply with their background check policy.

Allstar Lighting and Electrical Services

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DRUG AND ALCOHOL

Effective Date: 6/1/2007

Revision Date:

Allstar Lighting and Electrical Services is committed to being a drug-free, healthful, and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

Allstar Lighting and Electrical Services employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on Allstar Lighting and Electrical Services premises or while conducting any business-related activity away from Allstar Lighting and Electrical Services premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the office without fear of reprisal.

*Drug Free Workplace Certificate of Receipt is kept in the employee file - titled Addendum C

Allstar Lighting and Electrical Services

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SEXUAL AND OTHER UNLAWFUL HARASSMENT : (See Addendum B)

Effective Date: 6/1/2007

Revision Date: 2/22/2022

This company prohibits retaliation against any employee who complains of harassment or who participates in an investigation. All aspects of the complaint-handling procedure will be handled discreetly. However, it may be necessary to include others on a need to know basis.

All incidents of prohibited harassment that are reported will be investigated. The CEO will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practicable and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including discharge, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

By my signature below, I acknowledge that I have read the above sexual and other unlawful harassment policy and will comply with all of its provisions.

Employee Signature: _____ Date: _____

*NOTE: Original signature page will be kept in the employee file from the Quick Review titled as Addendum B

It is the policy of this Company that all employees shall have the right to work in an environment free from any form of unlawful discrimination. Sexual Harassment is constituted as discrimination and is prohibited by state and federal laws. Therefore, it is the position of this company that sexual harassment will not be tolerated. It is a violation of Company policy for any supervisor or employee, male or female to engage in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including dismissal.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Quid Pro Quo - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and, or (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual.

Hostile Environment - Is one which unwelcome sexual advances, requests for sexual favors and verbal or other conduct of a physical nature occur and when such conduct has the purpose or effect of unreasonably interfering with an individuals work performance or creating an intimidating, hostile, or offensive work environment.

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Some examples of sexual harassment include but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault or impeding or blocking movement and Retaliation for reporting harassment or threatening to report harassment

Any employee who believes he/she has experienced such conduct by anyone, including a supervisor, co-worker or by persons doing business with or for this Company should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the employee is uncomfortable confronting the offender, the employee must immediately report such conduct to their supervisor, or to either of the Company Compliance Officers listed below:

Seth Hollis

Jared Longman

Jonathan Owens

Allstar Lighting and Electrical Services

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EMPLOYEE BENEFITS

Effective Date: 5/1/2021

Revision Date: 2/22/2022

As of April 2021 Allstar Lighting and Electrical Services, Inc. will be offering employee benefits. These benefits include Health Care, Accidental, Critical Illness, Retirement, Disability, Life and are available to you once you have completed the 90 day introductory period. You may enroll up to 30 days after your 90 day introductory period. After that you will have to wait until open enrollment to enroll. If you have a qualifying life event: such as divorce, you have 30 days to notify the office or you will have to wait until open enrollment. Please make an appointment with the office to discuss everything that is available to you.

Please NOTE: Our open enrollment is June 1st every year.

Allstar provides each employee with \$10,000 of Life Insurance coverage once you are past the 90 day introductory period. You must fill out the required paperwork to name your beneficiary and you will also have the option to add additional coverage should you choose to do so.

Allstar will contribute \$100 toward health care coverage benefits if you choose to take those benefits, as well as pay for a portion of your short term disability if you choose to enroll in that as well.

OVERVIEW of BENEFITS:

- New Health Benefits Alliance (HBA) Program
 - > These plans may have restrictions based on which plan you choose.
- Health Benefits: You will have a choice between 4 options:
 - MEC Plan 2
 - MEC Plan 5
 - MVP Silver
 - MVP Ultra

Please understand each plan has different restrictions.

IMPORTANT: Unless you are already in the hospital or emergency room, do not go to the hospital or hospital-based outpatient facility for any tests (including preventative tests). If a doctor wants to send you to a hospital or outpatient hospital-based facility for non-emergency tests, please have them call the number on your insurance card to see where you need to go. Most tests need pre-authorization.

- Other Benefits:
 - Accident
 - Critical Illness
 - Short Term Disability
 - Basic Life (Employer Paid)
 - Voluntary Life for Employee, Spouse, Children
 - Vision
 - Dental

A complete overview of the benefits that are available to you is available in PDF and PowerPoint and can be shared with you at any time for your review. Please contact the office to request the complete New Employee Benefits Package information.

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PAYROLL

Effective Date: 6/1/2007

Revision Date: 2/22/2022

The workweek begins Monday morning and runs through Sunday night. Payroll is completed Monday and will be issued on the following Friday. In other words, after you have worked a complete week you will be paid a week from that Friday.

Direct Deposit

Direct deposit of the employee's weekly paycheck is available. To enroll in the direct deposit, the employee must complete an "Associate Authorization for Payroll Direct Deposits" form. The Company will keep this form on file. You may discontinue Direct Deposits at any time, should you decide to.

You will be sent a link and you will set your own password. The office does not keep a record of your password so you must save it. You will be able to login to view all of your pay stubs and your YTD information.

In order to participate in Direct Deposit, ALL PAPERWORK (including work orders) must be in the office by 9:00 am each Monday.

In the event of a holiday or untimely receipt of paperwork, the employee will receive a paper check and it will be their responsibility to deposit this check.

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TIME KEEPING AND WORK ORDERS

Effective Date: 6/1/2007

Revision Date: 2/22/2022

Time Keeping

Allstar Lighting and Electrical Services, Inc. uses Payroll Vault to log employee time and for tracking purposes. On Payroll Vault you are required to:

- Clock in when you arrive at the job and clock out when you leave the job
- Keep your location services set on ALWAYS while on the clock
- When you change job locations you must also change locations in the time clock
- Time starts at the shop or on the job and your time ends when you leave the job site

The office will send you an invite to join. From that link you will set up Payroll Vault, add/change tax, and banking information, and set your own password. The office does not have access to your password so do not lose it. If you have trouble setting it up please contact the office.

Work Orders

ALL WORK ORDERS ARE TO BE TURNED IN DAILY! Work orders are to be completed by the lead man on the job. Supervisors check all paperwork. You will not be paid for days that you don't turn in a work order. When the work order is turned in, you will be paid for that day. Timecards will merely be used as a backup to determine time. To make sure all work is being billed to the customer, you will be paid based on your work orders.

Every day each employee must be accounted for on a daily report and a work order. You must turn in daily paperwork for contract jobs! Note customer-furnished materials and equipment on the work order. Turn in receipts and pick-tickets, if they are not turned in and are not entered on work orders, the Company is losing profit!

All work orders MUST include the following information:

- Date
- Contractor / General Contractor / Customer
- Equipment Used (Bucket Truck / Auger / Trencher / Dynatel) Also write in how many hours the special equipment was used.
- Job Location (address, job name or park)
- Job Description (What were you sent to do, EXACTLY)
- LIST ALL MATERIALS – pricing will be done later. Attach any receipts to the work order.
- Employee Comments – State first if the job is completed. What did you do, what did you not do that was listed in the job description?
- Employee Name – all employees who worked on the job should be listed
- Time at job – time you arrived to start job
- Time left job – time you leave job for the day
- If lunch was taken while on the job, note it at the bottom of the page

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Travel Time

All travel time will be added to the work orders during billing. Any time at the shop or spent purchasing materials for a particular job needs to be charged to that particular job.

Time starts at the shop or on the job and your time ends when you leave the job site, with the exception of long hauls or job sites outside of the metro Atlanta area. If you are traveling outside our normal working areas, compensation will be discussed per job.

Take Home Truck and Over Time:

If you choose to have a take home truck you will be required to be in the weekend/Holiday on-call rotation. The amount of time you will be required to be On Call will vary based on the number of employees that choose to have a take home truck and that are in the On Call rotation.

Please note the following:

- If you are scheduled to be on call and would like to swap shifts with another employee, it will be up to you (the employee) to find someone to cover your scheduled On Call shift(s). You must also notify your supervisor and the office immediately so that compensation can be adequately calculated and we know who to contact in case of emergencies.
- Splitting the On Call shift is permitted as long as the office has been notified in advance.
- If you are scheduled to be On Call and decide to swap - you must notify the office staff by noon on Friday.

Compensation for On Call shifts: TBD

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PERSONAL APPEARANCE

Effective Date: 6/1/2007

Revision Date: 2/22/2022

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what customers and visitors think about Allstar Lighting and Electrical Services. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent Allstar Lighting and Electrical Services, you should be clean, well groomed, and wear appropriate clothes.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

Where necessary, Allstar Lighting and Electrical Services may make a reasonable accommodation to this policy for a person with a disability.

Dress Code:

- Pants without holes or rips
- Boots
- Allstar issued shirt, pullover, hoodie etc, without holes or rips

Allstar Lighting and Electrical Services

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PROGRESSIVE DISCIPLINE

Effective Date: 6/1/2007

Revision Date:

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at Allstar Lighting and Electrical Services.

We believe it is important to make sure that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and Allstar Lighting and Electrical Services have the right to terminate employment at will, with or without cause or advance notice, Allstar Lighting and Electrical Services may use progressive discipline at its discretion.

Disciplinary action may be any of the following four steps: 1) verbal warning, 2) written warning, 3) suspension with or without pay, or 4) termination of employment. We will look at how severe the problem is and how often it has happened when deciding which step to take. There may be circumstances when one or more steps are bypassed.

In most cases, progressive discipline means that we will normally take these steps in the following order: 1) a first offense may call for a verbal warning; 2) a next offense may be followed by a written warning; 3) another offense may lead to a suspension; and, 4) still another offense may then lead to termination of employment.

In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Allstar Lighting and Electrical Services.

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PROBLEM RESOLUTION

Effective Date: 6/1/2007

Revision Date: 2/22/2022

Allstar Lighting and Electrical Services encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Allstar Lighting and Electrical Services supervisors and management.

Allstar Lighting and Electrical Services tries hard to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to give positive and constructive criticism to each other.

If you disagree with Allstar Lighting and Electrical Services rules of conduct, policies, or practices, you can state your concerns through the problem resolution procedure described in this policy. You will not be penalized, formally or informally, for making a complaint as long as you do it in a reasonable, business-like manner. You will also not be penalized for using this problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision that affects you is not fair, you are encouraged to use the following problem resolution steps. You may stop the procedure at any step.

1. You present the problem to your supervisor after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you may present the problem to any other member of management.
2. Your supervisor responds to the problem during discussion or after consulting with appropriate management, when necessary. Your supervisor documents the discussion.
3. You present the problem to the office staff if the problem is not resolved.
4. The office staff counsels and advises you, helps you to put the problem in writing, visits with your managers, if necessary, and directs you to the CEO of the Company for a review of the problem.
5. You present the problem to the CEO of the Company in writing.
6. The CEO of the Company reviews and considers the problem. The CEO of the Company informs you of the decision and forwards a copy of the written response to the office for your file. The CEO of the Company has full authority to make any adjustment that is determined to be appropriate to resolve the problem.

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LIFE THREATENING ILLNESSES IN THE WORKPLACE

Effective Date: 6/1/2007

Revision Date:

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal lives, including work, to the degree that they can. Allstar Lighting and Electrical Services wants to help these employees to work as long as they continue meeting acceptable performance standards.

As in the case of other disabilities, we will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on any employee is confidential. Allstar Lighting and Electrical Services will take reasonable precautions to protect medical information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing medical information is subject to disciplinary action, up to and including termination of employment.

If you have questions or concerns about life-threatening illnesses, you should contact the Office Administration for information and referral to appropriate services and resources.

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PERSONAL PROPERTY

Effective Date: 6/1/2007

Revision Date:

Allstar Lighting and Electrical Services cannot be responsible for losses of personal property that is lost, damaged or stolen. If you bring personal property/items/belongings into the office or company property, you are responsible to keep track of them.

If you do bring personal property, you need to understand that it will not be covered under the company's insurance and because of limitations on personal homeowners' policies with business property away from the home premises, it may not be covered under your homeowner's coverage either.

Also Allstar Lighting and Electrical Services prohibits any items on the premises or worksite that are sexually suggestive, offensive, or demeaning to specific individuals or groups, along with firearms or other weapons. Employees should understand that all personal property brought onto the employer's premises may be inspected for purposes of enforcing the organization's policies and to protect against theft.

Allstar Lighting and Electrical Services

Employee Handbook

RETURN OF PROPERTY

Effective Date: 6/1/2007

Revision Date:

Allstar Lighting and Electrical Services may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you.

You must also return it promptly if we ask. If you stop working at Allstar Lighting and Electrical Services, you must return all Allstar Lighting and Electrical Services property immediately.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.